

Kent County Library Board of Trustees

Minutes of the November 30, 2020 Hybrid Meeting

Present: Elisabeth Tully, President; Valerie Overton, Vice President; Earl Runde, Treasurer; Bronwyn Jones, Secretary; Alan Austen, Trustee; Sabina Minney, Trustee; Jay Silcox, Trustee; Chris Walmsley, Staff Member; Annie Woodall, Public Services Librarian

The meeting was called to order at 5:30 pm.

Ms. Tully noted that the meeting was a hybrid meeting with some trustees attending in person and some attending virtually.

The minutes of the previous meeting were reviewed. Ms. Tully noted that the meeting should be hybrid and not virtual. Mr. Runde moved to approve the minutes as revised. Mr. Silcox seconded the motion, which was approved unanimously.

Finance Committee & Treasurers Report

Ms. Minney noted that the finance committee meeting was short due to the removal of an agenda item.

Mr. Runde reviewed the bank balances with the trustees, noting that there was \$11,814.41 in the PNC Checking account, \$31,230.10 in the PNC Money Market account, and \$218,517.45 in the Peoples Bank Savings account.

Ms. Minney reviewed a grant from the Chestertown Library Preservation Foundation in the amount of \$2,086.59 to be used for materials and literary improvements.

Mr. Runde reviewed his written report with the trustees, noting that this was a board where all the members contributed. Mr. Runde credited this with citizen representation on the Finance Committee, and recommended Amy Sine as a citizen representative on the finance committee for the next calendar year.

Reopening Report

Ms. Woodall reported that the library had been open for three weeks, and that there had been 448 visits across that time. Ms. Woodall noted that library staff was looking at how the space was being used and what library services were being sought by patrons. Ms. Woodall continued that most visits were short in duration, and only wanting to check out holds or to browse the library collection, and that computer use and other services were pretty low in utilization.

Ms. Woodall informed the trustees that feedback on the renovated space had been positive, and that patrons had been compliant with established guidelines and protocols.

Ms. Tully asked if there were often lines of people waiting to come in. Ms. Woodall answered that occasionally there were people waiting, but turnover had been quick with short waits when waiting was necessary. Mr. Silcox questioned if the capacity limit had been changed by staff during the three week span. Ms. Woodall responded that staff had not changed the capacity, but had occasionally attempted to help people at the door when there was a wait.

The trustees discussed the capacity limit and if it needed adjustment. The trustees made no changes to the plan as presented.

Director's Report

Ms. Tully noted that Ms. Adams was not in attendance, but that Ms. Woodall would attempt to respond to questions.

The holidays for calendar year 2021 were presented. Ms. Tully proposed removing Tea Party Saturday as a closed date due to the Tea Party Festival being cancelled for 2021. The trustees discussed the potential for weekend hours for the library, if the change would be equitable to the staff, and if there were further advisable changes to the holidays as presented.

Ms. Tully moved to revise the holiday schedule for calendar year 2021, removing Tea Party Saturday and fully closing on Martin Luther King Day. Mr. Silcox seconded the motion. Ms. Tully called for further discussion. Mr. Runde asked if it was fair to staff. Mr. Silcox noted that it was a 1 to 1 swap of a Saturday for a partial opening. A vote was called. Ms. Jones, Ms. Minney, Ms Overton, Mr. Silcox, and Ms. Tully voted in favor of the motion, Mr. Runde voted against the motion, and Mr. Austen abstained.

The trustees reviewed the interim recommendations from the director. Ms. Tully noted that the recommendations would need to be revised since a member of the staff was resigning.

Ms. Jones moved to delay the discussion until the plan could be revised. Mr. Silcox seconded the motion. The trustees discussed what should be in place before the next meeting, with the agreement that the proposed interim plan being used until the plan could be revised. The trustees agreed to revisit the interim plan at the next meeting.

Committee Reports

Director Search

Ms. Tully noted that the director search committee report would be in the closed session.

Trustee Search

Ms. Tully informed the trustees that the Kent County Commissioners would be considering the trustee recommendations on December 15.

Old Business

Reading Dog Statue

Ms. Tully reported that the statue was approved by the Kent County Commissioners at their previous meeting, and that the statue would be owned, maintained and insured by the county.

New Business

Ms. Tully informed the trustees that there was a pop-up used book store in Rock Hall, which had donated proceeds to the library, with a total contribution of just over \$3,000.

Ms. Tully noted that the League of Women Voters had received a plaque, and had requested the plaque be placed in the yellow building. Ms. Tully continued that when the use of the yellow building began again, the plaque would be revisited.

Mr. Silcox reported that the Friends of the Library were going to hold a virtual meeting.

Closed Session

Ms. Tully moved to close the meeting for the purpose of discussing the library director search. Mr. Silcox seconded the motion, which was approved unanimously. The meeting was closed at 6:30 pm.

The meeting was reopened at 6:55 pm.

No further business was brought before the board of trustees, and the meeting was adjourned at 7:00pm.

The next meeting of the Board of Trustees will be on December 14, 2020 at 5:30 pm.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4 before closing the meeting.

1. **Recorded vote to close the meeting:** Date: 11/30; Time: 6:30; Location: KEPL;
Motion to close meeting made by: E. Tully Seconded by Jay Silcox;
Members in favor: 7; Opposed: 0;
Abstaining: 0; Absent: 0.

2. **Statutory authority to close session (check all provisions that apply).**

This meeting will be closed under General Provisions Art. § 3-305(b) only:

- (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) "To consider the investment of public funds"; (6) "To consider the marketing of public securities"; (7) "To consult with counsel to obtain legal advice"; (8) "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	Selection of Library Director	Need for confidentiality with respect to new hire.
§3-305(b) ()		

4. This statement is made by Elisabeth Tully, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

- For a meeting closed under the statutory authority cited above:

Time of closed session: 6:30 pm to 6:55 pm

Place: KCPH, some members attending virtually

Purpose(s): Discuss appointment of new director

Members who voted to meet in closed session: All Trustees, as below

Persons attending closed session: Austen, Silcox, Runde, Tully, Overton, Muney, Jones

Authority under § 3-305 for the closed session: Discussion of Appointment

Topics actually discussed: Appointment, terms of offer

Actions taken: Unanimous support of appointment

Each recorded vote: All Aye

- For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____

Persons present: _____

Subjects discussed: _____

Full board meeting reopened at 6:55
meeting adjourned at 7:00.