

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

Minutes of the September 13, 2022 Meeting

Present: Jay Silcox, Chairman; Amy Sine, Trustee; Julie Gill, Citizen Representative; Chris Walmsley, Staff Member; Mike Moulds, Kent County Government

The meeting was called to order at 2:00 pm.

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

Mr. Silcox introduced Mr. Moulds to the Finance Committee, noting that he was present to review the county procurement policy for capital projects, and how it would impact the upcoming projects.

Mr. Moulds reviewed the procurement policy for the county, stating that if a project involved the building and grounds, it would need to comply with the procurement policy. Mr. Moulds noted that he was the procurement officer for the public works department, and that Shelley Heller, the county administrator, was the procurement officer for every other county department. Mr. Moulds reviewed the internal structure of the public works department, and how procurement was handled by the department. Mr. Moulds expanded on reasons for the procurement policy, and how it was making an effort to demonstrate that taxpayer money was being spent as efficiently as possible. Mr. Moulds noted that some cooperative government purchasing agreements allowed for the county to work outside the policy for some purchases.

Mr. Moulds summarized that if a project was over \$25,000, then it needed to be advertised for bids, and the county commissioners needed to approve a bid at an open meeting.

Mr. Silcox reviewed the upcoming capital projects for the library, which included the roof and the interior renovation of the meeting room. The committee discussed how to accurately establish the scope of work, requirements, and what was necessary to address the issues.

Mr. Moulds reviewed efforts by the public works department to help expedite the process, such as master agreements with consultants. Mr. Silcox asked if the library was able to take advantage of these agreements. Ms. Sine questioned who was responsible for repairing the roof of the library, and if it would be under the ownership of the county. Mr. Moulds clarified that the agreements should be usable if relevant to the project, and that the county as the owners of the building should be responsible for the roof repair. Mr. Silcox noted that funding had been allocated by the commissioners as part of the Fiscal Year 2023 budgeting process.

The committee discussed who should initiate the project between the executive director or the county public works department, the scope of the project, and the next steps. Mr. Moulds stated that he would follow up with Ms. Dowell and talk to some resources so that the issues could be properly identified and addressed, and to keep communication with contractors clear and specific.

Mr. Moulds brought up the lighting around the library and various discussions which had been held related to improving the lighting. Mr. Moulds noted that there were several guidelines which needed to be followed due to where the library is located. The committee discussed the various issues which had been raised, and the different groups who had expressed interest in the project.

Mr. Moulds left the meeting after the discussion was concluded.

#### Memorandum of Understanding

Mr. Walmsley reviewed edits to the memorandum for the Chestertown Library, Inc. building, 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. Ms. Sine questioned the current name of the building. Mr. Walmsley answered that the memorandum as revised did not change the name of the building, but gave room for the name to be changed. The committee had no changes to the document as presented.

#### Grant Updates

##### ARPA Grant

Mr. Silcox informed the committee that approval of the library to proceed with the Chestertown ARPA Grant process had been received informally, and that the town had communicated that management fees would not be paid as part of the grant, and there should be an emphasis on local impact and utilizing local resources for projects.

##### Foundation Grant Updates

Mr. Walmsley reviewed the Foundation grant update, noting that the Foundation had requested additional information related to the cost of the website redesign and ongoing hosting and support.

##### LSTA Grant Update

Mr. Walmsley informed the committee that the invoice from Cubicall had been submitted to the county along with appropriate documentation supporting the grant expenditures so that a deposit could be sent to the company.

No further business was brought before the committee.

The meeting was adjourned at 2:52 pm.