

Kent County Public Library Board of Trustees

Minutes of the July 29, 2024 Meeting

Present: Jay Silcox, President; Erin Counihan, Secretary; Amy Sine, Treasurer; Peggy McKee, Trustee; Rachel Durso, Trustee; Melissa Walters, Trustee; Chris Walmsley, Director of Office Administration

The meeting was called to order at 4:30 pm.

The minutes of the previous meeting were reviewed. Ms. Durso noted that Executive Committee should be corrected to Executive Director under the safety committee report. Ms. McKee moved to approve the minutes as revised. Ms. Durso seconded the motion, which was approved unanimously.

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

Melissa Walters was introduced to the trustees.

Officer Reports

Treasurer

Ms. Sine reported that the balance of the PNC Checking account was \$100,691.43, the PNC Money Market was \$31,243.62, and the Peoples Bank account was \$219,049.12. Ms. Sine noted that there has not been a need to withdraw funds from Peoples Bank, and that can be viewed as the restricted reserve.

Secretary

Ms. Counihan shared an advertisement from the Foundation for the Kent County Public Library seeking new members.

Ms. Counihan shared news related to proposed federal budget cuts for the Library Services and Technology Act. Ms. Counihan asked if it made sense to submit a letter on behalf of the trustees. The trustees discussed it and concluded that it made sense to submit a letter opposed to the proposed federal budget cuts.

Friends of the Kent County Public Library Representative

Ms. Durso noted that the Friends would not be accepting donations after August.

Ms. Durso shared that the Friends appreciated the opportunity to meet the candidate for Executive Director.

Committee Reports

Finance Committee

Ms. Sine informed the trustees that the majority of the meeting had been used to discuss the lease for a new facility in Rock Hall. Ms. Sine noted that the lease had been reviewed and approved by the Finance Committee. The trustees discussed the move from one location to another, noting that the current location would be closed for a few weeks.

The trustees discussed the footprint and marketing items.

Ms. Sine moved to accept the lease for the facility located at 21258 Rock Hall Ave., Rock Hall, MD 21661 as recommended by the Finance Committee. Mr. Silcox seconded the motion. Ms. McKee asked how much the rent would be for the new facility. Mr. Silcox stated that it was \$1,200 base rent per month. Ms. Counihan noted that a \$50 increase was built in for each subsequent year. Mr. Silcox called for a vote, and the motion was approved unanimously.

Ms. Sine moved to approve a closure of up to three weeks to move from the current facility into the new location as recommended by the Finance Committee. Ms. McKee seconded the motion, which was approved unanimously.

Ms. Sine asked what was necessary to cancel the current lease. Mr. Silcox stated that he would attempt to contact the landlord.

Ms. Counihan asked if it was necessary to approve additional funding for furniture and materials. Mr. Silcox stated that the library should assess what was currently present before approving additional funding. Mr. Walmsley noted that he was working on securing furniture from some other sources.

Ms. McKee informed the trustees that she had spoken with the town manager for Rock Hall, who was working on getting a crosswalk installed at the new location and removing the library sign from the old location.

Safety Committee

Ms. Durso reported that the committee would be meeting in August.

Library Representative Report

Mr. Walmsley reported that the library had received partial funding for programming through the Maryland Humanities Council for the One Maryland One Book initiative. Mr. Walmsley noted that the books would be available mid-August with programming in the fall.

Mr. Walmsley shared that the Eastern Shore Regional Library was working to transition printing via email to a service named Princh, which would be more secure and safe than the current option.

Mr. Walmsley informed the trustees that the summer reading finales would be in mid-August, and that 713,000 minutes had been read so far of the 1,000,000 minute goal.

Mr. Walmsley noted that there had been two candidates interviewed for the Youth Services Assistant position, with a second round interview scheduled.

Ms. Counihan commended the staff, noting that they were well-prepared for the prospective director visit.

Ms. Sine noted that with so many upcoming initiatives and transitions, that the library should be intentional about communication and create a plan to introduce all the changes in a manageable manner.

Old Business

Ms. Counihan shared from the ESRL board that the new CEO of ESRL would be introduced at the August meeting.

Mr. Walmsley informed the trustees that a response from the state librarian, Morgan Miller, had been shared with the trustees related to how the state funding was calculated.

African American Heritage Preservation Project Grant

Mr. Silcox informed the trustees that the Request for Proposals had been posted, with a prebid meeting scheduled for the coming Wednesday.

New Business

Trustee Bylaws

Ms. Counihan proposed an amendment to the bylaws to incorporate the compliance officer role into the secretary duties. Ms. Counihan noted that there were technology requirements also included in the position description, and that this amendment would be voted on at the September meeting.

Unattended Children Policy

Mr. Walmsley reviewed the policy, noting that the changes were to cite specific legislation related to ages.

Ms. Sine moved to approve the policy as submitted. Mr. Silcox seconded the motion, which was approved unanimously.

The trustees discussed if it would be appropriate to post the ages cited in the policy, or if it was included in other information already posted.

Closed Session

Mr. Silcox moved to go into closed session. Ms. Counihan seconded the motion, which was approved unanimously. The meeting entered closed session at 5:13 pm.

The meeting was reopened at 5:53 pm.

Mr. Silcox moved to adjourn the meeting. Ms. McKee seconded the motion, which was approved unanimously. The meeting was adjourned at 5:54 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: 07/24/21, Time: 5:13^{pm}; Location: CHESTER TOWN, MD
Motion to close meeting made by: JAY SILCOX Seconded by ERIN COUNIHAN;
Members in favor: AMY SINE, MELISSA WALTERS; Opposed: N/A;
Abstaining: N/A RACHEL DURSO; Absent: JOHN MURPHY
PEGGY MCKEE

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) <input checked="" type="checkbox"/> 1	EMPLOYMENT	HIRING, COMPENSATION, ETC OF NEW EXECUTIVE DIRECTOR
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		

4. This statement is made by JAY SILCOX, 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: _____