

## **Kent County Public Library Board of Trustees**

Minutes of the May 28, 2024 Meeting

Present: John Murphy, Vice President; Erin Counihan, Secretary; Amy Sine, Treasurer; Rachel Durso, Trustee; Irene Padilla, Maryland State Librarian; Chris Walmsley, Director of Office Administration

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

The minutes of the previous meeting were reviewed. Ms. Durso moved to approve them as submitted. Ms. Sine seconded the motion, which was approved unanimously.

The agenda for the meeting was reviewed. The presentation from Irene Padilla was delayed until she arrived.

No members of the public were present.

### Officer Reports

#### Treasurer

Ms. Sine reviewed the bank balances, noting that there was \$123,853.61 in the PNC Checking, \$31,243.12 in the PNC Money Market, and \$219,005.44 in the Peoples Bank Savings accounts.

Ms. Sine noted that the proposed allocation for Fiscal Year 2025 had been received from the County Commissioners, and the library was budgeted to receive \$793,960, which was about 5% less than requested.

Mr. Murphy asked if there was any information related to the electric bills yet. Mr. Walmsley stated that there was not. The trustees discussed the electric bills and service.

#### Secretary

Ms. Counihan stated that there was no official secretary report.

#### Foundation Representative

Mr. Murphy reported that the Foundation had not met.

#### Friends Representative

Ms. Durso stated that the Friends had not met. Ms. Durso reminded the trustees that there was one additional meeting before the summer hiatus, and that the current President of the Friends would be retiring.

Ms. Irene Padilla of the Maryland State Library Agency joined the meeting virtually.

#### Maryland State Librarian Presentation

Ms. Padilla reminded the trustees that she would be retiring at the end of June, and reviewed the recruitment and transition process. Ms. Padilla stated that Morgan Miller had been hired to be the next Maryland State Librarian, and would begin on June 26, giving a few days overlap between Ms. Padilla and Ms. Miller. Ms. Padilla asked how the search process for the Kent County Director was progressing. Ms. Counihan reported that there had been one interview, and that the search had been hampered by several factors such as other Maryland libraries hiring, and internal budget constraints. The director position was discussed with Ms. Padilla.

Ms. Padilla shared that the Maryland State Library Agency had been flat funded for the next fiscal year. Ms. Padilla reviewed responsibilities of the State Library Agency, such as overseeing the Library for the Blind and Print Disabled, aiding the county libraries in meeting with rules and regulations, and working with individual counties to resolve issues with trustees. The trustees discussed recruitment and the Freedom to Read act.

Ms. Padilla reviewed the funding the state provided to libraries, noting that there was a formula calculated at the state level which determined how much funding would be available and how much local share was needed. Ms. Padilla noted that this was true for both operating budget funding and capital project funding. Mr. Murphy recounted the situation for the Rock Hall facility with Ms. Padilla, noting that the required match for Kent County made it difficult to pursue larger projects. The capital grant process was discussed.

Ms. Padilla reminded the trustees that the Maryland State General Assembly had passed the Freedom to Read Act and that one of her last duties was to work with different libraries to write the state standards related to the Act. Ms. Padilla noted that she was working with selection experts and the Attorney General and going in for a second round of review so that a draft could be ready to present to the State Library Board on June 12.

Mr. Murphy asked if the state guidance would be adequate or if each library would need to develop their own policy to be compliant. Ms. Padilla answered that there would be a selection policy compiled by the State, and that most libraries had good selection policies in place. Ms. Padilla noted that the selection policy needed to include a process for reconsideration, and said that the state agency would be happy to review policies to identify if they meet the standards or needed changes to be compliant.

Ms. Padilla reviewed other legislation that had occurred during her time as the State Librarian, including the Fine Free for Minors bill and legislation related to the regional library governance.

Ms. Padilla discussed ways in which the state was changing with the trustees.

Mr. Murphy asked if there were any additional questions from the trustees. There were none. Mr. Murphy thanked Ms. Padilla for attending the meeting.

#### Rock Hall Facility

Mr. Walmsley noted that Mr. Silcox and a few staff members had visited and toured a location in Rock Hall. There was general agreement that the location could make a good library branch. The trustees discussed the budget and costs associated with a new location.

#### Executive Director Search Committee

Ms. Counihan reviewed the members of the committee, and noted that there had been four initial applicants, of which two were scheduled for interviews. Ms. Counihan noted that one applicant selected for an interview had withdrawn citing the cost of living in Kent County. The trustees discussed the timing of the posting, requirements and challenges for recruitment. Ms. Sine asked if there was room for a signing bonus or relocation expense coverage. The trustees discussed potential incentives.

#### Library Representative Report

Mr. Walmsley discussed the Fiscal Year 2025 proposed budget allocation with the trustees, noting that it would be voted on by the commissioners on June 4. Mr. Walmsley reviewed a few factors which impacted the budget for the upcoming year such as the delay of contributions for the Time to Care Act, and the Rock Hall facility transition.

Mr. Walmsley reviewed Fiscal Year 2026 capital grant submitted through the Maryland State Library Agency capital grants program. Mr. Walmsley noted that based on evaluation from a vendor working with the public works department, the current roof was insufficient for the design of the building and recommended replacement with a metal roof. Mr. Walmsley continued that this change significantly increased the amount of the request, and that the capital grant request had been for \$299,000, or 50% of the estimate from the roofing company.

Mr. Walmsley informed the trustees that the state agency had received \$19,183,000 in funding requests, and that there was \$7,500,000 available to be allocated. Mr. Walmsley

stated that letters of support for the project had been received from all of the District 36 delegates and state representatives

Mr. Walmsley reviewed current projects with the trustees, noting that the sound dampening panels were being installed and that installation was expected to finish the following day.

Mr. Walmsley stated that school visits had been occurring ahead of the summer reading program, and that the website had been updated to incorporate the summer reading program.

Mr. Walmsley informed the trustees that the website project was underway with site building occurring and that the company expected the framework to be complete in two to three weeks.

Mr. Walmsley reviewed a grant submission through the Library Sciences and Technology Act to supplement programming within the upcoming fiscal year.

Ms. Sine asked about the facade grant for which the library had applied. Mr. Walmsley stated that the application had been approved, but that the grant itself took time on the town and state side to execute. Mr. Walmsley noted that the grant was to replace the sign outside of the current location of the North County facility.

#### Old Business

#### Privacy & Confidentiality Policy and Whistleblower Policy

The trustees deferred action related to the policies as there were only four trustees present.

#### New Business

#### Maryland Library Association Conference Takeaways

Mr. Walmsley stated that there was a document at the end of the packet related to the information that staff members identified from the conference.

#### Trustee Recruitment

Ms. Sine stated that there had been no applications for the trustee vacancy.

The trustees discussed recruitment and the application process.

No further business was brought before the trustees.

Ms. Counihan moved to adjourn the meeting. Ms. Durso seconded the motion, which was approved unanimously. The meeting was adjourned at 5:45 pm.