

Kent County Library Board of Trustees
Finance Committee

Minutes of the May 17, 2022 Meeting

Present: Jay Silcox, Chairman; Amy Sine, Trustee; Julie Gill, Citizen Representative; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member

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

Budget Presentation Feedback

Ms. Dowell noted that there were many presenters, so she did not use the full time allotted to her for the request, and that she was able to answer all the questions from the commissioners. Ms. Dowell informed the committee that the library should be notified in a few weeks as to how much funding the library was receiving for the next fiscal year.

Fiscal Year 2022 Budget Projection

Mr. Walmsley reviewed a projection of the fiscal year 2022 budget, noting that currently the library was projected to underspend the approved budget by approximately \$60,000 due mostly to savings in health and benefits, and additional grant funding.

The committee discussed the reserve and the available funding.

Yellow Building/Hearse House

Ms. Dowell informed the committee that she spoke with the county related to concerns with the memorandum of understanding between various parties. It was discussed splitting the memorandum between various partner organizations and the library and the county. Ms. Dowell noted that the county would not approve without a definitive end or review period, while some partner organizations wanted the agreement to be perpetual.

The committee discussed the history of the space as well as the library management of the facility and the space. Ms. Dowell reviewed the reasons for the revisions to the memorandum and the need to clarify responsibilities related to upkeep and maintenance to the structure.

Mr. Silcox noted that the renovation proposal included elements such as paint on the exterior of the building, which according to the memorandum would be the responsibility of the county. Ms. Dowell noted that she was working with the county facilities manager and maintenance department to clarify expectations and the facility needs.

Capital Funding Update

Ms. Dowell informed the committee that she was collecting letters of support from partner organizations and library supporters to secure funding to renovate and improve the meeting room in the main library.

Facilities Master Plan Draft Review

Ms. Dowell requested that the committee review the plan and provide feedback, particularly related to the priorities and making sure that these are in line with what the trustees would like to see. Ms. Dowell noted that the plan would be finalized soon.

Foundation Request Guidelines

Mr. Silcox noted that the revised guidelines read well, and that they created a path to request funding from the foundation, which did not previously exist. Ms. Dowell asked if there were specific ideas from the committee that they would like to see funded. The committee discussed different uses for funding from the foundation.

The committee discussed the request process, foundation representation, and the purpose of the foundation.

Old Business

Ms. Gill questioned if the trustees were still considering the same facility in Rock Hall. Mr. Silcox answered that they were not.

No further business was brought before the committee.

Ms. Sine moved to adjourn the meeting. Mr. Silcox seconded the motion, which was approved unanimously. The meeting was adjourned at 2:43 pm.