

Kent County Library Board of Trustees
Finance Committee

Minutes of the June 13, 2023 Meeting

Present: Amy Sine, Chair; Judi O'Brien, Trustee; Jay Silcox, Trustee; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member

The meeting was called to order at 2:00 pm.

The minutes of the previous meeting were reviewed. Mr. Silcox moved to approve the minutes. Ms. O'Brien seconded the motion, which was approved unanimously.

FY2024 Budget Update

Ms. Sine noted that a large part of the budget for the next fiscal year had been reviewed at the previous Board of Trustees meeting, and questioned if there were additional changes, and if the official notice had been received.

Ms. Dowell informed the committee that the County Commissioners had adopted their budget on June 6, 2023.

The committee reviewed the auditor fee schedule. Ms. Dowell noted that the schedule had been accepted by the commissioners, and the contract would be submitted to the state library. Ms. Sine questioned if the company was the same as in previous years. Ms. Dowell confirmed that it was.

Grant Updates

Ms. Dowell informed the committee that two grant applications were submitted for LSTA funding. Ms. Dowell noted that there was twice as much requested in funding as was available, but that the library would hopefully know by the end of June if the applications were approved. Ms. Dowell stated that funding from LSTA could only be used for programming related expenses.

Ms. Dowell noted that the Maryland Historical Trust Grant had reached out to her with a question related to the request, but that no word had been received related to funding.

Ms. Dowell reviewed a new grant opportunity with the trustees, which was due the upcoming Friday. Ms. Dowell noted that the prize was \$250,000 in unrestricted funding from the Library Journal and was meant to be awarded for community impact.

Ms. Sine informed the committee that she was working on a spreadsheet to track the timelines for various grants and where they stood in the process. Ms. Sine indicated that it would be shared with the trustees when it was ready.

New Business

Ms. Sine asked Ms. Dowell about a meeting with the Chestertown Police Department Chief. Ms. Dowell informed the committee that she and Mr. Walmsley had met with the Chief of Police and discussed suspension notices and how the organizations could work together and complement each other.

Ms. O'Brien asked if Ms. Dowell would like support and help with writing content for the community impact award. Ms. Dowell said that support would be welcome. The committee discussed how different people could contribute to completing the award application.

Ms. O'Brien asked Ms. Dowell what funding was being pursued for the sound dampening panels in the Wave Room. Ms. Dowell reviewed different grants which had not been able to support that purchase due to funding restrictions. Ms. Dowell noted that the library had received funding from the Local Management Board, which was being used to purchase a lot of materials to support programming for the library.

Ms. Sine asked when grant applications were due to the Foundation for the Kent County Public Library. Ms. Dowell answered that they were due September 1. Ms. Dowell noted that she planned to ask for funding for staff computers and new book drops.

Mr. Silcox asked if there would be an invoice for the Foundation prior to the new grant requests being submitted. Ms. Dowell answered that she hoped so, and that there was a visit from the designer on July 26.

Ms. O'Brien noted that in the previous year, funding had been granted by the Town of Chestertown for the purpose of book drops. Ms. Dowell replied that the funding amount was too small to address the needs of the entire library system related to book drops. Ms. Dowell noted that a funding request had been submitted to the Town of Chestertown to support the purchase of patio furniture, but had not received word from the town yet.

No further business was brought before the committee.

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

The meeting was adjourned at 2:32 pm.