

Kent County Library Board of Trustees

Minutes of the October 3, 2022 Meeting

Present: Valerie Overton, President; Judi O'Brien, Vice President; Jay Silcox, Treasurer; Erin Counihan, Secretary; Peggy McKee, Trustee; John Murphy, Trustee; Amy Sine, Trustee; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member

The meeting was called to order at 4:30 pm.

The minutes of the previous meeting were reviewed. Ms. Overton asked if there were any edits or changes. None were given. Mr. Silcox moved to approve the minutes as submitted. Ms. Counihan seconded the motion, which was approved unanimously.

Ms. Dowell reviewed the agenda for the meeting.

Officer Reports

Friends of the Kent County Public Library

Ms. O'Brien informed the trustees that the Friends had met in September with the focus of the meeting being on the upcoming book sale. Ms. O'Brien noted that the \$10,000 contribution from the Friends to the Library had been made by their treasurer. Ms. O'Brien forwarded a request from the Friends that a link to their website be included in the redesigned Library website.

Ms. O'Brien reported that the Friends had questioned if the masking policy would be revised. Ms. O'Brien deferred this to the discussion of the policy later in the meeting.

Foundation for the Kent County Public Library

Mr. Murphy reviewed a summary he sent earlier related to the Foundation meeting. Mr. Murphy noted that Ms. Woodall's presentation to the Foundation had received many compliments. Mr. Murphy informed the trustees that the Foundation expressed little interest in funding the meeting room renovation for a variety of reasons, but were interested in funding the upfront costs of the website redesign, but needed assurance that the Library would be able to support the ongoing costs of the website. Mr. Murphy noted that a follow up request had been sent to library staff related to the website funding proposal.

Mr. Silcox asked if the Foundation had lost value recently. Mr. Murphy noted that many investments had gone down in value. The trustees discussed the relationship between the Foundation and the Library.

Finance Committee

Mr. Silcox reviewed the September 13 Finance Committee meeting. Several topics were identified by Mr. Silcox from the meeting including the fiscal year 2022 audit, COBRA review, an organization structure change, grant updates and a revised memorandum of understanding. Mr. Silcox noted that some of these topics would be discussed more later in the meeting.

Mr. Silcox noted that Ms. Dowell had presented a revised organization structure which aimed to streamline the chain of command and create additional support opportunities, but this involved expanding the organization. Mr. Silcox said that the committee was unable to take action without seeing projected costs for the expanded staffing.

Mr. Silcox reviewed the grant updates, noting that the library should hear something related to the Chestertown ARPA grant process in October if the library was approved to move forward.

Mr. Silcox noted that the library was pursuing additional funding for the LSTA grant project, and that there was a proposal later in the meeting to request funding from the town of Chestertown related to this grant.

Mr. Silcox reviewed the bank account balances, noting that the PNC Checking account balance was \$197,746.55, the PNC Money Market account balance was \$31,236.17, and the Peoples Bank Savings account balance was \$218,758.19 as of the end of August.

Mr. Walmsley reviewed the audit required budget adjustments to the fiscal year 2022 budget, noting that these were necessary for the audit process. The trustees discussed the adjustments. Mr. Silcox moved to approve the adjustments as presented. Ms. McKee seconded the motion, which was approved unanimously.

Librarian's Report

Ms. Dowell presented the management discussion and analysis letter for the fiscal year 2022 audit. Ms. Dowell asked if the trustees had any feedback prior to submitting it for inclusion in the audit. Ms. Sine questioned if gas had been budgeted for in the fiscal year 2023 budget and how patrons were reacting to the new north county location. Ms. Dowell said that gas had been included, and that there was an increase in usage within the north county facility. Mr. Murphy asked if there was a measure of the increased activity. The trustees discussed methods for measuring the increase in activity. The trustees discussed the amount of the reserve. Mr. Silcox moved to approve the letter as revised. Ms. McKee seconded the motion, which was approved unanimously.

Ms. Dowell reviewed the additional funding required for the Cubical quote, noting that shipping costs were not a part of the LSTA grant. Ms. Dowell presented a funding request to the Town of Chestertown to cover a portion of the shipping costs and to begin the process of acquiring a new book drop. Mr. Murphy moved to approve the request as presented. Mr. Silcox seconded the motion, which was approved unanimously.

Mr. Silcox moved to approve the use of additional funding from the unassigned reserve to cover additional costs for the Cubical quote. Mr. Murphy seconded the motion, which was approved unanimously.

Old Business

Memorandum of Understanding - Chestertown Library, Inc. Building

Ms. Dowell presented a revised Memorandum of Understanding, which split the agreement into two parts, one which clarified the relationship between the county and the library related to the facility, and one between the library and the partner organizations. The trustees reviewed the memorandums and discussed potential exposure of the library financially. The trustees discussed revisions to the memorandum and ways to clarify responsibility. Action on the memorandum was tabled until edits and revisions could be made.

Masking in the Library

Mr. Silcox said that he had requested the item be put on the agenda as several individuals had approached him to discuss the occasional mandatory masking in the library, noting that they had requested optional masking. Ms. Dowell reviewed the current process and accompanying signs. The trustees noted county and federal organizations were no longer requiring masking, leaving it to personal preference. Ms. O'Brien revisited the Friends of the Library, noting that they had requested optional masking. The trustees directed Ms. Dowell to update the current procedure to align with the removal of masking requirements by the CDC, and requested that the signs communicating the community level remain.

In Memory Purchase - Bronwyn Jones

Ms. Coughlin moved to spend \$200 on books to honor Ms. Bronwyn Jones, a former trustee of the Library. Mr. Silcox seconded the motion, which was approved unanimously. The trustees discussed an announcement of the purchase and what types of items should be purchased.

New Business

Petty Cash Procedure

Mr. Walmsley presented a petty cash procedure to the trustees, noting that the procedure was developed using the county procedure as a guideline and to speed up the reimbursement process for staff. Mr. Silcox moved to approve the procedure as presented. Ms. Counihan seconded the motion, which was approved unanimously.

COBRA Overview

Ms. Dowell reviewed the handbook language related to COBRA coverage, and noted that presently, the library was unable to offer COBRA coverage and that she was looking for ways to create continued coverage for employees. Mr. Silcox noted that expanding employment would enable the library to offer COBRA coverage again. The trustees discussed continuing benefits and the legality of continuing to offer coverage to individuals who were no longer employed by the library. Ms. Sine noted that the handbook used the word "may" to describe offering coverage, which indicated that at times the library would not be able to offer COBRA coverage. The trustees discussed coverage and how this could be communicated to employees.

Trustee Recruitment

Ms. Sine informed the trustees that there were two trustee terms ending at the end of the calendar year, and that Ms. McKee had agreed to help Ms. Sine with the recruitment process, with support from library staff related to promotion and communication with the public. The trustees discussed language to increase the diversity and representation on the board of the library. The trustees expressed that they were flexible with the time and location of the meetings.

October Meeting Location

Ms. Overton noted that early voting for the general election would be occurring in the main meeting room of the library on the date of the next meeting, so an alternative location would need to be identified. The trustees discussed moving the meeting to various locations before settling to have the meeting in either the wave room or on the main floor of the library.

No further business was brought before the trustees.

Ms. Sine moved to adjourn the meeting. Ms. O'Brien seconded the motion, which was approved unanimously.