

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

### Minutes of the May 26, 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; Natalie Lane, Staff Member; Chris Walmsley, Staff Member; Kate Lobley, Benecon Representative; Members of the public

The meeting was called to order at 4:54 pm.

The trustees discussed an additional meeting in early June, settling on meeting virtually on Wednesday, June 10 at 5:30 pm.

Ms. Tully welcomed Ms. Lane to the meeting, informing the trustees that Ms. Lane would be presenting on the summer reading program and youth and children's services.

Ms. Lane informed the trustees that the library would be conducting a virtual summer reading program through Beanstack this year, and that it was currently available for people to browse and preview the plans. Ms. Lane reviewed the summer reading booklet, which included instructions for Beanstack along with the game board and an additional packet of activities.

Ms. Lane reviewed the distribution method being discussed, noting that the library was planning to have everything in place by July 1. Ms. Tully questioned if materials related to school summer reading lists would be available. Ms. Lane informed the trustees that circulation of these materials was being worked on.

The trustees discussed programming. Ms. Lane informed the trustees that a Dial-A-Story service had been started in coordination with the ESRL and that further remote programming options were being investigated.

Ms. Lane left the meeting after concluding her presentation.

Ms. Tully introduced Kate Lobley to the trustees, noting that she was a representative of the library's health cooperative.

Ms. Lobley reviewed the library health insurance and how the library participated with the cooperative for better coverage and benefit negotiation power.

Ms. Lobley left the meeting after concluding her presentation.

The minutes of the previous meeting were reviewed. Ms. Tully noted that the minutes had the incorrect date for the next meeting. Mr. Austen moved to approve the minutes as revised. Mr. Runde seconded the motion, which was approved unanimously.

#### Treasurer & Finance Report

Mr. Runde noted that the library had one current vacant position, and after consideration, recommended the position remain unfilled due to financial concerns. Mr. Austen moved to approve the recommendation of the Finance Committee. Mr. Silcox seconded the motion, which was approved unanimously.

The trustees discussed the lease of the North County Branch facility. Ms. Adams noted that she would be meeting with the landlord to revisit the lease negotiations.

#### Finance Presentation

Ms. Minney presented to the trustees related to library finances, reviewing various processes and calendars for financial activities. Ms. Minney noted that a lot of the library financial procedures arose from state regulations and auditor advice.

#### New Business

Ms. Adams informed the trustees that the shelving was projected to arrive the week of June 22, and the books would be brought back to the library in the first week of July.

Mr. Austen questioned when the Board of Trustees would be able to meet in person or when the library would be fully open. Ms. Adams said that both of these were unknown due to several concerns related to slowing the spread of COVID-19.

#### Public Comment

Ms. Tully called for public comment. The member of the public in attendance expressed appreciation that the meetings were open to the public.

No further business was brought before the Board of Trustees.

Mr. Austen moved to adjourn the meeting. Mr. Runde seconded the motion, which was approved unanimously.

The meeting was adjourned at 6:48 pm.

The next meeting of the Board of Trustees will be on June 10 at 5:30 pm.