

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

Minutes of the May 26, 2023 Meeting

Present: Amy Sine, Chair; Judi O'Brien, Trustee; Jay Silcox, Trustee; Julie Gill, Citizen Representative; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member

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

The minutes of the previous meeting were reviewed. Mr. Silcox moved to approve the minutes as submitted. Ms. O'Brien seconded the motion, which was approved unanimously.

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

Capital Budget

Ms. Dowell reviewed information related to a potential Rock Hall location with the committee. Ms. Mckee noted that she had sent additional grant information to Ms. Dowell, which would be shared with the committee. Ms. Dowell informed the committee that the information needed to submit for capital funding through the State of Maryland was not received in time to submit for this round of funding. Mr. Silcox asked if Ms. Dowell had managed to get in touch with the contractors who previously provided quotes and if they were able to update the quotes from the original documentation. Ms. Dowell answered that she had not been able to reach them. Ms. Gill asked what facility was being discussed. Ms. Dowell reviewed the previous Board of Trustees meeting and the facility tour. Mr. Silcox asked what additional information Ms. Dowell needed to pursue grant funding. Ms. Dowell identified a feasibility study, design for the facility, and associated quotes with the design. Ms. Dowell noted that there were grants outside of the state process which could be pursued related to the facility, but would need to be approved and submitted by the Town of Rock Hall.

Ms. O'Brien asked for clarification of if this facility would be temporary until there was a permanent space for the library provided by the town. Ms. Dowell answered that it was. Mr. Silcox asked if Ms. Dowell was anticipating that the library would be in the town hall in future. Ms. Dowell confirmed that was her expectation. The trustees discussed advantages and disadvantages of working with the town and challenges that had been encountered so far in the process.

Ms. Dowell reported to the committee that the roof in the Chestertown location had begun to leak again after recent heavy rainfall. The committee discussed the roof. Ms. O'Brien reiterated that the building was owned by the county, which made it the responsibility of the county to address the roof. The committee discussed how previously allocated funding by the county

could potentially be utilized, and discussed if the commissioners would potentially approve using the funding for the Rock Hall facility project.

#### Fiscal Year 2024 Budget Updates

Ms. Dowell informed the committee that there was no word yet from the county on funding for the next fiscal year.

#### Trespass/Suspension Process

Ms. Dowell reported that the library was working on formalizing the process for suspension and the associated trespass notice. Ms. Dowell noted that there was a \$10 fee associated with the process, which would be paid to the Chestertown Police Department, and that the police will only consider trespass notices for one year. Ms. O'Brien asked if the Kent County Sheriff would also enforce trespass or suspensions. Ms. Dowell said she would find out.

Ms. Dowell noted that she would be meeting with the Chestertown Police Chief on May 23 at 10:00 am.

The committee discussed the jurisdiction of the police, some previous interactions with the police, and potential issues which could inhibit the process.

#### New Business

Ms. O'Brien informed the committee that she had concerns related to the travel budget for Fiscal Year 2023. Ms. O'Brien reviewed concerns related to attendance of the American Library Association conference in June, and noted that there had been a lot of upheaval over the past year, and that upcoming programming required all staff to be present. Mr. Silcox asked if things had already been paid for the conference. Ms. Dowell answered that there had been some funding already committed for the conference attendance, and that there was currently only one staff member attending for a limited number of days. Ms. Dowell noted that she would be presenting related to the KCPL Cares program. Mr. Silcox requested that the presentation be shared with the trustees when ready. Ms. Dowell stated that it was a shorter poster board presentation.

The committee requested updates related to the website redesign. Ms. Dowell noted that information was being collected from staff related to the website, which would be sent to the designer.

No additional business was brought before the committee.

Mr. Silcox moved to adjourn the meeting. Ms. O'Brien seconded the motion. The meeting was adjourned at 2:47 pm.