

Kent County Library Board of Trustees

Minutes of the April 27, 2020 Virtual Meeting

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

The meeting was called to order at 5:08 pm.

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

Ms. Adams introduced Ms. Fedele, Ms. Lane, and Ms. Woodall to the trustees, noting that these were the senior staff. Ms. Adams reviewed the staff meeting schedules, noting that supervisors were staying in touch with staff they supervised, and that regular, focused discussions were beginning.

Ms. Lane informed the trustees that her position was the youth services librarian, and reviewed what meetings, trainings, and discussions had been occurring related to children's and youth services. Ms. Lane noted that of particular interest was reaching populations without digital connections and methods for conducting the summer reading program. Ms. Lane continued that Kent County Public Library was advantaged by having previously used Beanstack for summer reading programming.

The trustees discussed issues related to connectivity within Kent County.

Ms. Fedele reviewed various groups that she was serving on, and that she was working with other senior staff related to reopening. Ms. Fedele noted that people were looking to engage people in different trainings to open new opportunities. Ms. Fedele continued that there was an upcoming statewide meeting related to reopening and looking at the guidelines that needed to be followed for that.

The trustees discussed materials and what would be needed in order for the library to reopen.

Ms. Woodall informed the trustees that she was the public services librarian, and reviewed her duties which included adult programming, the volunteer program, outreach and community groups, and marketing and publicity. Ms. Woodall noted that she was doing more social media and publicity at the moment, and that a lot of community groups had continues to meet, and she was promoting the library through assisting with other organizations outreach and community connection activities. Ms. Woodall continues that she was working on connecting staff to discuss opportunities and to help apply concepts from webinars and trainings to library operations.

The trustees discussed library service and ways it might be implemented differently once reopening was possible.

Ms. Tully asked if there were additional questions for the senior staff. None came forward. The trustees thanked the senior staff, who then left the meeting.

Finance & Treasurer's Report

Mr. Runde reported that there was \$271,382 in the library's checking account, with \$199,679 in the savings. Mr. Runde noted that there was an operating reserve of \$151,000, and a health benefits reserve of \$24,633.

Ms. Minney noted that the finance committee was still waiting on definitive information from the county commissioners related to funding for the next fiscal year, but that funding could be flat.

The trustees discussed the bank balances and why they were at the levels they were.

The trustees discussed additional funding for the renovation. Mr. Austen moved to commit \$25,000 to capital funding from the health reimbursement for Fiscal Year 2019. Mr. Runde seconded the motion. Ms. Overton asked if Ms. Adams was comfortable with this. Ms. Adams indicated that she was. The trustees discussed the use of fund balances. Ms. Tully called for a vote, which approved of the motion unanimously.

Director's Report

Ms. Adams noted that much was covered as a part of the senior staff reports.

Ms. Adams informed the trustees that there had been more delays related to the shelving and that she was expecting updates from the factory at the end of the week.

Ms. Adams reviewed voting needs with the trustees, noting that the primary voting would be on June 2nd, with the majority conducted through absentee ballot.

Ms. Tully questioned if an action plan related to remote work was written to be communicated to the staff and the trustees. Ms. Adams said that the staff were looking into what worked for the organization and how staff roles were adapting to the current needs of the library.

The trustees discussed what service may look like once the library begins to reopen.

Funding Partner Reports

Mr. Runde reported that the Foundation for the Kent County Public Library was seeking a secretary, but that none had been found yet.

Committee Reports

Policy & Procedures Committee

Mr. Runde reviewed a revised gift acceptance policy with the trustees. The trustee discussed the updated policy and the recognition or acknowledgement of gifts to the library. Ms. Tully moved to approve the policy as written. Mr. Austen seconded the motion, which was approved unanimously.

Ms. Tully asked if Benecon would be able to present at the next meeting. Ms. Adams indicated that she would attempt to arrange a presentation.

Ms. Tully called for new business. No new business was brought before the trustees.

Ms. Overton moved to adjourn the meeting. Ms. Minney seconded the motion. The meeting was adjourned at 6:30 pm.

The next meeting of the Board of Trustees will be on May 27, 2020 at 5:00 pm.