

Kent County Library Board of Trustees
Finance Committee

Minutes of the April 12, 2022 Meeting

Present: Jay Silcox, Chairman; Judi O'Brien, Trustee; Valerie Overton, Trustee; Amy Sine, Trustee; Julie Gill, Citizen Representative; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member

The meeting was called to order at 2:02 pm.

The minutes of the previous meeting were reviewed. Mr. Silcox moved to approve the minutes as submitted. Ms. O'Brien seconded the motion, and the minutes were adopted as submitted.

Fiscal Year 2022 Budget Projection

Ms. Dowell reviewed a projection of the fiscal year 2022 budget with the committee, noting that at present, the library was projected to be underspent by approximately \$85,000. Ms. Dowell reviewed reasons for the anticipated excess funding, including a higher than predicted health insurance refund and a significant private donation.

Ms. Dowell informed the committee that some of the funding was being considered for the necessary repairs to the Hearse House, and that she anticipated having a proposal prior to the next trustee meeting.

The committee discussed maintenance costs for the current facilities, and what maintenance was anticipated in the upcoming years. Mr. Silcox questioned if a contractor had been contacted related to the necessary roof maintenance. Ms. Dowell informed the committee that she was working on finalizing a date for an inspection of the roof. The committee discussed contractor options.

Budget Presentation

Ms. Dowell informed the committee that she was scheduled to present to the Kent County Commissioners on Tuesday, April 19 between 10 am and noon. Ms. Dowell reviewed the budget justification and asked the committee if they had feedback related to what documents should be submitted with the justification. The committee discussed the order of the document and the language utilized. Ms. Dowell noted the feedback.

Rock Hall Facility Proposal

Ms. Dowell reviewed the changes to the proposal for the lease of a new facility in Rock Hall. Mr. Silcox questioned if the library had the authority to purchase property or if it would need to be

purchased by the county for use by the library. Ms. Dowell noted that the commissioners had expressed interest in agencies being self sufficient, but that things such as ownership and maintenance would need to be discussed with the commissioners.

The committee discussed the purchase price proposed in the agreement, and how that price was reached.

The committee discussed rent to own and how much of the monthly rent would be applied towards the purchase price. Ms. O'Brien asked Ms. Dowell to consult with the realtor to achieve a reasonable ask. Mr. Silcox provided some notes based on his experience. Ms. Dowell reviewed negotiations with the landlord.

Mr. Silcox indicated that the library should consult with the county attorney to determine what can be included in the lease from a legal standpoint, and if that needs to be an option to purchase or a commitment to purchase.

The committee discussed the current budget request and the current fund balance and how the purchase of a new facility could impact that funding.

New Business

Ms. Dowell informed the committee that the Town of Chestertown had unspent ARPA funds, and that the library was looking into pursuing some grant funding from the town. The committee discussed which ward the library was in and who would be best to contact related to the grant process.

No further business was brought before the committee.

Ms. O'Brien moved to adjourn the meeting. Mr. Silcox seconded the motion, which was approved unanimously. The meeting was adjourned at 2:50 pm.