

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

### Minutes of the July 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; Chris Walmsley, Staff Member; Annie Woodall, Staff Member

The meeting was called to order at 5:44 pm.

Ms. Tully informed the trustees that Ms. Fedele and Ms. Woodall were attending the meeting to present on library service during the pandemic.

Ms. Woodall informed the trustees that she was the public services librarian with an emphasis on programming, publicity and marketing. Ms. Woodall reviewed the questions submitted prior to the meeting, noting that the library was working with other libraries to collaborate on programming since Kent County Public Library has fewer staff and more shared responsibility than other organizations.

Ms. Woodall reviewed the One Maryland One Book opportunity, noting that there would be at least one book discussion and other programs related to the contents of the book, but still accessible to a broader audience.

Ms. Woodall noted that other book clubs had encountered different issues in continuing, some related to access to materials, or comfort levels with technology.

Ms. Woodall gave an overview of what was involved in the creation of a video or virtual program.

Ms. Fedele informed the trustees that she was responsible for circulation and collection development. Ms. Fedele continued with a review of the first day of curbside pickups for the library.

Ms. Fedele and Ms. Woodall reviewed the steps taken which were necessary to begin curbside service along with some of the challenges which were encountered.

Ms. Tully thanked Ms. Fedele and Ms. Woodall for their presentations and information.

Ms. Tully scheduled a special meeting of the Board of Trustees for Monday, August 3 at 5:30 pm.

## Director's Report

Ms. Adams reviewed the current vacant positions and the necessary responsibilities of those positions. Ms. Tully questioned if the same quantity of staff was necessary to run curbside service as normal service. Ms. Fedele noted that the library was currently running with most staff present due to staff not using leave, and that additional activities take staff away from other service points.

Ms. Jones noted that the library was in a healthy financial position and expressed support for hiring a staff member for technology needs. Mr. Runde added his support, noting that the library had the need for the position and the funding available.

Ms. Minney moved to extend permission to Ms. Adams to fill the vacant position for IT and technology. Ms. Jones seconded the motion. Mr. Runde questioned if the proposed salary was enough. Ms. Adams indicated that it was a starting point and depending on applicants, the offering could be adjusted. Ms. Tully called for a vote and the motion was approved unanimously.

The minutes of the previous meeting were reviewed. The trustees revised the phrasing of the discussion related to staff travel during the pandemic. Mr. Runde moved to approve the minutes as revised. Ms. Overton seconded the motion, which was approved unanimously.

Mr. Runde moved to approve December 26, 2020 as a holiday closure for the library. Ms. Jones seconded the motion, which was approved unanimously.

The meeting was adjourned at 6:47 pm.