

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

### **Finance Committee**

Minutes of the November 12, 2024 Meeting

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

The meeting was called to order at 2:03 pm.

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

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

#### Library Service Hours

Mr. Bell proposed extending the service hours at the Chestertown location of the Kent County Public Library. Mr. Bell suggested opening at 9:30 am, and potentially staying open until 7:00 pm two or three days a week. Mr. Bell noted that currently there were three different start times for staff, and that he hoped to limit that to two, with staff working the later shift pushed back an hour to account for the extended hours.

Mr. Silcox noted that the staggered times, and the proposed adjustment in hours for Senior Team would have impacts on the finances. Mr. Bell commented that all staff with the exception of Senior Team Members work 37.5 hours per week. Ms. Sine noted that she was hesitant to make changes without gathering input. Mr. Bell stated that the Senior Team members had effectively said that the benefits outweighed the costs.

Mr. Bell noted that there had been some pushback related to the evening hours.

Ms. Sine requested to see documentation related to the costs and savings to better evaluate the impacts of the changed scheduling. The committee discussed what documentation was needed to support the proposed changes.

Mr. Silcox asked what the current staffing level was. Mr. Walmsley stated that there were 16 employees with two vacant positions. Ms. Sine noted that any increases in staff would need to be financed in the next fiscal year.

Ms. Sine state that the proposal should include the cost of extending the hours, increasing a position from part time to full time, and reducing the senior team working hours so that any positive or negative financial impact could be detailed. Ms. Sine noted that if there

was an increase in expenses, they would like to be able to vote on it at the full board meeting.

Mr. Murphy moved to bring the recommendations to the trustees. Mr. Silcox seconded the motion, which was adopted without discussion.

#### Requisition Procedure

Mr. Bell informed the committee that one of the senior team had asked for clarification on how approvals should be done for in house purchases, if there were separate budgets for each department, or if items should be sent through Mr. Walmsley for purchase. The committee discussed the process, noting that some purchases fell within the County purchasing policy. Mr. Walmsley gave a brief review of purchasing history.

Mr. Murphy said it did not sound like it necessarily needed trustee approval, but could be internal practices.

#### Allocation for Rebranded Staff Items

Mr. Bell said that Ms. Woodall had presented options for rebranded staff shirts, which came in between \$450 and \$600 depending on options, staff sweatshirts which were \$1,000 to \$1,600, and promotional items like stickers and pens which came between \$320 and \$725. The committee discussed the rebranded items and how the library could afford it.

No further business was brought before the committee.

Mr. Murphy moved to adjourn the meeting. Mr. Silcox seconded the motion. The meeting was adjourned at 2:42 pm.