

Kent County Library Board of Trustees

Minutes of the July 25, 2022 Meeting

Present: Valerie Overton, President; Judi O'Brien, Vice President; Jay Silcox, Treasurer; Erin Counihan, Secretary; John Murphy, Trustee; Amy Sine, Trustee; Arnessa Dowell, Executive Director; Annie Woodall, Staff Member; Chris Walmsley, Staff Member

The meeting was called to order at 4:30 pm.

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

The agenda of the meeting was reviewed.

Ms. Overton called for public comment, of which there was none.

Officer Reports

Mr. Silcox reported that the Finance Committee had met on July 12, and discussed grant updates and capital projects. Mr. Silcox informed the trustees that \$5,000 had been received for youth programs and projects, and that the LSTA grant for meeting pods had been approved for \$21,000. Mr. Silcox noted that the grant application for the library staff to attend the 2022 ARSL conference had not been approved, and that if the trustees were interested in sending the entire staff to the conference, it would cost approximately \$30,000.

The trustees discussed the grant requests for the Foundation, noting local vendors who may be able to provide services for the proposed projects and quotes that had been received.

Mr. Silcox reviewed the capital projects discussed by the Finance Committee, which included the roof of the Chestertown Facility. Mr. Silcox met with Mike Moulds, the county engineer, to establish responsibility for the roof. Mr. Silcox noted that Mr. Moulds had indicated that the approved \$75,000 was the extent of the funding available for the project, and that he would meet with the head of the county maintenance department related to the issues and potential solutions. The trustees discussed the available funding and avenues for additional funding if it became necessary.

Friends of the Library

Ms. O'Brien informed the trustees that there was no report from the Friends of the Library as their meeting had not occurred yet.

Ms. O'Brien noted that a draft memorandum of understanding between the Library and the Friends was included in the packet. Ms. O'Brien requested that if trustees had feedback related to the memorandum that it be sent to her.

Foundation for the Kent County Public Library

Mr. Murphy noted that the next meeting of the Foundation would be in September when they would review and vote on funding requests from the Library.

Committee Reports

Strategic Planning Committee

Ms. O'Brien informed the trustees that the committee had met to discuss the strategic plan and wording with the goal of making a plan which would be responsive to the changing needs of the Library. Ms. O'Brien noted that there had been changes related to consistency of language, but few changes to the substance of the document.

Ms. O'Brien reviewed the changes to the mission statement, where the wording had been rearranged to change emphasis, but maintain the intent. Ms. O'Brien noted that a description of the organization had been added, and that the terms goals and objectives had been rearranged to better communicate flow from the goal to how the goal would be achieved, and then specific strategies related to the goal. Ms. Counihan noted that the strategies had all come from the work that the senior team and library staff had done and not from the committee.

The trustees discussed the strategic plan document. Ms. Overton noted that the strategic plan needed to be included in the Foundation funding proposals.

Mr. Silcox moved to approve the strategic plan as presented. Ms. Counihan seconded the motion, which was approved unanimously.

Director's Report

Ms. Dowell presented the Fiscal Year 2023 goals to ensure that the trustees and the library staff were agreed on priorities and direction. Ms. Overton noted that this document would need to be updated to reflect the language in the strategic plan. The trustees discussed some specific changes to strategies to better reflect intended outcomes, and how to make the goals specific and measurable.

Following the discussion of the revisions to the documents, Ms. O'Brien moved to approve the document as revised. Mr. Silcox seconded the motion, which was approved unanimously.

Ms. Dowell presented the Foundation funding requests to the trustees, noting that the highest funding priority was the meeting room renovation, with the website being the second priority. Ms. Dowell requested Ms. Woodall present the proposal related to the website as her and her team had pursued the quotes and compiled the necessary documentation.

Ms. Woodall reviewed the quotes and the process behind obtaining the quotes from vendors. Ms. Woodall noted that two vendors were recommended, both of which had a lot of experience working with libraries. Ms. Woodall reviewed the challenges specific to library website design. Ms. Sine questioned if either of the recommended companies had created the current website. Ms. Woodall said no, the current website was built by the Eastern Shore Regional Library, and the process was approached much differently. Mr. Murphy asked if the new website would be mobile friendly. Ms. Woodall answered that the new website would be responsive to a wide variety of devices.

The trustees discussed the quotes and options for various companies as well as some different needs for the website. The trustees discussed the funding source and how funds would be handled if the grant and the cost of the website did not align.

Ms. Dowell reviewed the Foundation funding request for the meeting room and kitchen renovation. Ms. Dowell noted that this grant was based around a grant which had been submitted to the state library. The trustees discussed the competitive bid process and securing funding, noting that funding needed to be available before bids could be pursued for a project. Ms. Overton noted that the meeting room request was closely aligned with the strategic plan.

Ms. Overton continued that she, Mr. Murphy and Ms. Dowell would continue to work on the proposals prior to submission.

Mr. Murphy moved to approve the requests from the Foundation with the caveats that there would be changes to the proposals, but the projects would be the same. Mr. Silcox seconded the motion, which was approved unanimously.

