Kent County Public Library Board of Trustees

Board Meeting Minutes of: June 29th, 2026

Call to Order

Present:

Rachel Durso, President; **Clara Rankin**, Vice President; **John Murphy**, Treasurer; **Deborah Westerland**, Secretary; **Miles Campbell**, Trustee; **Andrea Boothby Rice**, Trustee; **Natalie Hagan**, Executive Director; **Annie Woodall**, Chief Public Officer; **Chris Walmsley**, Chief Operations Officer; **Tobi Brown**, Executive Secretary; **Sora Lovett**, Tech Services Specialist

Ms. Durso called the meeting into order at 4:31pm. 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 meeting were reviewed. Ms. Rankin moved to approve the minutes as submitted. Mr. Murphy seconded the motion, which was approved unanimously.

Review of Agenda

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

Public Comment

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

Officer Reports

Treasurer

Mr. Murphy reviewed the bank balances and noted there is $143,363 in the PNC Checking account and $200,508 in the Maryland Local Government Investment Pool account.

Operating Reserve Policy Revisions

Mr. Murphy noted that the current draft of the Operating Reserve Policy was over five years old and proposed an updated version of the policy. Mr. Murphy noted that the Government Finance Officers Association recommends a minimum operating reserve of 2 months and stated the proposed policy set a minimum Operating Reserve of 3 months. Mr. Murphy stated that the amount the library currently had allocated for the operating reserve was almost equivalent to 2 months of operation. Mr. Murphy noted that the policy was written as a fixed reserve that cannot be spent under the set limit, unless approved by the Trustees prior. The Trustees further discussed the draft of the policy.

Mr. Murphy moved to approve the proposed Operating Reserve Policy with a reserve equivalent to 2 months of KCPL fiscal year operating expenses. Ms. Westerland seconded the motion, which was approved unanimously.

Secretary

There were no updates from the Secretary.

Friends of the Kent County Public Library

Mr. Campbell provided the following updates about the Friends of the Library:

- The Friends are working to set up a KCPL merch store to generate additional funds.
- The Friends plan to set up a pop-up Puzzle sale in July.
- The Friends have lost a few Board members but are currently reviewing two replacement applicants.
- The Friends are continuing to explore storage options on High Street, as well as on the Chestertown Branch property.

Foundation for the Kent County Public Library

There were no new updates provided about the Foundation.

Librarian's Report

Facilities: Chestertown Roof Replacement Grant Update

Ms. Hagan noted that the roof grant passed as part of the budget adoption. Ms. Hagan noted that the library will be awaiting further instructions from the County in July.

Facilities: Security Camera Replacements

Ms. Hagan noted that the installation of the new security cameras began on June 17th. Ms. Hagan noted that during the process, Atlantic Security identified two additional cameras that could be installed to ensure adequate coverage. Ms. Hagan stated she agreed with Atlantic Security's observation and will be funding the installation of these two additional cameras with FY27 ESRL funding.

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Rock Hall Branch Lease

Ms. Hagan reviewed the current draft of the Rock Hall branch lease and the correspondence with the landlord regarding its revision. Ms. Hagan noted that a new draft of the lease was sent to the landlord of the Rock Hall branch on June 15th. After receiving the landlord's response, Ms. Hagan stated that the library felt inclined to sign the lease with the discussed additions. The trustees discussed the draft of the Rock Hall lease.

Mr. Murphy moved to approve the acceptance of the Rock Hall lease as presented. Ms. Durso seconded the motion, which was approved unanimously.

FY27 Budget

Ms. Hagan stated that the library applied for an LSTA grant to support the Library of Things collection. Ms. Hagan noted that KCPL was awarded a CRRF grant that would aid in funding the rest of the Summer Reading expenses, as well as funding the new books for Kent County Middle School. Ms. Hagan stated that the library received a donation inquiry from an organization after receiving positive assistance from KCPL staff.

Ms. Hagan noted that the FY27 budget was approved by the County and reviewed by the Finance Committee. Ms. Hagan stated that there were a few adjustments made to the budget in order to rebalance some of the funds.

