

Kent County Library Board of Trustees
Finance Committee

Minutes of the April 11, 2023 Meeting

Present: Amy Sine, Chair; Jay Silcox, 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 them as submitted, and the minutes were adopted without change.

Ms. Sine reviewed the agenda for the meeting. No changes were made.

Grant Updates

Ms. Dowell reviewed the Maryland Historical Trust grant for the Chestertown Library, Inc. Building, noting that \$3,000 of in-kind volunteer efforts had been received, reducing the match required to \$17,000. Ms. Sine asked how much was being requested from the Trust. Ms. Dowell answered that she was applying for \$20,000 in funding, but that the funding needed to be matched, which is why \$17,000 was required to fund the project.

Ms. Dowell noted that the LSTA grant cycle was starting, and that previously the grant had been used to fund the Cubicall meeting pods. Ms. Dowell noted that LSTA funding could not be used for capital requests, and asked if there were specific items that the committee would like to see requested through the LSTA grant process. Ms. Sine reviewed the previously identified projects. Ms. Dowell emphasized the sound dampening panels, but noted that other potential funders had considered it a capital project. The committee discussed various project options and settled on requesting funding for book drop replacements and sound dampening panels.

Ms. Dowell informed the committee that the Local Management Board had allocated \$18,000 in funding to the library to be spent to support after-school activities and services for teens. Ms. Dowell noted that library staff was working on identifying items which qualified for the funding. Ms. Sine asked what was originally requested through the grant. Ms. Dowell answered that \$20,000 had been requested with items like chromebooks, gaming tables, virtual reality equipment, cameras and green screens. Ms. Sine asked how much funding was received from the Local Management Board each year. Ms. Dowell answered that the funding needed to be requested based on the projects that the Local Management Board wanted to fund that year, so the funding received was not guaranteed, and could not be used to fund operations. Ms. Dowell noted that significantly less had been received the previous year.

Ms. Dowell informed the committee that Ms. Natalie Donoso, the tech services director, had made progress on the website redesign project, but that the project would likely not begin until August due to other library activities and the work which needed to be prepared ahead of the actual website construction. Ms. Dowell noted that Ms. Donoso would be presenting to the Foundation at the end of April related to the website progress.

Memorandum of Understanding - Chestertown Library, Inc. Building

Ms. Dowell informed the committee that the memorandum had been circulated to the other partners, and that she was hoping to receive confirmation of acceptance prior to the next meeting of the Board of Trustees.

Fiscal Year 2024 Budget Request Review

Ms. Dowell reviewed the submitted request for the Fiscal Year 2024 budget. Mr. Silcox asked when the budget would be presented to the commissioners. Ms. Dowell answered that it was scheduled for April 25 at 1:00 pm.

Capital Project Grant Application

Ms. Dowell asked the committee for feedback related to the capital funding request from the state of Maryland. Ms. Dowell asked specifically about the entry to the library on the High Street side and if it should be included in the request to improve accessibility through that entrance. The committee decided that the entry should be included in the grant request. Ms. Dowell said that she would revise the project description and revisit the request.

No further business was brought before the committee.

The meeting was adjourned at 2:32 pm.