

## **Kent County Public Library Board of Trustees**

Minutes of the June 24, 2024 Meeting

Present: Jay Silcox, President; John Murphy, Vice President; Amy Sine, Treasurer; Rachel Durso, Trustee; Peggy McKee, Trustee; Chris Walmsley, Director of Office Administration; one member of the public

The meeting was called to order at 4:30 pm.

The minutes of the previous meeting were reviewed. Mr. Murphy moved to approve them as submitted. Ms. Durso seconded the motion, which was approved unanimously.

The agenda of the meeting was reviewed.

### Public Comment

The member of the public welcomed the trustees to Rock Hall and asked if some members were missing. Mr. Silcox noted that there was one absent member, and one vacancy at present.

### Officer Report

#### Treasurer

Ms. Sine reviewed the bank balances, noting that there was \$100,597.35 in the PNC Checking account, \$31,243.38 in the PNC Money Market, and \$219,035.58 in the Peoples Bank Savings account.

#### Secretary

Mr. Silcox noted that the secretary was not present.

#### Foundation Representative

Mr. Murphy noted that the Foundation had not yet met, but would be meeting in the later part of August.

The trustees discussed the timeline for the Foundation grant submission, and what the options for submission were. Mr. Silcox expressed support for submitting the previous year's request for funding related to computer replacements.

The trustees discussed the book drop replacements. Mr. Walmsley noted that the book drops were scheduled for delivery on June 25, 2024. The trustees discussed options for the recognition plaques.

#### Friends of the Kent County Public Library

Ms. Durso noted that the Friends had met in June but would not meet again until September. Ms. Durso stated that the Friends would be contributing \$20,000 to the Fiscal Year 2025 budget, noting that they were financially stable with low expenses and were planning popup sales between now and the next large book sale.

Ms. Durso informed the trustees that concerns were brought up during the meeting related to safety, and that some members of the Friends reported drug dealing occurring on library grounds. The trustees discussed the concerns and noted that the Chestertown Police Department and Kent County Sherriff's Office could be partners in working to address these concerns. The trustees noted that upgrading the security cameras around the library had originally been a part of the budget, but had been cut due to the funding received. Mr. Silcox asked how the topic came about at the Friends meeting. Ms. Durso stated that the Friends board brought it up to create awareness by library staff and trustees.

The trustees discussed library staff reporting concerns and issues, with the consensus that patrons should be encouraged to contact the police directly instead of informing library staff.

Mr. Murphy moved to create a Safety Committee. Mr. Silcox seconded the motion, which was approved unanimously. Mr. Silcox appointed Ms. Durso, Mr. Silcox, and Mr. Murphy to the committee with Mr. Murphy serving as the chair.

Ms. Sine asked if this should be a function of the executive director. The trustees agreed that it could become a function of the executive director in future, with the current committee performing initial review and documentation.

## Committee Reports

### Rock Hall Facility Committee

Mr. Silcox reported that he and a few staff members had visited a potential location for the Rock Hall branch. Mr. Silcox noted that constructing a new facility would be a five to seven year process due to the matching funding required. The trustees discussed state aid calculations, noting that the change to matching percentage for Kent County had not been changed.

Mr. Silcox continued that the landlord for the current facility had requested a meeting, but that the meeting had not occurred yet, and that the lease for the facility ended in October. Mr. Silcox noted that there were questions related to internet connectivity which had been sent to the landlord of the potential new facility, and that the lease would be discussed further in the closed session.

### Executive Director Search Committee

Mr. Silcox reported that the search was ongoing, and would be discussed further in closed session.

Ms. Durso reported that a second interview had been conducted with one candidate, who had performed well during the interview in both prepared questions and a surprise scenario question. Mr. Silcox noted that he was pleased with the progress made in this amount of time.

### Library Representative Report

Mr. Walmsley presented changes which had been made to the Fiscal Year 2025 budget to reflect the current allocation from the Kent County Commissioners.

Ms. Sine moved to approve the proposed Fiscal Year 2025 budget as presented and recommended by the Finance Committee. Mr. Murphy seconded the motion, which was approved unanimously.

Ms. Sine moved to approve bonuses for staff for Fiscal Year 2024 as recommended by the Finance Committee. Ms. McKee seconded the motion. Ms. Durso noted that the Friends had recommended a bonus for staff, particularly senior team members. The motion was approved unanimously.

Mr. Walmsley shared that the summer reading program had begun with three events and a total of 140 attendees across all the events, and that programming had begun this week.

Mr. Walmsley reported that the book return replacements were scheduled to be delivered the following day and that he was coordinating with the Kent County Public Works Department for installation.

Mr. Walmsley informed the trustees that the Request for Proposals for the Chestertown Library, Inc. Building had been sent to state officials for review and approval.

Mr. Walmsley stated that Ms. Natalie Hagan had access to the back end of the new website and had begun adding content to the website.

Mr. Walmsley reviewed grants that had been received for Fiscal Year 2025 including \$10,000 in Library Services & Technology Act (LSTA) funds for plant-related programming, \$11,900 in LSTA funds for staff development, and \$1,500 from the Judy Centers in Kent County for youth services.

### Old Business

### Privacy and Confidentiality Policy

The revised Privacy and Confidentiality policy was reviewed. Mr. Murphy moved to approve the policy as presented. Ms. Durso seconded the motion. There was no discussion of the policy. Mr. Silcox called for a vote and the motion was approved unanimously.

#### Whistleblower Policy

The policy was reviewed. Ms. Durso asked why bullying and harassment were intentionally excluded from the whistleblower policy. Mr. Murphy asked how an employee would pursue a report of harassment or bullying. Ms. Sine noted that the compliance officer could defer to library staff if appropriate. The trustees discussed the process and how reports should be received or filed.

Ms. Durso moved to approve the revised whistleblower policy contingent on approval of the changes by the secretary. Ms. Sine seconded the motion, which was approved unanimously.

#### New Business

##### Material and Service Fee Policy

Mr. Walmsley reviewed changes to the Material and Service Fee Policy, noting that changes were being made due to rising costs of postage and increased use of the service. Mr. Walmsley stated that the policy was being changed to allow for 100 free requests in a fiscal year, and requests beyond that would incur a \$5 fee if successfully filled.

The trustees discussed tracking and the policy.

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

Mr. Walmsley presented a letter of support for the Master Gardeners of Kent County, noting that the Master Gardeners were conducting an appeal to the Kent County Commissioners as their funding had been cut. Mr. Walmsley reviewed ways that the Master Gardeners had supported the library.

Mr. Silcox moved to approve the letter of support for the Master Gardeners of Kent County. Ms. Durso seconded the motion, which was approved unanimously.

#### Closed Session

Mr. Silcox moved to close the meeting. Mr. Murphy seconded the motion, which was approved unanimously. The meeting went into closed session at 6:01 pm.

The meeting was reopened at 6:28 pm.

Mr. Murphy moved to adjourn the meeting. Ms. Durso seconded the motion, which was approved unanimously. The meeting was adjourned at 6:28 pm.