

Kent County Library Board of Trustees

Minutes of the April 25, 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; Chris Walmsley, Staff Member; John Venditta, Director of the Eastern Shore Regional Library

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 presented. Mr. Silcox seconded the motion, which was approved unanimously.

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

Ms. Overton invited public comment. No public comments were made.

Ms. Overton invited Mr. Venditta to present to the trustees. Mr. Venditta reviewed the history of the Eastern Shore Regional Library, and his history with libraries.

Mr. Venditta informed the trustees that the current budget of the Eastern Shore Regional Library was just over \$3,000,000, which was utilized to support the member libraries through direct funding, technology support, delivery services, and larger regional projects like a facilities master plan and CARES Act funding.

The trustees discussed the collaboration between libraries within the region and capital funding.

Following the presentation, Mr. Venditta left the meeting.

Officer Reports

Ms. O'Brien presented the director evaluation process to the trustees. The presentation covered why the review occurs, the process for the review, how trustees contributed to the process and how the process helped to improve the library.

The trustees discussed feedback from employees and partner organizations as a part of the review process, and the metrics for evaluation of the director.

Friends of the Library

Ms. O'Brien informed the trustees that she was unable to attend the previous meeting of the Friends of the Library. Ms. Dowell informed the trustees that an award would be presented to

Ms. Wanda Sheriff on May 17th from the Maryland Library Association for her contributions to the library through her work for the Friends of the Library.

Foundation for the Kent County Public Library

Mr. Murphy informed the trustees that he was unable to attend the previous meeting of the Foundation for the Kent County Public Library. Ms. Dowell noted that Mr. Walmsley and Ms. Ann Woodall presented at the meeting, and asked Mr. Walmsley to review the presentation. Mr. Walmsley reviewed the presentation with the trustees, noting that the Foundation had expressed interest in ongoing and new programming efforts.

The trustees discussed the Foundation funding level and the role of the Foundation.

Committee Reports

Strategic Planning

Ms. Dowell noted that the strategic planning committee had provided feedback for the proposed Fiscal Year 2023 goals.

Finance Committee

Mr. Silcox noted that the Finance Committee had met on April 12 to discuss projections of the budget for the current fiscal year and what projected unused funding could be utilized for in this fiscal year.

Mr. Silcox informed the trustees that the Rock Hall facility had been discussed, and that the facility would be discussed more during the closed session portion of the meeting.

Mr. Silcox informed the trustees that the PNC Checking account had a balance of \$202,196.32, the PNC Money Market account had a balance of \$31,236.61, and the Peoples Bank Savings account had a balance of \$218,703.18 as of March 31, 2022.

Mr. Silcox noted that the budget presentation to the county commissioners was scheduled for April 26 at 3:00 pm. The trustees discussed trustee attendance at the meeting.

Librarian's Report

Ms. Dowell informed the trustees that the roof of the library was leaking, which had been reported to the county maintenance department, and was being inspected to determine the cause of the leak. Mr. Murphy questioned if an independent contractor should be consulted related to the roof. Ms. Dowell noted that contractors were being consulted.

Ms. Dowell distributed the May calendar of events for the library.

Ms. Dowell noted that updates to the facilities would be covered more in the closed session.

Old Business

Policy Update

Ms. McKee informed the trustees that she had consulted conduct policies from other shore libraries, and larger organizations. Ms. McKee noted that there was a wide variety in how the policies were written, with some identifying specific behaviors or possessions, and others which spoke to who could be in what parts of the library. Ms. McKee informed the trustees that she would be meeting with Ms. Dowell related to the policy.

New Business

No new business was brought before the trustees.

Closed Session

Ms. Overton moved to close the meeting for the purpose of discussing property acquisition. Mr. Murphy seconded the motion, which was approved unanimously.

The meeting entered closed session at 6:15 pm.

The meeting was reopened at 6:33 pm.

Ms. Overton questioned if there was any further business to discuss.

Ms. Dowell noted that she would be pursuing letters of intent related to the meeting room and kitchen remodels within the main library of the Kent County Public Library system.

No further business was brought before the trustees.

Ms. McKee moved to adjourn the meeting. Mr. Murphy seconded the motion, which was approved unanimously. The meeting was adjourned at 6:34 pm.

The next meeting of the Board of Trustees will be on May 31, 2022 at 4:30 pm.