

Kent County Public Library Board of Trustees

Minutes of the September 30, 2024 Meeting

Present: Jay Silcox, President; John Murphy, Vice President; Amy Sine, Treasurer; Erin Counihan, Secretary; Peggy Mckee, Trustee; Rachel Durso, Trustee; Melissa Walters, Trustee; Chris Walmsley, Library Representative

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

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

Review of Agenda

Ms. Sine requested that the Treasurer report and Trustee Recruitment Committee report be moved up to the beginning of the meeting.

Treasurer Report

Ms. Sine reported that the balance for the PNC Checking account was \$98,552, the PNC Money Market account was \$31,244, and the Peoples Bank account balance was \$219,079. Ms. Sine continued that this left the library in sound financial standing, and able to cover the required two-months expenses in the reserve.

Trustee Recruitment

Ms. Sine informed the trustees that recruitment for two open positions had been posted. Ms. Sine noted that the process was being done differently with interviews scheduled on a rolling basis as they were deemed appropriate.

Ms. Sine encouraged the trustees to continue to pursue applicants for the open positions.

Ms. Sine left the meeting following the Trustee Recruitment Committee report.

Public Comment

No members of the public were present.

Officer Reports

Secretary

Ms. Counihan shared with the trustees that trustee resources had been placed in a trustee portal through Microsoft 365, but trustees would need a Microsoft-based email address to access it.

Ms. Counihan reported that an initial meeting had been set up with Robert for October 7, and there would be a meet and greet with Robert on October 16 between 2 and 3:30.

Foundation Representative

Mr. Murphy informed the trustees that the September meeting for the Foundation had occurred, and that the funding proposal was being reviewed and discussed, with a vote happening at their October meeting. Mr. Murphy shared that reactions to the proposal were very positive.

Friends Representative

Ms. Durso reported that the Friends of the Kent County Public Library had met on September 17, and were planning for the upcoming book sale. Ms. Durso noted that the Friends would begin collecting donations again after the book sale, but had not yet set a date.

Ms. Durso informed the trustees that the current president would be stepping down after the November meeting.

Rock Hall Facility Committee

Mr. Silcox informed the trustees that the building was occupied and would be open on October 7.

Mr. Walmsley reviewed the progress of the move, noting that everything had been removed from the former location and that the after-hours book return had been moved that morning.

Mr. Silcox noted that there were some outstanding items such as the sign and crosswalk, and that he had met with the Rock Hall town manager. Mr. Silcox continued that there were discussions with the State Highway Administration about where the crosswalk should go and the needs to make the crosswalk compliant. The trustees discussed the crosswalk, the work involved, and potential costs associated with the crosswalk.

Mr. Walmsley reviewed the donations that had been received so far.

Library Representative Report

Mr. Walmsley presented the Management Discussion & Analysis of the Fiscal Year 2024 audit, noting that it needed to be approved by the trustees before submission to the auditor.

Ms. Counihan moved to approve the Management Discussion and Analysis as presented and recommended by the Finance Committee. Mr. Murphy seconded the motion, which was approved unanimously.

Mr. Walmsley shared upcoming programming with the trustees including STEM fest, Applefest, and the One Maryland One Book programming. Mr. Walmsley noted that several local partners had been brought in for these programs.

Mr. Walmsley reviewed the current internet situation at the library, noting that many different counties and organizations were impacted by the outage. Mr. Walmsley noted that some services were able to be performed, but that several of the services were not. Mr. Walmsley recommended that the library be closed to regular service on October 1 to create a plan for resuming limited service on October 2. The trustees discussed closing the library to regular service and concurred with the recommended course of action.

Old Business

Trustee Bylaws Update

The trustee bylaws updates were reviewed, noting that the revisions had been presented in July. Mr. Silcox moved to approve the bylaws as revised. Mr. Murphy seconded the motion, which was approved unanimously.

New Business

Animals in the Library Policy

Mr. Walmsley reviewed the changes to the policy, which included removing procedures and clarifying language. Mr. Silcox moved to approve the policy as presented. Mr. Murphy seconded the motion, which was approved unanimously.

Cash Advance Policy

Mr. Walmsley reviewed the policy, noting that this policy had not been utilized since its original approval.

Mr. Silcox moved to approve the policy as presented. Mr. Murphy seconded the motion, which was approved unanimously.

Credit Card Policy

Mr. Walmsley reviewed the policy, noting that some practices were not in line with the policy at present. The trustees discussed who should hold a card and what the limit of the credit card should be.

Mr. Silcox moved to approve the credit card policy and increase the credit limit in the policy to reflect current practice and add an additional staff member designee. Ms. McKee seconded the motion, which was approved unanimously.

Study Pod Policy

Mr. Walmsley reviewed the policy, noting that the revisions to the policy were to enable people to reserve the study pod ahead of use and through the website.

Mr. Silcox moved to approve the policy as presented. Ms. Durso seconded the motion, which was approved unanimously.

Website Policy

Mr. Walmsley reviewed the policy with the trustees and the actions that had been taken to get approval. Mr. Walmsley noted that the policy had been sent to the county attorney for feedback, but nothing had been received yet.

Mr. Silcox moved to approve the policy pending approval by the county attorney. Mr. Murphy seconded the motion, which was approved unanimously.

No additional business was brought before the trustees.

Ms. McKee moved to adjourn the meeting. Mr. Murphy seconded the motion. The meeting was adjourned at 5:30 pm.