

Kent County Public Library Board of Trustees

Finance Committee

Minutes of the June 11, 2024 Meeting

Present: Amy Sine, Treasurer; John Murphy, Trustee; Jay Silcox, Trustees; Chris Walmsley, Director of Office Administration

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. Mr. Murphy seconded the motion, and the minutes were adopted without change.

Fiscal Year 2025 Budget

Mr. Walmsley presented a revised budget for Fiscal Year 2025 based on the approved allocation from the Kent County Commissioners. Mr. Walmsley noted that changes included removing one part time position, increases to pay rates of 2.5%, the removal of the Time to Care Act contributions, and other small changes to balance the Fiscal Year 2025 budget.

Mr. Murphy asked if any progress had been made related to the electric billing. Mr. Walmsley stated that there had not been yet.

The committee discussed the Rock Hall facility, noting that the library may be moving to a new location in the late summer or early fall, and if funds should be budgeted to cover expenses related to moving, loading and unloading items.

The committee discussed the open positions. The committee decided to pause hiring until there was a director in place.

The committee discussed a bonus for staff in recognition of efforts for Fiscal Year 2024. Mr. Walmsley noted that there were currently 14 staff, of which 5 were senior team, 5 were full time, and 4 were part time.

Ms. Sine moved to recommend that the Board of Trustees approve the Fiscal Year 2025 budget as presented. Mr. Silcox seconded the motion, which was approved unanimously.

Ms. Sine moved to recommend that the Board of Trustees approve a one-time bonus for staff awarding \$2,000 to senior team, \$1,500 to full time, and a prorated bonus for part time employees based on hours worked. Mr. Murphy seconded the motion, which was approved unanimously.

Ms. Sine requested a breakdown of the bonus schedule for the trustee packet.

Current Projects

Mr. Walmsley reviewed current projects, noting that the book drops were scheduled to arrive at the end of the month. The committee discussed the excess funds, noting that there would be approximately \$2,500 in funding over expenditures.

No further business was brought before the committee. The meeting was adjourned unanimously at 2:50 pm.