

Kent County Library Board of Trustees

Minutes of the March 30, 2020 Virtual Meeting

Present: Elisabeth Tully, President; Valerie Overton, Vice President; Earl Runde, Treasurer; Bronwyn Jones, Secretary; Sabina Minney, Trustee; Jay Silcox, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Annie Woodall, Staff Member

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

Ms. Tully noted that Mr. Austin was absent from the virtual meeting.

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

Treasurer's Report

Mr. Runde reviewed the action at the previous meeting to approve moving funds to a different financial institution. Mr. Runde noted that he would be consulting with the county finance department related to the transfer when normal business resumed.

Mr. Runde reported that the library's checking account balance was \$264,121.73, with a savings account balance of \$199,592.76.

Ms. Minney noted that the finance committee had not met, but that trustee education related to the finances would happen at a later meeting.

Ms. Adams noted that the open position contributed to an increase in available funds, but that a flat budget was anticipated for Fiscal Year 2021. Ms. Adams continued that budget workshops for the next fiscal year were beginning on the coming Tuesday.

Ms. Adams reviewed the available financial reports with the trustees.

Director's Report

Ms. Adams informed the trustees that the library had been staying aligned with the schools with regard to closures of the physical space. Ms. Adams continued that staff had been staying home for the most part, working on efforts to connect with the community through various electronic resources.

Ms. Adams noted that there was a senior staff meeting scheduled for the coming Wednesday to develop an action plan and that there had been many resources related to self care and community service

during the pandemic. Ms. Adams also reviewed collaboration with the Maryland library community to collect ideas, and that all these resources would be used to create the action plan for the library.

Ms. Adams reviewed progress related to the renovation. The trustees discussed some concerns related to the renovation.

Ms. Adams reviewed changes to the needs of the Board of Elections, noting that primaries were rescheduled for June 1, 2, and 3, and that they were unsure of early voting scheduling.

Ms. Adams reviewed ways that library services were being extended to the community. The trustees discussed extending technology to the community.

New Business

Ms. Overton reported that the trustee email had not contained anything of use.

Ms. Adams noted that she would investigate the budget hearings, continuing that funding may be changing, which would necessitate changes to the proposed budget.

Ms. Minney expressed that she would like to hear about staff positions during the closure and how employees are managing virtually.

Ms. Tully asked if Benecon would be able to present at the next meeting. Ms. Adams said that she would reach out to them related to presenting.

No further business was brought before the trustees.

Ms. Jones moved to adjourn the meeting. Ms. Overton seconded the motion, which was approved unanimously. The virtual meeting was adjourned at 5:49 pm.