

Kent County Library Board of Trustees

Minutes of the March 28, 2022 Meeting

Present: Valerie Overton, President; Judi O'Brien, Vice President; Jay Silcox, Treasurer; Erin Counihan, Secretary; Peggy McKee, Trustee; John Murphy, Trustee; Amy Sine, Trustee; Arnessa Dowell, Executive Director; Jessica Kenney, Staff Member; Natalie Donoso, Staff Member; Michael Sampson, Staff Member; Chris Walmsley, Staff Member; Kate Lobley, Benecon Account Manager; one member of the public

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

The minutes of the previous meetings were reviewed.

Mr. Murphy moved to approve the minutes as submitted. Mr. Silcox seconded the motion, which was approved unanimously.

The agenda for the meeting was reviewed. No changes were made.

Trustee Education

Ms. Kate Lobley was introduced to the trustees, and reviewed the self-funded insurance model as well as how the plan benefited the library. Ms. Lobley reviewed fiscal year 2023 increases and how those were calculated.

Following the presentation, Ms. Lobley left the meeting.

Officer Reports

Friends of the Library

Ms. O'Brien reported that the Friends met on March 5 and received a presentation from Ms. Dowell related to capital projects and the library branches. Ms. O'Brien reviewed projects supported by the organization including the Busload of Books. Ms. O'Brien noted that the next book sale was scheduled for September 20 through the 26th.

Foundation for the Kent County Public Library

Mr. Murphy reported that the foundation had not met.

Committee Reports

Finance Committee

Mr. Silcox reported that the Finance Committee had met on March 15, and had discussed the lease for a new Rock Hall facility. Mr. Silcox noted that the agreement as presented needed to be renegotiated, and discussed concerns with the agreement with the trustees.

Mr. Silcox informed the trustees that the Hearse House memorandum of understanding was discussed. Ms. Dowell reviewed the changes to the memorandum, noting that lawyers would like an identified end to the memorandum. Ms. Dowell informed the trustees that it was still being discussed, and that the commissioners had not yet signed off on the document. Ms. Dowell noted that the memorandum would be discussed with the literary club when they visited the library.

Mr. Silcox reviewed a \$5,000 ARPA grant from the town of Galena to the library. Mr. Silcox also noted that there was a \$25,000 donation from a private donor related to facility upgrades for Rock Hall.

Mr. Silcox informed the trustees that the budget presentation for the next fiscal year would be at the April 19 County Commissioners meeting.

Mr. Silcox noted that the balance of the PNC Checking Account was \$196,112.98, the PNC Money Market was \$31,236.34, and the Peoples Bank account was \$218,692.04.

Librarian's Report

Ms. Dowell introduced Jessica Kenney to the trustees. Ms. Kenney reviewed her reasons for working in a library and gave a brief overview of her position.

Ms. Kenney and Mr. Sampson left the meeting following the introduction.

Ms. Dowell introduced Ms. Donoso. Ms. Donoso presented the 1,000 Books before Kindergarten program to the trustees, and gave an overview of the program and accompanying booklet. Ms. McKee asked if there was a kickoff planned in Rock Hall for the program. Ms. Donoso said that there was not one planned at this time. A finale for the program was discussed. Ms. Donoso noted that it was a multi-year program, with completion based on the individual or family.

Ms. Dowell reviewed the goal for fiscal year 2022, noting that there were only a few goals which had not been achieved, but that steps had been taken to address them before the end of the fiscal year.

Ms. Dowell presented goals for fiscal year 2023, and requested feedback from the trustees related to items that they would like prioritized. The trustees discussed the goals, noting various facility issues. Ms. Overton questioned what the timeline was for feedback on the

goals. Ms. Dowell noted that they needed to be approved by July 1, so feedback by April or May would be appreciated if changes were needed.

The trustees discussed the strategic planning committee, and the process of planning.

Ms. Dowell informed the trustees that the budget request was in the supplementary documents. The trustees discussed preparation for the budget presentation.

Ms. Dowell reviewed the current patron masking communication with the trustees, noting that the fliers were in the supplementary documents.

Old Business

Rules of Conduct Policy

Ms. McKee presented a revised Rules of Conduct Policy to the trustees, noting that the procedures were removed to allow for easier changes to the procedures. The trustees discussed the source for the definitions within the policy. Ms. Dowell noted that the definitions were from the previous policy and had not been revised for this document. The trustees discussed how language should be defined.

The trustees discussed high risk behavior and when the police or other emergency services should be contacted.

Ms. Dowell informed the trustees that the policy would be revised, with the definitions and policy compared to similar policies from other libraries and organizations.

No further business was brought before the trustees.

Mr. Silcox moved to adjourn the meeting. Ms. O'Brien seconded the motion, which was approved unanimously.