

Kent County Library Board of Trustees

Minutes of the November 28, 2022 Meeting

Present: Jay Silcox, Treasurer; Erin Counihan, Secretary; Peggy McKee, Trustee; John Murphy, Trustee; Amy Sine, Trustee; Annie Woodall, Staff Member; Chris Walmsley, Staff Member

Mr. Silcox called the meeting to order at 4:30 pm.

Mr. Silcox noted that Ms. Dowell, Ms. Overton and Ms. O'Brien would not be present for the meeting.

The minutes of the previous meeting were reviewed. Mr. Murphy moved to approve the minutes as submitted. Ms. Counihan seconded the motion, which was approved unanimously.

The agenda for the meeting was reviewed. The closed session and trustee recruitment were moved to the end of the meeting.

No members of the public were present, so there was no public comment.

Treasurer's Report

Mr. Silcox reviewed the library bank balances, noting that there was approximately \$105,000 in the PNC checking account, \$31,000 in the PNC money market account, and \$219,000 in the Peoples Bank account.

Friends of the Library

Ms. Woodall reported that she had been coordinating with the Friends related to resuming donations. The Friends had raised concerns related to the timing of the meeting room renovation process and how it would impact donations and the scheduling of book sales.

Foundation for the Kent County Public Library

Mr. Murphy reviewed the October Foundation meeting, noting that funding had been approved contingent on their fundraising efforts, and would be available after February 1.

Mr. Murphy noted that the Foundation was still seeking members.

Committee Reports

Finance Committee

Mr. Silcox informed the trustees that the Finance Committee had met on November 14.

Mr. Silcox reviewed the committee discussion of the executive secretary stipend, noting that Mr. Walmsley had been performing the executive secretary duties, and that the revised bylaws identified that a stipend would be paid. Mr. Silcox noted that Mr. Walmsley had recommended a \$2,000 stipend based on the time it takes to perform the duties identified in the bylaws.

Mr. Silcox moved for the stipend for the executive secretary for fiscal year 2023 to be \$2,000. The motion was seconded by Mr. Murphy, and approved unanimously.

Mr. Silcox moved for the stipend of the executive secretary forward to be calculated based on sixteen hours a month for twelve months of half the hourly rate of the Director of Office Administration. Ms. Mckee seconded the motion, which was approved unanimously.

Librarian's Report

Grant Updates

Mr. Walmsley reviewed the LSTA grant for Cubical private meeting pods, noting that the deposit had been paid and that the senior team was selecting colors for a mock-up design of the pods.

Annual Survey

Ms. Woodall and Mr. Walmsley reviewed the annual survey with the trustees, noting some difficulties in collecting the information identified in the survey.

Board Effectiveness Survey

Ms. Woodall and Mr. Walmsley noted that this would be postponed until Ms. Dowell returned.

Training Days 2023

Ms. Woodall noted that the staff handbook identified two full and two partial training days per calendar year, and that an internal committee was working to identify topics for these trainings. Ms. Woodall noted that the committee was looking at a variety of topics from local to national issues, and how these trainings could bolster library service. Mr. Silcox asked if the trainings would be in person or virtual. Ms. Woodall replied that all approaches would be considered, but there was a preference for in person trainings.

Old Business

ARPA Grant

Mr. Silcox reported that there had been several meetings with the architect related to the design of the meeting room, and noted that several different approaches to the design have been discussed. Mr. Silcox continued that the focus of the project had been narrowed to the meeting room space and some of the connected spaces such as the front hallway and kitchen areas. Mr. Silcox reviewed the current proposed design with the trustees.

The trustees discussed the creation of storage options by utilizing currently empty ceiling space to create a second level in the meeting room, the expansion of public space on the High Street side of the building, improved accessibility for people with disabilities, and library signs and visibility.

Ms. Counihan questioned if the staff had been given the opportunity to give feedback on the initial presentation. Mr. Silcox noted that the facilities master plan had been utilized to create the initial design requirements. The trustees discussed staff input on the initial design and within the current design process. The trustees requested that the design be shared with the staff for the purposes of collecting feedback which could be incorporated into the design.

New Business

Internet Use Policy

Ms. Woodall presented a revised Internet Use Policy, which was created to replace the current Computer Use Policy. Ms. Woodall noted that the policy was required for Children's Internet Protection Act (CIPA), and that the state certifies compliance with the act annually based on the policy. Ms. Woodall stated that legal review of the policy may be desired prior to approval of the policy. Ms. Woodall reviewed the language of the policy and noted that some of it had come from similar policies at other organizations such as the Anne Arundel County Public Library.

Mr. Silcox asked what prompted the policy review. Ms. Woodall noted that the policy had not been reviewed in 10 years.

The trustees discussed options for legal review of the policy. Ms. Woodall noted that the Kent County attorney had reviewed things for the library in the past.

The trustees discussed filtering and local control compared to regional control when it came to filtered content.

Ms. Woodall noted that there may be a number of policies coming for review which were edited to incorporate language specific to the pandemic, which was no longer relevant or compliant with best practices.

January Meeting Dates

Mr. Walmsley noted that there would need to be an organizational meeting in early January for the trustees to elect new officers and establish a meeting schedule for the 2023 calendar year. After discussion, the trustees proposed January 9, 2023 and 4:30 pm for the organizational meeting.

Closed Session

Ms. Sine moved to enter a closed session to discuss trustee appointments and personnel. Mr. Murphy seconded the motion, which was approved unanimously. The meeting entered closed session at 5:29 pm.

The meeting returned to open session at 6:20 pm.

Ms. Sine moved to recommend the appointment of Alexandra Baker to the Kent County Commissioners for a five-year trustee term. Mr. Silcox seconded the motion, which was approved unanimously.

No further business was brought before the trustees.

Mr. Murphy moved to adjourn the meeting. Ms. Counihan seconded the motion, which was approved unanimously. The meeting was adjourned at 6:21 pm.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. Complete items 1 - 4 before closing the meeting.

1. **Recorded vote to close the meeting:** Date: 11/20/22; Time: 5:29; Location: 408 High St. Chester town
Motion to close meeting made by: Amy Sine Seconded by John Murphy;
Members in favor: 5; Opposed: None;
Abstaining: None; Absent: 2

2. **Statutory authority to close session (check all provisions that apply).**

This meeting will be closed under General Provisions Art. § 3-305(b) only:

(1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) "To consider the investment of public funds"; (6) "To consider the marketing of public securities"; (7) "To consult with counsel to obtain legal advice"; (8) "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued

3. **For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.**

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	Trustee Appointment/ Personnel	Discussion of committee recommendations + Personnel
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		

4. This statement is made by John N. [Signature], Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

➤ **For a meeting closed under the statutory authority cited above:**

Time of closed session: _____

Place: _____

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session: _____

Topics actually discussed: _____

Actions taken: _____

Each recorded vote: _____

➤ **For a meeting recessed to perform an administrative function (§ 3-104):** Time: _____

Place: _____

Persons present: _____

Subjects discussed: _____