

## **Kent County Public Library Board of Trustees**

### **Finance Committee**

Minutes of the July 16, 2024 Meeting

Present: Amy Sine, Treasurer; John Murphy, Trustee; Jay Silcox, Trustees; Trish Cavallaro, Citizen Representative; 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 them as submitted. Mr. Murphy seconded the motion, which was approved unanimously.

#### **Rock Hall Facility Lease**

The start of the leases was discussed, noting that it had been written to have an August 1 start.

Mr. Walmsley noted that this lease would overspend the budget for rent by approximately \$3,500. Mr. Silcox noted that previously donated funds had been approved to cover this shortfall. The committee discussed documentation required for this expense.

Mr. Murphy asked if the structure behind the building was included in the lease. Mr. Silcox answered that he did not recall. The committee discussed the potential storage space.

The committee discussed the logistics of moving the contents of the facility and asked if a company should be hired. The committee discussed the design and layout of the facility. Mr. Walmsley requested that the branch be closed to support the facility transition.

Mr. Murphy moved to recommend the Board of Trustees accept the lease for the facility located at 21258 Rock Hall Ave., Rock Hall, MD 21661 as written. Mr. Silcox seconded the motion, which was approved unanimously.

Mr. Silcox moved to recommend the Board of Trustees allow for the Rock Hall branch to be closed for no more than three weeks to facilitate the move to a new facility. Mr. Murphy seconded the motion, which was approved unanimously.

Ms. Sine made a note that the closure should start after Labor Day.

#### **Fiscal Year 2025 Budget Update**

Mr. Walmsley noted that the Town of Chestertown was contributing \$2,500 towards the library as requested for materials.

Mr. Walmsley informed the committee that the library had received \$7,500 for youth programming through the Reade & Mary Corr grant.

Mr. Walmsley stated that the door counters for the library had been performing poorly, and that library staff had put efforts into repairing them without success. Mr. Walmsley stated that these were important for annual stats and tracking of how the library was used by residents. Mr. Murphy moved to recommend approving the use of funds to purchase new door counters for the library. Ms. Sine seconded the motion, which was approved unanimously.

Mr. Silcox asked where the funds would be coming from. Mr. Walmsley stated that it could be from reserve or offset by other grants.

#### Chestertown Library, Inc. Building Update

Mr. Walmsley informed the committee that the Request for Proposals (RFP) had been posted and would be advertised in the local newspapers. Mr. Walmsley noted that some organizations had been directly solicited for proposals.

Mr. Silcox reviewed some requirements of the grant, such as using Minority Business Entities.

The committee reviewed the project as a whole.

#### Old Business

Ms. Cavallaro asked if the Material & Service Fee Policy had been approved by the trustees. Mr. Walmsley stated that the changes to the policy had been approved.

The committee discussed Inter Library Loan requests and the various avenues available to fulfill material requests.

No further business was brought before the committee.

Ms. Sine moved to adjourn. Mr. Silcox seconded the motion. The meeting was adjourned at 2:38 pm.

The next meeting of the Finance Committee will be on September 17 at 2:00 pm.