

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

### Minutes of the September 28, 2020 Virtual Meeting

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

The meeting was called to order at 6:01 pm.

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

The minutes of the previous meeting were reviewed. Mr. Austen moved to approve the minutes. Mr. Runde seconded the motion, which was approved unanimously.

#### Finance Committee Report

Ms. Minney moved to approve the revised lease for the North County Branch facility as recommended by the Finance Committee. Ms. Jones seconded the motion, which was approved unanimously.

#### Director's Report

Ms. Adams informed the trustees that all staff are reporting to the building. Ms. Adams reviewed library services and curbside service. Ms. Adams added that genre bundles were being put together by staff for patrons to check out, and that home education resources were being advertised.

Ms. Adams noted that the public computers were back in the building and had been set up.

Ms. Adams reminded the trustees that the Friends of the Library were collecting donations during the month of September.

Ms. Adams reviewed virtual programming with the trustees, noting that there was a series related to gardening ongoing.

Ms. Adams presented the strategic long range action plan for fiscal year 2021 to the trustees, noting that it was included in the packet for their review.

Ms. Adams reviewed the library reopening plan with the trustees, noting that it included thorough cleaning following limited visitation by appointment.

The trustees discussed meeting with the staff, public health and safety, and staff concerns.

Ms. Adams informed the trustees that the ballot box would be arriving the following day.

#### Staff Handbook Language

Ms. Adams reviewed the addition of language related to leave and travel during a pandemic. Mr. Austen moved to approve the language as submitted. Mr. Runde seconded the motion, which was approved unanimously.

#### Director Search

Ms. Overton informed the trustees that applications had been received and reviewed and the committee planned to interview six candidates. The committee was working on developing a standard template for the interview and review of candidates. Ms. Overton continued that the committee wanted to begin interviews on October 5, with staggered interviews.

#### Trustee Search

Mr. Runde informed the trustees that there were three candidates so far and that the committee was working on setting up interviews.

#### New Business

The trustees discussed open meetings compliance and the position of compliance officer.

No further business was brought before the trustees.

Mr. Austen moved to adjourn the meeting. Mr. Runde seconded the motion. The meeting was adjourned at 7:06 pm.