

Kent County Library Board of Trustees

Minutes of the June 29, 2020 Virtual Meeting

Present: Elisabeth Tully, President; Earl Runde, Treasurer; Bronwyn Jones, Secretary; Alan Austen, Trustee; Sabina Minney, Trustee; Jay Silcox, Trustee; Jacqueline Adams, Director; Natalie Lane, Staff Member; Chris Walmsley, Staff Member

The meeting was called to order at 5:40 pm.

The minutes of the previous meeting were reviewed. The trustees discussed the handling of closed sessions in future. Ms. Minney moved to approve the minutes as submitted. Mr. Austen seconded the motion, which was approved unanimously.

Director's Report

Ms. Adams reviewed the financial reports, noting that some incomes and expenditures were lower due to the facility being closed to the public. Mr. Walmsley reviewed requests from the auditor for documentation and how the process was proceeding.

Ms. Adams reviewed the lease for the North County Branch Library. Ms. Adams noted that the use of the facility and continued service to the community were being examined. The trustees discussed the costs related to the facility.

Ms. Adams reviewed updates to the language of the employee handbook related to compensatory time. Ms. Adams noted that the language had been informed by legal council.

Mr. Runde moved to approve the revisions to the staff handbook. Ms. Minney seconded the motion. The trustees discussed exempt and non-exempt staff and if staff could be made exempt. The motion was approved unanimously without change.

Summer Reading Update

Ms. Lane reviewed the summer reading program so far, noting that pickups of materials would begin on July 1 and that there were 45 orders so far. Ms. Lane reviewed the ways in which the summer reading program had been promoted.

Ms. Lane reviewed the summer reading change from the schools, noting that they were moving away from assigning specific titles. The trustees discussed student access.

Ms. Lane noted that several groups had approached the library about virtual programming. Ms. Lane reviewed programming requests and other virtual outreach.

Ms. Tully questioned if there would be other ways for people to take part in the virtual activities outside of specific groups. Ms. Lane discussed various distribution options with the trustees.

Ms. Tully asked if curbside pickup was being implemented for children's material. Ms. Lane noted that other staff members were involved more directly with circulation, but that some permissions needed to be changed, and some systems put in place to facilitate curbside pickup.

Ms. Adams noted that the Eastern Shore Regional Library was resuming delivery of materials later in the week.

The trustees discussed how material circulation may work in future.

Ms. Lane left the meeting.

Ms. Adams noted that the library was working with other Maryland libraries to host virtual programming.

Ms. Adams noted that the new shelving would be assembled in the coming weeks, with the books being returned to the library after the shelves were assembled, and that the library would ease into curbside service after the books were returned.

Ms. Adams informed the trustees that the state funding had been confirmed for Fiscal Year 2021 at the expected level, and that the county funding for the same period would be 10% lower than the previous fiscal year. Ms. Adams reviewed how the funding influenced the budget for the next fiscal year.

Ms. Adams discussed creating a position for technology in the library. Ms. Tully asked about the timeline for the technology audit. Ms. Adams replied that she was working with ESRL to identify individuals who would be able to help with the process of a technology audit, and the timeline would be informed by that process.

Ms. Adams discussed the Christmas holiday with the trustees and requested to close the library on Saturday, December 26. Ms. Adams noted that this would aid in giving individuals vacations over the holiday and would build good will between the trustees and the staff since no raises were available this fiscal year. The trustees discussed closing the library on December 26.

New Business

Ms. Tully raised the issue of staff travel during a pandemic and if changes to the employee handbook were needed to reflect this. The trustees discussed the language of the attestation signed by staff. Ms. Tully committed to revisit the issue at the July meeting.

No further business was brought before the trustees.

Ms. Minney moved to adjourn the meeting. Mr. Austen seconded the motion, which was approved unanimously.

The meeting was adjourned at 6:46 pm.

The next meeting of the Board of Trustees will be on July 27, 2020.