

Kent County Library Board of Trustees

Minutes of the February 24, 2020 Meeting

Present: Elisabeth Tully, President; Valerie Overton, Secretary; Sabina Minney, Trustee; Jay Silcox, Trustee; Jacqueline Adams, Director; Alexia Garvin, Staff Member; Chris Walmsley, Staff Member

The meeting was called to order at 5:05 pm.

Ms. Adams introduced Ms. Garvin to the trustees. Ms. Garvin reviewed her position, how she came to work at the library and noted that she was furthering her education.

Ms. Overton arrived at 5:12 pm.

The minutes of the previous meeting were reviewed. Mr. Silcox moved to approve the minutes as submitted. Ms. Minney seconded the motion, which was approved unanimously.

Ms. Tully questioned if all conflict of interest forms had been turned in, and asked that any which had not been received be turned in promptly.

Ms. Adams distributed revised trustee manuals to those present and reviewed the updated content.

Ad Hoc Responsibilities & Appointments

Ms. Tully reviewed the ad hoc responsibilities and appointments for the 2020 trustees.

Mr. Runde was appointed for policy review and revisions

Ms. Minney was appointed to obtain and maintain an open meeting certification.

Ms. Overton was appointed for the director evaluation.

Ms. Overton and Mr. Runde were appointed to trustee recruitment.

Mr. Silcox was appointed as the trustee representative to the Friends of the Kent County Public Library.

Mr. Runde was appointed as the trustee representative to the Foundation for the Kent County Public Library.

Finance Committee

Ms. Minney noted that Mr. Runde was unable to attend the finance committee meeting, but had submitted a written recommendation to the committee. Ms. Minney reviewed the recommendation that the library move funds to another bank to be covered by FDIC insurance. Mr. Runde's recommendation was to keep \$210,000 with PNC bank checking account and \$5,000 in the money market account with additional funds moved to Peoples Bank.

Ms. Overton moved to approve moving funds to Peoples Bank as laid out by Mr. Runde and recommended by the finance committee. Mr. Silcox seconded the motion, which was approved unanimously.

Ms. Adams reviewed the draft of the Fiscal Year 2021 budget, noting a significant increase in state funding, but this was offset by decreased fine revenues, and an expected increase in salaries and benefits, resulting in a request for approximately 4% more funding from the Kent County Commissioners. Ms. Adams noted that she may have a more definite idea of the increase to benefits costs for the next fiscal year before submission of the budget.

Ms. Tully moved to approve the submission of the draft budget for Fiscal Year 2021 as recommended by the finance committee. Ms. Overton seconded the motion, which was approved unanimously.

Director's Report

Ms. Adams reviewed the staff vacancy, noting that there was no response to the initial posting, so the position had been reposted as a library associate with reduced responsibilities due to support offered by the Eastern Shore Regional Library.

Ms. Adams presented concerns related to weekend hours at the branches and the safety of staff. Ms. Adams noted that there were very low patron counts, and that staff were often alone in the branch locations. Ms. Adams added that staff time could be better used providing outreach in Kent County communities, and that more people could be reached through these efforts than the weekend branch hours.

The trustees discussed hours of operation, results of focus groups, and consistency of message.

Mr. Silcox moved to approve the changes to the weekend hours of the branch locations effective April 1 as recommended by the Director. Ms. Minney seconded the motion, which was approved unanimously.

Ms. Adams updated the trustees related to the Chesapeake Heartland Mellon Grant, noting that a curatorial committee had toured the library, and that arrangements were being worked on to accommodate the scanning and digitizing of community items.

Ms. Adams reviewed the statistics included with the packet. The trustees discussed which statistics they would like to see, and how to interpret the statistics.

Ms. Adams presented and reviewed publicity related to the redesign of the adult areas.

Funding Partners Reports

Friends of the Kent County Public Library

Mr. Silcox reported that he had attended the February 11 meeting, at which the Friends reviewed their financial information and reviewed the spring book sale schedule.

Trustee Education

Ms. Adams reviewed Project 2020 with the trustees, going over how the overarching plan was determined, broken down into stages and the progress so far. Ms. Adams reviewed the funding for the project, noting that the state and county had contributed significantly to the project.

Ms. Adams reviewed a tentative timeline for the final phase of Project 2020.

No further business was brought before the trustees.

Ms. Overton moved to adjourn the meeting. Mr. Silcox seconded the motion. The meeting was adjourned at 6:35 pm.

The next meeting of the Board of Trustees will be on March 30, 2020 in the Chestertown Library, Inc. building.