Kent County Public Library Board of Trustees

Board Meeting Minutes of: October 27th, 2025

Call to Order

Present:

Rachel Durso, President; **John Murphy**, Treasurer; **Erin Counihan**, Trustee; **Bruce Riedel**, Trustee; **Clara Ranking**, Trustee; **Deborah Westerland**, Trustee; **Annie Woodall**, Acting Co-Director; **Natalie Hagan,** Acting Co-Director; **Chris Walmsley**, Director of Office Administration; **Tobi Brown**, Executive Secretary

Ms. Durso called the meeting into order at 4:30pm. Ms. Rankin arrived at 4:34pm.

Ms. Durso noted that there was one absent trustee. With a quorum present, business could move forward.

Disposition of Minutes of Previous Meeting

The minutes of the previous meetings were reviewed. Mr. Murphy moved to approve the minutes as submitted. Mr. Riedel seconded the motion, which was approved unanimously.

Review of Agenda

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

Public Comment

Ms. Durso noted that there were no members of the public present.

Fiscal Year 2025 Library Audit Presentation

A representative from SB & Company (SBC) provided a presentation reviewing the preformed audit of the FY2025 KCPL financial statements.

The following is a summary of results:

- SBC is planning to issue an unmodified opinion on financial statements.
- SBC did not discover any instances of fraud.
- SBC did not note any material weaknesses.
- SBC received full cooperation from management during the process.
- SBC noted no audit adjustments.

The SBC stated that there was nothing to report to the Trustees or other Governing Bodies.

Ms. Durso thanked the SBC representative for their time. Ms. Durso expressed her appreciation for the work and cooperation of the Senior Staff during this audit process.

Officer Reports

Treasurer

Mr. Murphy reviewed the bank balances and noted there was $33,434 in the PNC Checking account, $11,248 in the PNC Money Market account, and $220,188 in the Truist Money Market account. Mr. Murphy noted that the Finance Committee was keeping an eye on the balances since the library has ongoing projects. Mr. Muphy stated that he will be alerted if the account balances fall below a certain amount, and that balance transfers can be made if needed.

Mr. Muphy noted that the Truist Money Market account accumulated approximately $656 in interest during October. Ms. Durso asked if we were continuing to submit grant reimbursements to the state for ongoing projects. Ms. Walmsley answered yes and stated that the library saw a grant reimbursement of about $74,000 for October.

Secretary

Ms. Counihan stated that she will be meeting with Washinton College's Department of Education and Starr Center to discuss possible funding for additional signage on the Chestertown Library Inc. Building. Ms. Counihan explained that this signage would seek to provide information on the building's history, as well as observe the local African American historical significance. Ms. Counihan stated that the Chesapeake Heartland Program has information on the family and history of the building to assist with the signage. Ms. Counihan stated that her goal was to write a grant in partnership with the library that would include funding for both permanent signage and temporary signage that aligns with annual observances and town celebrations.

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Friends of the Kent County Public Library

Ms. Rankin noted that the Friends were currently exploring possible updates for their website. Ms. Rankin stated that they were currently working to create a fundraising campaign to assist with collection development.

Ms. Rankin noted that the Friends are getting ready for the Fall Book sale, with promotions being sent out through the library's publicity and local newspapers.

Foundation for the Kent County Public Library

Ms. Westerland noted that the Foundation currently has an ongoing call for donations to assist with collection development. Ms. Westerland stated that information was available both in the physical library space, as well as on the website.

Reports of Committees

Ms. Durso noted that the Board received two applications for the upcoming vacant trustee position. Ms. Durso reminded the Board that Ms. Counihan's trustee term would expire at the end of the calendar year, leaving a vacant trustee position. The Trustees went on to discuss the process of recruiting a new trustee.

Ms. Rankin asked if it was possible to increase the number of trustees on the Board. Ms. Counihan stated that the number of trustees (7) was set by the state.

Librarian's Report

Compiled and submitted by Ms. Hagan, Mr. Walmsley, and Ms. Woodall.

Facilities

Ms. Woodall provided updates on the Chestertown Library Inc. building renovation project. Ms. Woodall noted that the structural work had been completed, the new doors had been installed, and the paint was nearing completion. Ms. Woodall stated that Rosin Creek Collaborative would be working with the Foundation to facilitate a donation to renovate the kitchen space in the building.

Ms. Woodall informed the Trustees that the library recently received a Termination of Service Letter from Delmarva Power. Ms. Woodall stated that after reviewing the payment records, the library had not received an invoice for the North County Branch since March 2025. Ms. Woodall stated that after discussion with Delmarva Power, service would be unaffected, as all missing invoices were received and paid. Ms. Woodall stated that the library switched to paper invoices to remedy the issue.

Ms. Woodall noted that the new phones were installed at the Rock Hall branch. Ms. Woodall recalled a question posed by the Trustees at the last meeting asking about the state of the Rock Hall branch lease. Ms. Woodall stated that there was currently no record of any changes made to the lease. Mr. Walmsley stated that he would be following up on the situation with the landlord to ensure that both parties are on the same page.

