

Kent County Public Library Board of Trustees

Finance Committee

Minutes of the September 17, 2024 Meeting

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

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

Ms. Sine introduced Deborah Westerland to the committee, who would be serving as the citizen representative to the Finance Committee.

The committee reviewed the agenda, and decided to move ahead to the Request for Proposals discussion while waiting for additional committee members.

Request for Proposals – 207 Calvert St.

Mr. Walmsley reviewed the African American Heritage Preservation Program grant received by the library for restoration of the Chestertown Library, Inc., building. Mr. Walmsley continued by reviewing the Request for Proposals process.

Mr. Silcox joined the meeting.

Mr. Walmsley informed the committee that four proposals had been received, and that after review by Mr. Silcox and Mr. Walmsley, the proposal from Barton Ross & Partners, LLC had been selected. Mr. Walmsley noted that this was based on the proposal's cost and qualifications compared to other proposals.

Mr. Murphy asked if this needed to be approved by the trustees. The committee discussed the role of the trustees. Mr. Walmsley noted that the building was owned by the county, and the state was funding the grant with no matching funding needed from the library.

Disposition of Minutes

The minutes of the previous meeting were reviewed and adopted without change.

Mr. Silcox left the meeting.

Fiscal Year 2024 Audit Draft

Mr. Walmsley reviewed the draft audit for Fiscal Year 2024 with the committee members.

The committee discussed the fund balance, noting the potential for spring purchases, or expanded hours. Mr. Murphy stated that the library should continue to spend down excess fund balance.

Other Grants

Mr. Walmsley reviewed the T-Mobile grant with the committee, noting that it operated on a quarterly cycle and that the library intended to pursue the grant in the second quarter of fiscal year 2025.

Mr. Walmsley reported that the library had submitted a grant request to the Mid-Shore Community Foundation to secure additional funding for the Rock Hall facility.

Ms. Sine asked if the library currently had the capacity to execute on the Mid-Shore Community grant. Mr. Walmsley shared that the Foundation for the Kent County Public Library had requested that the application be submitted, and that the grant application had been mostly complete prior to the request.

Mr. Walmsley informed the committee that the library had received a grant through the Kent County Health Department related to health disparities, and that the funding would be used to supplement the collection in the branch locations related to health and wellness materials.

Mr. Walmsley noted that the Foundation for the Kent County Public Library would be meeting at the end of September related to the grant application.

Management Discussion and Analysis

Mr. Walmsley stated that the Management Discussion and Analysis needed to be approved to be included in the audit and requested a motion recommending approval.

Mr. Murphy moved to recommend that the Board of Trustees approve the Management Discussion and Analysis as submitted. Ms. Sine seconded the motion, which was approved unanimously.

No further business was brought before the committee.

The meeting was adjourned unanimously at 2:45 pm.