

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

### Minutes of the October 31, 2022 Meeting

Present: Valerie Overton, President; Judi O'Brien, Vice President; Jay Silcox, Treasurer; Erin Counihan, Secretary; Peggy McKee, Trustee; Amy Sine, Trustee; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member; Jeanne Edwards, County Finance Officer; Chris Lehman, Auditor; two members of the public

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. Ms. O'Brien seconded the motion, which was approved unanimously.

Ms. Dowell reviewed the agenda of the meeting. No changes were made.

#### Fiscal Year 2022 Audit Presentation

Mr. Lehman introduced himself to the trustees, noting that SB & Company had been retained to complete the audit for the library.

Mr. Lehman informed the trustees that a clean/unmodified opinion had been issued for the library, which was the best opinion that the auditor can offer. Mr. Lehman noted that there had been some changes to the template for the opinion, and that the audit was not a forensic audit. Mr. Lehman said that there were no weaknesses in internal controls, and no audit adjustments noted.

Mr. Lehman reviewed the change in net position, noting that it was a loss of \$72,906, leaving the final net position for the library at \$515,000.

Mr. Lehman reviewed the control environment for processes and concluded that there was an effective control environment during Fiscal Year 2022.

Mr. Lehman noted that the library had \$1,084,858 in revenues, and \$1,157,764 in expenses during Fiscal Year 2022, which led to the negative change in net position.

Mr. Lehman reviewed the required communications, noting that there was nothing of a negative nature to bring to the attention of the Board of Trustees.

Mr. Lehman asked if there were any questions from the trustees, and there were none.

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

Mr. Lehman and Ms. Edwards left the meeting after their presentation.

### Public Comment

Ms. Overton noted that two members of the public had arrived since the beginning of the meeting, and asked if there was any comments.

Mr. Nathan Shroyer introduced himself to the Board of Trustees, and questioned if there would be outdoor seating returning to the library patio, noting that it was utilized by several groups and individuals during and after service hours. Ms. Dowell noted that the old furniture was removed due to disrepair and that it was not ADA compliant.

Mr. Shroyer also commented on opportunities to engage with teens and tweens in the library, and noted that there was an opportunity for support of the group. Mr. Shroyer discussed how programs and events should occur after school hours to engage teens, and that events targeted towards school-aged children should acknowledge the school calendar. Mr. Shroyer noted that often the library was closed when schools were closed. Mr. Shroyer also commented that the library schedule should reflect the needs of parents, which vary across different schools and ages, leading to different needs for support. Ms. Dowell noted that recent programs had been conducted on early release days, and that there was an effort on the part of the Youth Services Director to create programming for a broad variety of ages and needs.

Mr. Shroyer commented on discipline for teens in the space, noting that often a group of teens would be asked to leave instead of specific individuals. Mr. Shroyer noted that he was not directly familiar with the policies and procedures which had been developed for conduct in the library, but thought that the conversation should be between staff and the trustees. Ms. Dowell noted that there had been an effort to make positive early interactions on the part of staff, and that there had been some training for staff related to patron interactions and specifically teen interactions. Mr. Shroyer continued that staff had always said that removed individuals were welcome to come back the next day, but that heightened interaction with teens may reduce the need to remove entire groups.

Ms. Overton thanked Mr. Shroyer for his comments.

### Officer Reports

#### Treasurer

Mr. Silcox noted that the Finance Committee meeting had been attended by Mike Moulds, the county engineer, who had addressed the procurement process, what needs to happen related to the roof, and where the county would be involved. Mr. Silcox informed the trustees that Mr. Moulds had taken ownership of the roof project due to the building being owned by the county

and would be coordinating with Ms. Dowell. Ms. Dowell noted that she would review communication to see if Mr. Moulds had reached out.

Mr. Silcox informed the trustees that revisions to the Memorandum of Understanding for the Chestertown Library, Inc. Building were presented at the meeting and would be addressed later in the trustee meeting.

Mr. Silcox reported that the Chestertown ARPA grant committee had invited the library to continue forward in the process. Ms. Overton commented that she was unsure if the town council had moved on the program. The trustees discussed the grant submission timeline.

The trustees discussed the capital funding allocated for the roof by the county in this fiscal year. Mr. Silcox noted that there would be a meeting with Mr. Moulds and the head of county maintenance about the path forward, and that Mr. Moulds was requested to identify maintenance records related to the roof, which would be shared during the meeting.