Ms. Dowell informed the trustees that the grant for the staff to attend the ARSL conference had been denied, but there was interest expressed in sending the entire staff to the conference, with a question as to how it would be funded. Ms. Dowell proposed that the conference trip be funded from the unrestricted reserve funds. Ms. Dowell reviewed the request and the impact of the required funding on the level of the reserve. The trustees discussed the proposal and impacts such as closing the library, staff awareness, willingness to travel and options for virtual attendance.

Mr. Murphy expressed that it would be an excellent opportunity if staff could attend, but with the concerns presented, and the need to close the library for the staff to attend, it did not look like a supportable proposal. Ms. Dowell noted that regular staff development funds could be utilized

to send a limited number of staff to attend the conference, and that she would speak with her staff related to interest in attending.

Old Business

Staff Guidelines

Mr. Walmsley reviewed the changes to the staff handbook which were summarized and presented to the trustees. The trustees discussed resignation of an employee and involuntary separation, and the educational leave portions of the handbook. The trustees further discussed the travel reimbursement and the government per diem rate, and what would qualify as a reasonable expense.

Ms. Overton raised the issue that different levels of employees required different lengths of notice before resignation. The trustees discussed the process to fill the executive director position and how much notice should be given prior to resignation. Mr. Murphy noted that 90 days would be a reasonable length of time before separation.

Mr. Murphy moved to approve the staff guidelines as revised. Mr. Silcox seconded the motion, which was approved unanimously.

New Business

Mr. Silcox informed the trustees that he had met with the Kent County Director of Public Works, who stated that there was no memorandum of understanding between the county and the town of Chestertown related to security, and so it would need to be created to address some of the current issues being encountered by the library. The trustees discussed the positions of lights and cameras around the building. Ms. Overton noted that there had been similar issues with the schools and the police as it relates to county and town jurisdictions.

Ms. Counihan noted that a former trustee had passed away, and stated that it would be a nice recognition of her service to have some items dedicated to her memory in the library.

Ms. O'Brien informed the trustees that the town of Chestertown had indicated that the library could request funding of up to \$5,000 from the town, and the process for this had been sent to Ms. Dowell.

No further new business was brought before the trustees.

Closed Session

Mr. Silcox moved to close the meeting to discuss personnel matters. Mr. Murphy seconded the motion. The meeting was closed at 6:37 pm.

The meeting was reopened at 7:34 pm.

No further business was brought before the trustees.

The meeting was unanimously adjourned at 7:34 pm.

6:37

*Reopen @ 7:34

*7:34 adjourned

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
 UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)
 with Instructions**

Instructions to presiding officer: To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.¹ If the public body has never designated a member for training, it must do so **before closing the session**.

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. *During* the closed session, keep the discussion topics within the confines of the closing statement. *After* the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. **It has two sides.** Before closing the open session, complete items **1 through 4** on this form or in any writing with the same information. If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

1. Recorded vote to close the meeting: Date: 7/25/22; Time: _____; Location: KCPL;
 Motion to close meeting made by: Jan Silvio; Seconded by John Murphy;
 Members in favor: all; Opposed: _____;
 Abstaining: _____; Absent: Peggy McKee

2. Statutory authority to close session (check all provisions that apply):

This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):

- (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals";
- (2) "To protect the privacy or reputation of individuals concerning a matter not related to public business";
- (3) "To consider the acquisition of real property for a public purpose and matters directly related thereto";
- (4) "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State";
- (5) "To consider the investment of public funds";
- (6) "To consider the marketing of public securities";
- (7) "To consult with counsel to obtain legal advice";
- (8) "To consult with staff, consultants, or other individuals about pending or potential litigation";
- (9) "To conduct collective bargaining negotiations or consider matters that relate to the negotiations";
- (10) "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans";
- (11) "To prepare, administer, or grade a scholastic, licensing, or qualifying

¹ http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf

examination”; (12) “To conduct or discuss an investigative proceeding on actual or possible criminal conduct”; (13) “To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter”; (14) “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process”; (15) “To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to” (i) “security assessments or deployments relating to information resources technology”; (ii) “network security information,” such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) “deployments or implementation of security personnel, critical infrastructure, or security devices.”

3. For each provision checked above, the corresponding topic to be discussed and the public body’s reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

| Citation (insert # from above) | Topic We expect to discuss these matters: | Reason for closed-session discussion of topic - We are closing the meeting to discuss this topic because: |
|--|---|---|
| § 3-305(b) <input checked="" type="checkbox"/> | performance evaluation | Confidential personnel matter |
| § 3-305(b) <input type="checkbox"/> | | |
| § 3-305(b) <input type="checkbox"/> | | |
| § 3-305(b) <input type="checkbox"/> | | |

4. This statement is made by Valerie Overton, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104

For meetings closed under an exception, as disclosed above:

Time of closed session: 6:37 PM Place: KCPL

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: Jay Silcox, Erin Counihan, John Murphy, Amy Sine, Judi O'Brien, Valerie Overton

Authority under § 3-305 for the closed session (see chart above): Confidential personnel matter

Topics actually discussed: Confidential personnel matter

Each action Taken: _____