

Kent County Public Library Board of Trustees

Board Meeting Minutes of: July 27th, 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; **Charlotte Lindsay**, Patron Services Associate

Ms. Durso called the meeting into order at 5:00pm. Ms. Durso noted that there was one absent trustee. With a quorum present, business could move forward.

Mr. Campbell departed the meeting at 5:46pm.

Disposition of Minutes of Previous Meeting

The minutes of the previous meeting were reviewed. The Trustees discussed a detail included in the minutes about the Board Committees. No changes were made. Mr. Murphy moved to approve the minutes as submitted. Ms. Rankin seconded the motion, which was approved unanimously.

Review of Agenda

The agenda for the meeting was reviewed. Ms. Hagan added a discussion item under New Business: Library Closure – Shelving Delivery & Desk Move.

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 \$178,720 in the PNC Checking account and \$201,117 in the Maryland Local Government Investment Pool (MLGIP) account.

Mr. Murphy noted that the library accrued approximately \$609 in interest on the MLGIP account in June. Mr. Murphy noted that with this rate of interest, the Trustees could begin discussion on how to allocate these earnings. The Trustees discussed options for how to

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allocate this interest earning in the future. Mr. Walmsley noted that a portion of this interest earning was allotted in the current draft of the FY27 budget.

Secretary

There were no updates from the Secretary.

Friends of the Kent County Public Library

Ms. Rankin noted that the Friends did not meet in July. Ms. Durso asked if Mr. Campbell was going to become the new Trustee representative to the Friends, or if it would remain Ms. Rankin. After Trustee discussion, Ms. Rankin was elected to remain the representative.

Foundation for the Kent County Public Library

Ms. Westerland reported that the funding proposal for the Annual Appeal for the Foundation would be due in September. Ms. Westerland stated that she would be coordinating with Executive Staff to coordinate submissions of the proposals before the Board meeting in September. Ms. Hagan stated that she would be waiting for information about her submission to the Library Services and Technology Act grant before finalizing the funding proposal. Ms. Hagan stated that the funding request will likely focus on collection development, particularly the expansion of the Library of Things collection.

Librarian's Report

Facilities: Roof Grant Update

Ms. Hagan stated that the library was waiting for further instruction from the County.

Facilities: Chestertown Branch Security Cameras

Ms. Hagan stated that the new security cameras were recently installed and running well. Ms. Hagan stated that she would be informing the County that these cameras can be used as an asset. Mr. Murphy asked if library staff had direct access to the footage. Ms. Hagan said yes, and noted that other entities, such as law enforcement, could have access to the footage through the library (if necessary).

Facilities: Chestertown Branch Youth Computer Tables

Ms. Hagan stated that the tables holding the youth computers at the Chestertown Branch have been removed due to safety concerns. Ms. Hagan explained that the structural integrity of the tables were compromised, causing the legs of the tables to wobble and

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ultimately fall off. Ms. Hagan noted that alternative furniture from the adult section has been used as a replacement.

Rock Hall Branch Update

Ms. Hagan noted that the library was awaiting the new copy of the lease for the Rock Hall Branch building. Ms. Hagan stated that once the new lease is received, with the agreed upon revisions, it can be signed.

Ms. Hagan noted that the new book drop for the Rock Hall branch was delayed due to a backlog in the production process.

Budget

Ms. Hagan stated that KCPL received the Maryland Heritage Areas Authority (MHAA) grant to continue work on the Chestertown Library Inc. building. Ms. Hagan reviewed the plans this grant will fund and stated a press release about the project is forthcoming.

Collections & Statistics

Ms. Hagan reviewed the provided FY26 In Review document, which briefly compares operation statistics from FY26 and FY25.

Summer Reading Program

Ms. Hagan stated that as of July 13th, 595 readers have participated in Summer Reading with a total of 301,771 minutes read so far.

Staff

Ms. Hagan noted that staff evaluations will take place throughout July & August.

Ms. Hagan provided an overview of Maryland's Time to Care Act (TCA), which was put in place in 2022. Mr. Walmsley explained that the legislation requires employers and employees in Maryland to contribute to a statewide fund that provides support for workers with extended medical issues or who must provide direct care for another individual.

Mr. Walmsley noted that until KCPL has opted into a contribution plan, he will not know how TCA will affect future budgets. Mr. Walmsley explained that KCPL will have to choose one of the three contribution options for TCA; the state plan, a self-fund/self-administer plan, or a private insurer (EPIP) plan. Mr. Walmsley stated that KCPL will have to provide a declaration of intent to the state to avoid being automatically opted into the state plan. Mr. Walmsley stated that BOLTON will provide EPIP plan options for KCPL to consider in

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August. Ms. Hagan noted that due to the library's status, KCPL's contribution will not go into effect until 2028.

The Trustees discussed the details of the TCA, the library's options, and how this would affect operations in the future.

Strategic Long-Range Plan Updates

Ms. Hagan noted that the library has scheduled three stakeholder meetings to gather additional info for the Strategic Long-Range Plan (LRP). Ms. Hagan stated that the goals related to executing the LRP will be developed by the end of August, with public meetings scheduled for September and October. Ms. Hagan explained that once all the desired input has been gathered, the LRP will be streamlined and presented publicly.

Old Business

Trustee Recruitment Committee – Student Member

Ms. Rankin provided an overview of the legislation surrounding Student Board Members. Ms. Rankin provided recommendations for amendments to the Board of Trustees Bylaws to implement a student member of the board. The Trustees discussed Ms. Rankin's recommendations. Ms. Durso stated that the Board will vote to approve the discussed amendments to the bylaws at the September Board meeting.

New Business

Library Closure – Shelving Delivery & Circulation Desk Move

Ms. Hagan proposed the closure of the Chestertown Branch on September 9th – September 11th to relocate the circulation desk and set up additional shelving. Ms. Hagan stated that the closure is necessary to complete this process, as it will cause major disruptions to the library's normal operations. Ms. Hagan stated that the library could provide limited services during the closure as services are set up. The Trustees discussed the proposed closure and the details surrounding the process of making these changes.

Mr. Murphy moved to approve the Chestertown Branch closure on September 9th – September 11th for the relocation of the circulation desk, construction of new shelving,

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and alteration of the library's layout. Ms. Durso seconded the motion, which was approved unanimously.

Closed Session

Ms. Westerland moved to close the meeting. Mr. Murphy seconded the motion, which was approved unanimously. The meeting went into closed session at 6:10pm.

Adjournment

Ms. Durso moved to adjourn the meeting. Mr. Murphy seconded the motion, which was approved unanimously. The meeting was adjourned at 6:27pm.

**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: 7/27/26 Time: 6:10; Location: Rock Hall, MD;
Motion to close meeting made by: Westerland Seconded by Murphy;
Members in favor: all; Opposed: -;
Abstaining: -; Absent: -.

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	KCPL Executive Director Evaluation	Annual performance evaluation for Executive Director
§3-305(b) ☒ 2	↓	↓
§3-305(b) ☐		
§3-305(b) ☐		
§3-305(b) ☐		

4. This statement is made by , 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: _____

6:27 - closed Durpo motia
murphy second