

Kent County Library Board of Trustees

Minutes of the August 31, 2020 Virtual Meeting

Present: Elisabeth Tully, President; Valerie Overton, Vice President; Bronwyn Jones, Secretary; Alam Austen, Trustee; Sabina Minney, Trustee; Jay Silcox, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 5:49 pm.

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

Ms. Minney moved to approve adjustments to the Fiscal Year 2020 budget to reflect the end of the year account standings as recommended by the finance committee. Ms. Jones seconded the motion, which was approved unanimously.

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

Director's Report

Ms. Adams reviewed goals from the strategic long range plan for the current fiscal year, noting that grants had been received to aid with conducting a tech audit as well as CARES funding to pay for COVID-19 related expenses. Ms. Adams continued that the goals had been explored and identified with the help of the senior staff.

Ms. Tully said the goals were very ambitious. Mr. Austen questioned when guidance would be available related to libraries and in-person facility use. Mr. Adams reported that this was largely up to individual libraries and their ability to accommodate COVID-19 related guidance and regulations.

Ms. Tully moved to approve the goals for the Strategic Long Range Plan for Fiscal Year 2021 as identified by Ms. Adams. Mr. Austen seconded the motion, which was approved unanimously.

The trustees discussed proxy voting, and if it was allowable when the motion and related discussion was unknown prior to the meeting.

Committee Reports

Director Search Committee

Ms. Tully informed the trustees that the job description had been finalized and posted to the American Library Association, the Eastern Shore Regional Library, and would be posted to the

library website. Ms. Tully reviewed investigation into other job hunting websites, noting that the cost would need to be budgeted for. The trustee discussed further advertising, with Mr. Austen recommending that efforts stay within library-related websites at this time.

Mr. Austen expressed appreciation to Ms. Tully for her efforts related to the director recruitment.

Ms. Tully informed the trustees that one trustee term was expiring, and that there would be a need to recruit another trustee. Ms. Tully reviewed past efforts related to recruitment. Mr. Silcox volunteered to write an editorial to encourage applicants for the trustee position.

Ms. Jones left the virtual meeting.

Old Business

Ms. Tully reviewed previous trustee action to approve seeking a candidate for the position of Technical Services Associate. Ms. Adams noted that six applications had been received, and reviewed the ways in which existing staff were supported by the Technical Services position.

Ms. Tully moved to suspend the process for the hiring of the Technical Services Associate position pending the hire of a new director. Mr. Austen seconded the motion. Ms. Tully called for discussion of the motion. Mr. Austen expressed that there were points in favor of both sides of the motion. Ms. Minney noted that there were unique technical challenges at this time and that the staff was already short. Ms. Tully questioned if former or part time staff could be used to fill in the interim. Ms. Adams expressed that the part time staff had obligations of their own. Mr. Silcox noted that he could see the need for the position to be filled as soon as possible, and there was risk of losing a candidate due to delaying the process, but it was important for the new director to be invested in the organization and be empowered to make choices.

Ms. Tully called for a vote on the motion. The motion passed with Mr. Austen, Ms. Overton, Mr. Silcox and Ms. Tully voted in favor of the motion, and Ms. Minney voting against. Mr. Runde and Ms. Jones were absent from the vote.

Ms. Tully reviewed proposed language additions to the staff handbook. Mr. Austen moved to approve the changes. Mr. Silcox seconded the motion. Ms. Overton questioned what the phrase current date referred to within the language; if it was the last day in office, or immediately prior to the employee's travel. Ms. Tully asked if Ms. Adams expected to use the language in the upcoming month, to which Ms. Adams replied no. Mr. Austen moved to table the motion until the next meeting. Ms. Minney seconded the motion, which was approved unanimously.

New Business

Ms. Tully extended thanks to Ms. Adams for the pictures of the renovation and for her attention and dedication to seeing the project completed.

Mr. Austen inquired with the trustees as to feelings towards in person meetings. Ms. Overton noted that there was a narrow window before flu season began. The trustees discussed meeting options.

No further business was brought before the trustees.

Mr. Austen moved to adjourn the meeting. Mr. Silcox seconded the motion. The meeting was adjourned at 7:01 pm.

The next meeting of the Board of Trustees will be on September 28, 2020 at 5:30 pm.