#### Friends of the Kent County Public Library

Ms. O'Brien reported that she was unable to attend the most recent meeting of the Friends of the Kent County Public Library, but that the President of the group said the meeting centered around the fall book sale. The Friends also wanted to know more about the timing of the meeting room renovation so that they could resume taking donations and have a schedule for their next sale.

Ms. O'Brien noted that the memorandum between the Friends and the Library was being considered by the Friends.

Ms. O'Brien added that the 50th anniversary of the Friends organization was upcoming and the group was considering scheduling a special portion of their annual meeting.

Ms. Overton asked if the Friends were considering returning to two book sales per year. Ms. O'Brien said the group was unsure, and that some of the concern was related to materials and storage.

#### Foundation for the Kent County Public Library

Ms. Overton reviewed a written report from Mr. Murphy who was unable to attend the meeting.

Mr. Murphy reported that the Foundation had approved the funding for the website based on the outcome of their annual funding appeal, of which the website would be the focus.

The trustees discussed the available funding, and how the fund balance could be impacted if the Foundation failed to raise the full amount for the website redesign.

The trustees discussed the role of the Foundation and how future funding requests may be informed by the requests submitted this year.

### Committee Reports

#### Strategic Planning Committee

Ms. O'Brien reported that her, Ms. Counihan and Mr. Silcox had met following the approval to advance in the Chestertown ARPA grant process. Ms. O'Brien noted that the library's request was narrowly approved. The trustees discussed the grant process and what may help the submission be successful.

Mr. Silcox reviewed a proposal from an architect to create a design study, cost estimate, renderings and designs, and a universal study analysis for an upper cost of \$12,800 within the timeline required for the grant. Ms. O'Brien noted that this was below the \$25,000 identified in the county procurement policy. Ms. O'Brien also noted that the funds from the ARPA grant could not be spent on project management fees, and that the library would need to end their arrangement with the project management company. Ms. O'Brien continued that the town wanted to see increased local impact throughout the project, and that the more local resources that could be utilized would strengthen the request.

The trustees discussed the grant application process and how to approach executing the grant.

Mr. Silcox moved to approve utilizing \$12,800 from the unrestricted reserve fund to receive deliverables from an architect including the universal study analysis. Ms. Sine seconded the motion. Ms. Overton called for discussion. Mr. Silcox noted that there was currently \$34,280 in the unrestricted reserve. Ms. Gill asked if the architect was local. Mr. Silcox said that the architect lived in Kent County and had done work on local projects, but had a broader reach, and that his experience included library design. Ms. Overton called for a vote and the motion was approved unanimously.

#### Librarians Report

Ms. Dowell noted that the Board Effectiveness Report, which was conducted by the Maryland State Library, was a part of the supplemental documents for the trustees. Ms. Overton asked if there was anything specific which the trustees should note within the report. Ms. Dowell said that the board recruitment process and what is most important to the library boards was within the report. Ms. Sine noted that the report would be helpful when onboarding new trustees.

#### Old Business

#### Memorandum of Understanding - Hearse House

Mr. Walmsley reviewed the changes to the Memorandum, noting that the agreement between the library and the county had items added to clarify responsibility for cleaning, and a definite review period for the agreement, while the one between the library and the partner organizations had clarified responsibility and the name of the building. The trustees discussed the name of the building and clarifying the language throughout the document.

Mr. Silcox moved to approve the Memorandum with the changes as discussed. Ms. Counihan seconded the motion, which was approved unanimously.

#### Trustee Recruitment

Ms. Sine informed the trustees that recommendations would be presented at the November meeting.

#### Reading Dog Statue

Ms. O'Brien said that she had attended the unveiling of the statue, and that the artist had indicated that there were smaller versions of the same statue which could enable the sale of miniatures of the art, with some share of the sales coming to the library.

#### Chestertown Library, Inc. Donation

Ms. Counihan reported that the library had received a grant from the Chestertown Library Preservation Fund, with the letter identifying that the funds were to be used for books.

#### New Business

#### Social Media Policy

Ms. Dowell presented a proposed Social Media Policy which had been developed by library staff and informed by similar policies at other libraries in the state. Ms. Counihan clarified the types of social media interaction covered by the report. Mr. Silcox moved to approve the policy as presented. Ms. Sine seconded the motion, which was approved unanimously.

#### November Meeting Date

The trustees discussed availability on November 28 and resolved to keep the date of the meeting as scheduled.

No further business was brought before the trustees.

Ms. Sine moved to adjourn the meeting. Ms. O'Brien seconded the motion, which was approved unanimously. The meeting was adjourned at 6:15 pm.