Ms. Hagan stated that the library would be discontinuing printing services at the computer lab at the Kent County Community Center. Ms. Hagan explained that there was only one printer at the computer lab and that the maintenance of the machine has not been coordinated between the organizations for an extended period of time.

Ms. Hagan stated that ESRL conducted a faculty wide tech audit for Windows 11 compliance, as Windows 10 will no longer be supported as of 10/14/2025. Ms. Hagan stated there was only one machine in need of updating and that ESRL is currently working to update said machine.

Collections

Ms. Woodall noted that the library would no longer be using Baker & Taylor(B&T) as their primary source for materials, as B&T will be ceasing operations by the end of the year. Ms. Woodall stated that the library was currently working with Ingram as an alternative material provider and was awaiting several test orders. Ms. Woodall noted that this development has caused a disruption to the output of new materials for Quarter 2. The Trustees went on to discuss the details of this development and its impact on the library.

Programming

Ms. Woodall noted that the programming around the library's new Creator Studio Kits was well received. Ms. Woodall explained an upcoming program funded by a USGC grant, 'Connecting with Incarcerated Loved Ones.' Ms. Woodall provided an overview of upcoming events in November.

Staff

Ms. Woodall asked the Trustees if they found the department reports included in the meeting packet helpful to their duties as the Board. Mr. Murphy answered that he felt they were helpful but that their frequency could be reduced to quarterly. Ms. Counihan agreed, stating that she found them insightful but felt that the reports were not directly impacting decisions commonly made during Board Meetings. The Trustees went on to discuss how to address the department reports and what is most efficient and helpful.

Ms. Woodall noted that the KCPL staff usually has an all-staff training day in the Spring. Ms. Woodall noted that in recent years all staff has attended the MLA/DLA Conference. Ms. Woodall stated the Senior staff would be exploring other options for the training day, as the conference has varying relevance to different job positions.

Old Business

Revised Staff Handbook

Ms. Durso noted that Ms. Counihan has been working with the Senior Staff to make additional revisions to the Staff Handbook. Ms. Durso stated that this collaboration worked to remove irrelevant sections, streamline language, and ensure that policies were compliant with necessary regulations. Ms. Durso explained that the handbook was seeing an additional revision due to the last revisions being made without the input of the staff.

Mr. Riedel moved to approve the latest revisions to the staff handbook. Ms. Counihan seconded the motion, which was approved unanimously.

Ms. Durso stated she would be looking to review KCPL's policies in the future.

KCPL Board of Trustees Bylaws

Ms. Counihan stated that, in order to be in compliance with the current Board of Trustees Bylaws, the Board is required to re-vote on the revision of the bylaws approved at the previous meeting.

Ms. Counihan moved to approve the removal of the Executive Secretary's term and stipend from the KCPL Board of Trustees Bylaws. Mr. Murphy seconded the motion, which was approved unanimously.

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New Business

October 2025 Finance Report

Mr. Walmsley reviewed the October 2025 Finance report. Mr. Walmsley noted that the document was presented to the Finance Committee.

Mr. Walmsley noted that the Friends of the Library hallway sale provided over $1,400 in revenue in September due to the popularity of the audiovisual sale. Mr. Walmsley noted that Chestertown Library, Inc. contributed $1,461.60 towards materials for the ongoing Chestertown Library, Inc building project.

The Trustees further discussed the details of the report.

Closed Session

Ms. Rankin moved to close the meeting. Mr. Riedel seconded the motion, which was approved unanimously. The meeting went into closed session at 5:30pm.

Adjournment

Ms. Rankin moved to adjourn the meeting. Mr. Riedel seconded the motion, which was approved unanimously. The meeting was adjourned at 6:19pm.

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: 10/27/2025; Time: 5:30 p.m.; Location: Chestertown branch;
Motion to close meeting made by: Clara Rankin Seconded by Bruce Reidel;
Members in favor: all present; Opposed: none;
Abstaining: none; Absent: Melissa Walters.

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) ☑	1 - personnel	
§3-305(b) ☑	2 - patron concerns	
§3-305(b) ☐		
§3-305(b) ☐		
§3-305(b) ☐		

4. **This statement is made by** Rachel Durso______________________________, **Presiding Officer.**

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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: 5:30 p.m. - 6:19 p.m.

Place: Chestertown branch

Purpose(s): personnel discussion

Members who voted to meet in closed session: all present

Persons attending closed session: Rachel Durso, Erin Counihan, Clara Rankin, Bruce Reidel, John Murphy, Debby Westerland (Board); Chris Walmsley, Annie Woodall, Natalie Hagan (Staff)

Authority under § 3-305 for the closed session:____

Topics actually discussed: ____

Actions taken:____

Each recorded vote: Voted to follow through on a permanent ban for patron discussed

➢ **For a meeting recessed to perform an administrative function (§ 3-104)**: Time:______

Place:____

Persons present: ____

Subjects discussed: ____