Kent County Public Library Board of Trustees

Board Meeting Minutes of: September 28th, 2026

Call to Order

Present:

Rachel Durso, President; **Clara Rankin**, Vice President; **John Murphy**, Treasurer; **Deborah Westerland**, Secretary; **Bruce Riedel**, Trustee; **Miles Campbell**, Trustee; **Hagan**, Executive Director; **Annie Woodall**, Chief Public Officer; **Chris Walmsley**, Chief Operations Officer; **Tobi Brown**, Executive Secretary

Ms. Durso called the meeting into order at 4:30pm. Ms. Durso noted that there was one absent trustee. With a quorum present, business could move forward.

Disposition of Minutes of Previous Meeting

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

Review of Agenda

The agenda for the meeting was reviewed. No changes to the agenda were made.

Public Comment

Ms. Durso noted that there were no members of the public present.

Officer Reports

Treasurer

Mr. Murphy reviewed the bank balances and noted there is $190,862 in the PNC Checking account and $202,395 in the Maryland Local Government Investment Pool (MLGIP) account. Mr. Murphy noted that the library accrued approximately $642.07 in interest on the MLGIP account in August.

Secretary

There were no updates from the secretary.

Friends of the Kent County Public Library

Ms. Rankin noted that the Friends are developing a plan to move a storage shed onto the Chestertown branch property. Ms. Rankin stated that the Friends are exploring other ways

to generate donation funds. Ms. Rankin stated that the Friends are getting ready for their Fall Book Sale in November.

Foundation for the Kent County Public Library

Ms. Westerland noted that Ms. Hagan, Mr. Walmsley, and herself attended the last Foundation meeting. Ms. Westerland noted that the Foundation approved the library's Annual Appeal. Ms. Hagan stated that the funds received from the Annual Appeal will be focused on the development of the Library of Things.

Ms. Westerland stated that the Foundation would be working toward creating a website.

Librarian's Report

Facilities: Roof Grant Update

Ms. Hagan noted that the library's progress report for the MSLA grant for the roof is due this month. Ms. Hagan stated Public Works provided an update on the project; noting that they were still in the design phase. Ms. Hagan reported that Public Works is currently navigating technical issues in the project, including obtaining proper permits.

Facilities: Rock Hall Branch

Ms. Hagan stated that the new Rock Hall book drop was still delayed due to a manufacturing backorder. Ms. Hagan stated that this would not interfere with the awarding of the grant for the book drop, as the Rock Hall Mainstreet organization agreed to accommodate by delaying the closing of the grant.

Facilities: Chestertown Branch

Ms. Hagan noted that the installment of the new shelving, refresh of the staff breakroom, and move of the circulation desk were all complete. Ms. Hagan stated that the projects proceeded smoothly and the library resumed normal operations earlier than anticipated.

Ms. Hagan noted that the library ordered more foldable chairs for programming.

Ms. Hagan stated that she was working on adding an ADA workstation near the children's section of the library. Ms. Hagan explained that the workstation would be open for anyone to use and will include equipment and software that accommodates those with special needs.

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Chestertown Library Inc. Building

Ms. Hagan stated that the partnership with Washinton College to develop museum pieces for the building is going well. Ms. Hagan stated that Shore Rivers preformed another site visit and would begin on the garden pieces of the project soon.

Capital Needs Assessment

Ms. Hagan noted that she met with a representative from the state that runs the Capital Grant Program; stating that their conversation provided insight into how the grant works and KCPL's application history. Ms. Hagan provided an overview of the information she gathered at this meeting and how it will guide Capital Grant applications in the future.

Ms. Hagan stated that the Capital Grant program aims to assist with preserving and protecting existing facilities (ex. buildings) rather than upgrade or renovate them. Ms. Hagan reviewed two projects she would like to approach in the next fiscal year and explained that she intends to begin feasibility studies.

