

**Kent County Library Board of Trustees**  
**Finance Committee**

Minutes of the October 20, 2021 Hybrid Meeting

Present: Jay Silcox, Chairman; Erin Counihan, Committee Member; Bronwyn Jones, Committee Member; Amy Sine, Citizen Representative; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member

The meeting was called to order at 2:03 pm.

The minutes of the previous meeting were reviewed and adopted without change.

Mr. Silcox reviewed the revised memorandum of understanding for the Hearse House building. Ms. Dowell noted that the MOU had been modified to address costs of repairs or issues which affected both the interior and exterior of the building.

Mr. Silcox moved to recommend the Board of Trustees approve the memorandum of understanding as reviewed. Ms. Counihan seconded the motion, which was approved unanimously.

Ms. Dowell reviewed changes to the lease for the facility located at 5746 N. Main Street, Rock Hall, including a first right of refusal for the sale of the building, and terms for extension of the lease beyond the initial two-year term. Ms. Dowell reviewed the work which needed to be completed to the facility before it would be ready for use by the library. Ms. Dowell also noted that the facility consultant had advised that the space would not be viable long-term. The committee discussed potential long term solutions for maintaining a branch in Rock Hall.

Mr. Silcox moved to recommend the lease to the Board of Trustees as modified. Ms. Counihan seconded the motion, which was approved unanimously.

Ms. Dowell reviewed the extension for the lease of the current North County facility, noting that there had been delays in the design process for the new facility, and extending the lease for the current facility through the end of December 2021 would alleviate some issues. The committee discussed amendments to the lease for the current facility.

Mr. Silcox moved to recommend to the Board of Trustees amending the lease for the current North County facility to expire on December 31. Ms. Counihan seconded the motion, which was approved unanimously.

### Financial Considerations of Close Contact Procedure

Ms. Dowell reviewed the proposed practices and procedures, noting that the option to telework had been incorporated into the risk assessment. Ms. Dowell reviewed a meeting with Ms. Jones related to incentives for vaccination and the public health policy. The committee discussed the efficacy of financial incentives for increasing vaccination rates.

The committee discussed weekly testing requirements for unvaccinated employees, and if testing should be covered by the library for a set period.

Mr. Silcox moved to recommend that the Board of Trustees cover up to six months of weekly testing for unvaccinated employees, after which the employees would need to cover the costs of testing themselves. Ms. Coughlin seconded the motion, which was approved unanimously.

### Bookmobile Rental Quote

Ms. Dowell informed the committee that she had not yet received a firm quote from the rental company, and was pursuing some more information through the county finance department.

### New Business

Ms. Dowell informed the committee that the town of Millington was creating a plan for increased senior living opportunities in the town, and had incorporated a request for the library into their proposal. Ms. Dowell reviewed the current development plans for the former school building, and noted that the service needs of the town would need to be assessed before action could be taken.

No further business was brought before the committee.

The meeting was adjourned unanimously at 3:09 pm.