

Kent County Library Board of Trustees

Minutes of the October 26, 2020 Hybrid 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; Chris Walmsley, Staff Member; Chris Lehman, SB & Company; Jeanne Edwards, Kent County Finance Officer

The meeting was called to order at 5:30 pm.

Auditor Report

Mr. Lehman reviewed the FY20 audit of the library financials, noting that this was the fourth year in which SB & Company had audited the library. Mr. Lehman continued that the audit produced a clean opinion of financials for the library and discovered no instances of fraud or material weaknesses and that no audit adjustments were needed.

Mr. Lehman reviewed the audit processes such as the control environment, processes, and controls, all of which were found to be effective during the period being audited.

Mr. Lehman concluded his presentation noting that there was nothing to bring to the attention of the trustees.

Mr. Silcox requested clarification of evaluation of processes and controls. Mr. Lehman reviewed the testing process and the evaluation process for various financial areas.

Ms. Minney asked if some of the library renovation capital expenditures were pushed to the next fiscal year. Mr. Lehman reported that this was the case due to the timing of the installation and payment. The trustees discussed how capital expenditures influenced the budget.

Mr. Lehman and Ms. Edwards left the meeting with thanks to Ms. Adams and Mr. Walmsley for all their cooperation in the audit process.

Review of Minutes

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

Finance Committee Report

Mr. Runde reviewed the library bank account balances, reporting that there was \$115,629.17 in the PNC checking account, \$31,229.33 in the PNC savings account, and \$218,507.33 in the Peoples Bank savings account.

Ms. Minney noted that Ms. Adams would contact PNC Bank about updating the credit card information and removing her name from it.

Ms. Minney moved to approve a payout to Ms. Adams of all vacation time that would be allotted for Fiscal Year 2021 as recommended by the Finance Committee. Mr. Silcox seconded the motion. Ms. Minney reviewed the library documentation related to vacation payout when leaving employment. The trustees discussed the payout to Ms. Adams. Ms. Tully called for a vote, which was approved unanimously.

Director's Report

Ms. Adams reviewed some electronic resources and website offerings which were created by library staff.

Ms. Adams informed the trustees that Douron would be coming Wednesday for a few final items and punch list.

Ms. Adams reviewed the virtual programming that the library was conducting.

Ms. Adams went over the Library to Go statistics with the trustees, noting that almost 1700 pickups had been done through the service.

Ms. Adams presented the reopening plan to the trustees, including publicity and staff duties and responsibilities.

The trustees discussed several aspects of the plan, such as the limited computer time, and limit on individuals, and the hours for when services were available. Ms. Adams reviewed the experiences of other libraries related to reopening and how patron use and comments would inform changes to the process and plan.

Ms. Tully expressed appreciation to Ms. Adams for flexibility and responsiveness related to the planning process.

Committee Reports

Director Search Committee

Ms. Tully reported that there was a deep pool of candidates, with 15 applicants, of which six had been interviewed, and there was one further interview to conduct. After the final interview, Ms. Tully said the committee would decide on the top three candidates and communicate those with the trustees and set up additional interviews.

The committee reviewed the search process and discussed additional interview questions and challenges for director candidates.

Trustee Selection

Ms. Jones reported that the committee had interviewed four people for the open position on the Board of Trustees.

Ms. Minney announced to the Board of Trustees that she would be resigning from the Board of Trustees at the end of the calendar year.

The committee reviewed the interviewees and the qualifications of the candidates.

Mr. Runde moved to recommend Erin Counihan for a five-year term, and Judy O'Brien for a three-year term to the Kent County Commissioners. Ms. Jones seconded the motion, which was approved unanimously.

The trustees discussed the trustee appointment process and communication to the candidates.

Ms. Tully extended thanks to Ms. Jones and Mr. Runde for their efforts in trustee recruitment.

New Business

November Meeting

The trustees discussed the timing of the November meeting, and reiterated that they would meet on November 30th.

Statue Donation

Ms. Tully reviewed a proposed art donation to the library with the trustees. The trustees discussed various issues that would need to be resolved related to the statue, concluding that

further investigation of the statue, library policy and responsibility was needed before taking action.

Ms. Jones left the meeting at this point.

Quarantine Period and Fines

Ms. Tully questioned if fines should be suspended while materials were being quarantined. Ms. Adams reviewed actions taken by the library to accommodate patrons during the state of emergency and quarantine period, such as material time extensions and backdated check in. Ms. Adams said that she would investigate the language and work towards a resolution in the notices.

Ms. Tully moved to suspend fines until the library is operating normally. Mr. Austen seconded the motion, which was approved unanimously.

No further business was brought before the trustees.

Ms. Tully moved to adjourn the meeting. Ms. Overton seconded the motion. The meeting was adjourned at 7:11 pm.

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