

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

### Minutes of the October 25, 2021 Meeting

Present: Elisabeth Tully, President; Valerie Overton, Vice President; Jay Silcox, Treasurer; Erin Counihan, Trustee; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member; Honey Raines, Staff Member; Jeanne Edwards, County Finance Officer; Chris Lehman, Auditor

The meeting was called to order at 4:32 pm.

The minutes of the previous meeting were reviewed. Ms. Tully noted that the minutes should reflect that the meeting was in-person with accommodations made for one trustee to attend virtually. Ms. Tully moved to approve the minutes as revised. Mr. Silcox seconded the motion, which was approved unanimously.

#### Auditor Report

Ms. Edwards and Mr. Lehman introduced themselves to the Board of Trustees. The audit report and presentation were distributed to trustees. Mr. Lehman reviewed the audit, noting that they were issuing a clean opinion of the issued financial statements, and that the statements were reasonably free of material misstatement. Mr. Lehman noted that no material weaknesses were discovered, the full cooperation of management was received, and that there were no audit adjustments to the posted financial statements. Mr. Lehman reported that the library's net change in position was an increase of approximately \$43,000.

Mr. Lehman reviewed the audit process itself, and noted that the controls present in the library were effective.

Ms. Edwards and Mr. Lehman left the meeting after presenting and reviewing the audit.

Ms. Tully moved to accept the audit as presented. Mr. Silcox seconded the motion, which was approved unanimously.

#### Treasurer's Report

Mr. Silcox reviewed the October 20, 2021 meeting of the Finance Committee with the trustees.

Mr. Silcox moved to approve the Memorandum of Understanding for the Hearse House as modified and recommended by the Finance Committee. Ms. Counihan seconded the motion, which was approved unanimously.

Mr. Silcox reviewed the revised lease agreement for the facility located at 5746 Main Street, Rock Hall, MD, noting that the lease was modified to a two-year term, with an option to renew and first right of refusal.

Mr. Silcox reviewed the lease agreement for the facility located at 119 North Main Street, Galena, MD, noting that it was unchanged from previously presented.

Mr. Silcox moved to approve the leases as presented and recommended by the Finance Committee. Ms. Counihan seconded the motion, which was approved unanimously.

Mr. Silcox reviewed the timeline for the facility improvements to the new facility in Galena, noting that the current timeline would likely lead to services being unavailable for some time. The finance committee had reviewed a few options and were recommending to work with the current landlord to extend the lease for the current facility until December 31, 2021. The trustees discussed the design process, and Ms. Dowell reviewed her efforts towards consultants for the design. The trustees discussed the lease dates and paying landlords.

Mr. Silcox moved to modify the lease for the current facility in Galena to extend through the end of December, 2021 as recommended by the Finance Committee. Ms. Counihan seconded the motion, which was approved unanimously.

Mr. Silcox reviewed a discussion related to the close contact procedure and potential financial considerations for a testing requirement. Mr. Silcox noted that the Finance Committee had discussed the library paying for up to 6 months of testing for unvaccinated employees.

Mr. Silcox moved for the library to cover the cost of weekly testing requirements for staff for up to six months. Ms. Counihan seconded the motion. Ms. Tully called for discussion of the motion. Ms. Tully noted that she thought that employees being out on paid leave was a larger concern within the scope of the close contact procedure. The trustees reviewed testing schedules and requirements for other organizations, as well as local testing schedules provided by governmental organizations. Ms. Dowell noted that most tests were between \$10 and \$40 per test, which could lead to costs of up to \$3,000 in total cost for kits for staff. The trustees discussed rephrasing the motion to approve up to an amount for purchasing test kits, but did not revise the motion. Ms. Tully called for a vote, and the motion was approved unanimously.

Mr. Silcox informed the trustees that the current balance of the PNC Checking account was \$218,223.95, the PNC Money Market account was \$31,235.05, and the Peoples Bank Savings account was \$218,637.78 as of September 30, 2021.

### Director's Report

Ms. Dowell presented a Public Health Policy, noting that the policy had been created from a meeting between herself, Mr. Walmsley, and Ms. Jones, with the intent to have a document to

guide the creation of procedures to keep staff and patrons safe in the event of a public health emergency. Ms. Tully noted that the policy as presented did not directly involve the president in the decision making process, and that there should be trustee engagement in making decisions and creating procedures.

The trustees discussed how the policy should be modified to clarify their role in procedures.

Ms. Tully moved to approve the Public Health Policy as revised. Mr. Silcox seconded the motion, which was approved unanimously.

Ms. Tully requested that the revised policy be sent to all the trustees when the changes had been incorporated into the document.

Ms. Dowell informed the trustees that the governing body of the Eastern Shore Regional Library was being restructured, and would include a member of the current Board of Trustees. Ms. Dowell noted that the regional libraries across the state were being restructured in a similar manner. The trustees discussed the timing of the meetings, and who might be able to commit to representing Kent County to the regional board. Ms. Tully requested a write up of the information be prepared and circulated to the full Board of Trustees.

Ms. Dowell noted that the technology audit, which was concluded at the end of Fiscal Year 2021, was included in the supplemental documents for review by the trustees.

Ms. Dowell requested that the trustees approve closing the library at 1 pm on Thursday, December 9 for a holiday celebration for the library staff. Ms. Dowell reviewed the current plans which included a staff luncheon and a cruise on the river packet. Ms. Tully moved to approve closing the library at 1 pm for a staff holiday celebration. Ms. Overton seconded the motion, which was approved unanimously.

Ms. Dowell reviewed past trustee action related to the Reading Dog statue, noting that it had been accepted by the County Commissioners, but that the trustees had not voted on the matter. Ms. Dowell noted that Mr. Benjamin Tilghman had reached out related to the installation of the statue. The trustees discussed the location of the statue, and reviewed Ms. Dowell's suggestions along with documentation provided by Mr. Tilghman. Ms. Tully moved to accept the Reading Dog statue, to be installed in the alcove near the Calvert St. entrance of the library. Ms. Overton seconded the motion, which was approved unanimously.

## Committee Reports

### Trustee Recruitment

Ms. Tully noted that no interviews had been conducted yet, but that interviews would be necessary to make recommendations to the commissioners. The trustees discussed the recruitment process and efforts taken so far.

Ms. Overton left the meeting.

### New Business

Ms. Tully requested a review of trustee attendance for the previous year.

Ms. Dowell introduced Ms. Honey Raines to the trustees. Ms. Dowell informed the trustees that Ms. Raines needed to attend a trustees meeting as part of her LATI training. Ms. Dowell reviewed Ms. Raines position and responsibilities.

No further business was brought before the trustees.

The meeting was adjourned unanimously at 6:08 pm.