Mr. Murphy moved to approve the budget as presented. Ms. Durso seconded the motion, which was approved unanimously.

Collections

Ms. Hagan noted that the new SHAREit software is set to launch in August. Ms. Hagan stated that the staff have been working to familiarize themselves with the new systems.

Ms. Hagan stated that the launch of the new databases in June went off with minimal issues. Ms. Hagan noted that there were some minor hiccups with the Blackstone software that was being addressed.

Ms. Hagan noted that the final check for the Creator Studio Kit grant was received, and the grant report was submitted. Ms. Rankin asked if the Creator Studio kits were circulating well. Ms. Hagan answered yes and explained that the response has exceeded the library's expectations.

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Programming

Ms. Hagan provided an update on the progress of the Summer Reading Program. Ms. Hagan provided an overview of the outreach events attended by library staff from April to June, noting that there have been 8 outreach events attended with approximately 640 interactions with attendees.

Staff

Ms. Hagan stated that the staff responded well to the new staff evaluation system the library is implementing. Ms. Hagan stated that she felt it important to be transparent about the library's finances with staff and thus shared the FY27 budget draft at the most recent all staff meeting. Ms. Hagan noted that the library's newest staff member would be starting on June 15th.

Ms. Hagan stated that the KCPL Staff Handbook needs a revision regarding staff benefits. Mr. Walmsley explained that the language used in the current draft of the handbook regarding health benefits does not match the plan document that the provider has for those benefits. Ms. Hagan proposed the revision of the language in the handbook to match what is established in the plan document for health benefits.

Ms. Rankin moved to approve the proposed changes to the KCPL Staff Handbook. Mr. Murphy seconded the motion, which was approved unanimously.

Policy Revisions

Ms. Hagan reviewed the proposed changes to the Material Selection Policy. Ms. Hagan explained that the changes within the policy were predominantly made to align with recent changes in Maryland State Law. Ms. Durso moved to approve the proposed draft of the Materials Selection Policy. Ms. Boothby Rice seconded the motion, which was approved unanimously.

Ms. Woodall reviewed the proposed revisions to the Programming policy. Ms. Woodall noted that much of the content of the policy was the same; with changes being made to update the language and structure to match that of other KCPL policies. Ms. Durso moved to approve the proposed revisions of the Programming Policy. Ms. Westerland seconded the motion, which was approved unanimously.

Ms. Hagan provided the Trustees with an overview of the recent updates from the Maryland State Library Agency (MSLA) regarding meeting room spaces and permanent bans on patrons. Ms. Hagan noted that this provided helpful language to express that all patrons are allowed to use the library but not in in a way that limits it's use by others.

Old Business

Executive Director Evaluation

Ms. Westerland provided an update about the status of the Executive Director Evaluation. Ms. Westerland stated that, at this time, two versions of the evaluation have been sent out: one to the KCPL staff and the other to the KCPL Trustees. Ms. Durso proposed discussing the evaluation at the following meeting

The Trustees noted that the Executive Director Evaluation Committee consists of: Ms. Durso, Ms. Westerland, and Ms. Boothby Rice.

New Trustee Recruitment

Ms. Durso noted that there are two trustee positions that the Board will have to fill in the coming months. Ms. Durso noted the Board will need to fill a vacant Trustee position at the end of the year and create a new position for the implementation of a student member of the Board.

Ms. Durso proposed that the Trustee Recruitment Committee compile the necessary revisions to the Board of Trustees Bylaws to implement the new student member. Ms. Durso also recommended that the committee review the current recruitment process and note any changes that may streamline or improve it. Ms. Durso stated that the call for recruitment should go out in August to provide ample time for candidates to be reviewed. The Trustees discussed the details of this year's recruitment process and discussed additional changes to consider in this round of bylaw amendments.

The Trustees noted that the Trustee Recruitment Committee consists of: Mr. Murphy, Ms. Rankin, and Mr. Campbell.

New Business

The Trustees did not discuss any New Business.

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Adjournment

Ms. Rankin moved to adjourn the meeting. Mr. Murphy seconded the motion, which was approved unanimously. The meeting was adjourned at 5:39pm.