

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

### Minutes of the March 29, 2021 Hybrid Meeting

**Present:** Elisabeth Tully, President; Valerie Overton, Vice President; Jay Silcox, Treasurer; Bronwyn Jones, Secretary; Alan Austen, Trustee; Erin Counihan, Trustee; Judi O'Brien, Trustee; Arnessa Dowell, Executive Director; Jeanne Geibel, Staff Member; Natalie Lane, Staff Member; Michael Sampson, Staff Member; Chris Walmsley, Staff Member; Ann Woodall, Staff Member

The meeting was called to order at 5:00 pm.

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

The minutes of the March 2 meeting were reviewed. Mr. Austen moved to approve the minutes as submitted. Mr. Silcox seconded the motion, which was approved unanimously.

The minutes of the March 10 meeting were reviewed. Mr. Silcox moved to approve the minutes as submitted. Mr. Austen seconded the motion, which was approved unanimously.

#### **Treasurer's Report**

Mr. Silcox reviewed the PNC Bank account balances, noting that there was \$188,181 in the checking account and \$31,232 in the savings account.

#### **Director's Report**

Ms. Dowell informed the trustees that the Fiscal Year 2022 budget request had been submitted to the county finance department on March 19. Ms. Dowell noted that a presentation would be done for the county commissioners, and she would share that date when the trustees when the date was set.

Ms. Dowell reviewed the justification as written, noting that if there were changes or additions that needed to be made, they could be done as part of the presentation.

Ms. Dowell reviewed the reopening plan, noting that the library had moved into Phase 4 of the plan.

The trustees discussed the capacity limit and advancing between stages. Ms. Dowell informed the trustees that early May was being targetted for moving to Phase 5. Ms. Jones questioned what was happening with the library branches. Ms. Dowell reviewed the services available at the North County Branch, and informed the trustees that she was working with the Rock Hall town office related to reopening.

The trustees discussed vaccination of staff members, if all staff were getting vaccinated and how staff vaccinations impacted the reopening plan. The trustees discussed if accommodations were necessary for unvaccinated staff.

Ms. Dowell informed the trustees that the library was vigorously hiring people and that several interviews had been conducted for the open positions.

Ms. Dowell continued that Mr. Schmitz had resigned, opening another position in the library staff.

### Trustee Education

Ms. Dowell introduced the senior team members to the trustees, which included Ms. Geibel, Ms. Lane, Mr. Sampson, Mr. Walmsley and Ms. Woodall. Senior team members reviewed their positions, responsibilities and monthly reports.

The trustees introduced themselves to the senior team members.

### Funding Partner Reports

#### Friends of the Library

Ms. O'Brien reported that the Friends of the Library would be meeting again on April 13.

#### Foundation for the Kent County Public Library

Mr. Austen reported that the Foundation would be meeting virtually in about two and a half weeks.

### New Business

Ms. Tully informed the trustees that the trustee education section for April would be a presentation from Mr. Venditta, the director of the Eastern Shore Regional Library.

Mr. Austen noted that the trustee manuals did not include a censorship policy within the policies section, indicating that a policy related to censorship was necessary. Ms. Tully noted that there was a reconsideration process and associated form. The trustee discussed a specific censorship policy.

No further business was brought before the Board of Trustees.

Ms. Overton moved to adjourn the meeting. Ms. Jones seconded the motion. The meeting was adjourned at 6:18 pm.