Ms. Hagan stated that she had a conversation with the County Administrator about Kent County's Comprehensive Plan, which will be redone in 2028. Ms. Hagan explained that she plans to advocate for the library's increased presence in the upcoming draft if the comprehensive plan.

Budget

Ms. Hagan noted that the library received the Maryland Heritage Areas Authority (MHAA) grant for $35,600. Ms. Hagan stated that this grant would fund the historical museum pieces and garden projects for the Chestertown Library Inc. building.

Ms. Hagan stated that the library received a Library Services and Technology Act (LSTA) grant for $19,100, which will fund collection development and the expansion of the Library of Things.

Collection & Statistics

Ms. Hagan noted that KCPL received a charitable collection donation this year from Ms. Rena Fowler, which Ms. Hagan visited with at the Chestertown Branch.

Ms. Hagan stated that the library was partnering with Chestertown Parks and Recreation to coordinate and diversify item-lending opportunities for the community. Ms. Hagan provided an overview of the recent additions to the Library of Things collection.

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Programming

Ms. Hagan stated that the Summer Reading program was a success, with 813,475 total minutes read. Ms. Hagan stated than many programs and inclusions to the summer program were well received, and plans for next summer were already in development. Ms. Hagan noted that the library was working to coordinate the processing and delivery of the middle school books purchased by KCPL (the reward for reaching the Summer Reading Community Goal).

Ms. Hagan provided an overview of the programs and outreach events planned for September & October.

Staff

Ms. Hagan noted that the FY26 Staff Evaluations have been completed.

Ms. Hagan noted that the goals for the Strategic Long-Range Plan (SLRP) have been finalized. Ms. Hagan stated that the library will be hosting public focus groups to receive input on the execution of these goals. Ms. Hagan noted that the library would be seeking stakeholder/partner feedback surrounding the goals in late-October and early-November. The trustees discussed the SLRP and the upcoming meetings.

Policies

Ms. Hagan proposed the implementation of a 'KCPL Library of Things Release of Liability, Waiver and Assumption of Risk' form; which would be signed by a patron in order to use certain items in the Library of Things collection. Ms. Hagan provided insight into the need for this form and noted that the draft had been reviewed by the County Attorney. The Trustees discussed the draft provided. Mr. Murphy moved to approve the implementation of the 'KCPL Library of Things Release of Liability, Waiver and Assumption of Risk' form as presented. Mr. Riedel seconded the motion, which was approved unanimously.

Ms. Hagan proposed revisions to the Gift Acceptance Policy that made technical adjustments to the language. Ms. Rankin proposed a revision to the wording of the policy. The Trustees discussed this revision. Mr. Murphy moved to approve the Gift Acceptance Policy pending the discussed revisions to the language. Ms. Durso seconded the motion, which was approved unanimously.

Ms. Hagan proposed revisions to the Emergency Decision policy that refines the language and structuring. Ms. Durso moved to approve the Emergency Decision policy as presented. Mr. Murphy seconded the motion, which was approved unanimously.

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Old Business

Trustee Recruitment Committee

Mr. Muphy noted that the Board received one applicant for the Trustee appointment. Ms. Rankin stated that she felt that the applicant was a good fit. Mr. Murphy agreed and stated the committee would be looking to schedule an interview with the applicant.

Ms. Durso asked if there were any updates on the Student Member of the Board position. Ms. Rankin stated that they had not received any applicants yet. The trustees discussed options for generating interest in the Student Member position and how to connect with potential applicants.

Revisions to the Board of Trustees Bylaws

Ms. Hagan reviewed the changes to the bylaws proposed at the previous meeting. The Trustees did not make any further revisions. Ms. Durso moved to approve the previously proposed amendments to the KCPL Board of Trustees bylaws. Ms. Rankin seconded the motion, which was approved unanimously.

New Business

The Trustees did not discuss any new business.

Adjournment

Mr. Murphy moved to adjourn the meeting. Mr. Riedel seconded the motion, which was approved unanimously. The meeting was adjourned at 5:26pm.