

Kent County Library Board of Trustees
Finance Committee

Minutes of the July 18, 2023 Meeting

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

The meeting was called to order at 2:00 pm.

The minutes of the previous meeting were reviewed and adopted without change.

Operating Reserve Policy

Ms. Sine informed the committee that Ms. Counihan was reviewing current policies and had noted that the Operating Reserve Policy had been approved five years ago, and would like to review it. The committee discussed the policy. Ms. Dowell stated that the policy should identify how funds from the operating reserve could be used. Mr. Silcox noted that the policy included some broad reasons for the use of the funds, and that it would be up to the Board of Trustees to determine if an expense warranted the use of operating reserve funds. The committee discussed the size of the reserve, and the budget for the next fiscal year. Mr. Walmsley noted that the current reserve level had been recommended following a previous audit cycle, and that there were two smaller reserve funds which were not a part of the policy: the health insurance reserve, and the unemployment reserve. Ms. Sine and Mr. Walmsley noted that the policy should have a process to address a deficit.

Mr. Silcox recommended discussing the policy and processes with the auditor. Ms. Sine said she would create a word document to be shared with the committee. The committee discussed what language should be added to the policy.

Peoples Bank

Ms. Sine said that she had identified Peoples Bank for the agenda to discuss closing the account, but after discussion outside of the meeting, this was no longer necessary.

Rock Hall Facility

Ms. Dowell reviewed the current and proposed lease for the current facility, and reviewed the changes. Ms. Dowell noted that the rent was increasing by \$125 per month to cover increases to water and sewer expenses. Ms. Dowell additionally had language inserted that the library could not be removed if the property was sold, and that this had been forwarded to the county

attorney for review. Ms. Dowell asked if there were changes the committee members would like to see, none were suggested.

Ms. Dowell noted that there would be a budget adjustment necessary due to the increase in cost.

Ms. Dowell added that the library had received \$6,000 in a grant for youth programming. Ms. Dowell continued that the town of Chestertown had contributed \$2,500 instead of the \$5,000 requested, and that the Friends of the Library had contributed \$15,000 instead of the \$20,000 amount previously identified.

FY2023 Personal Leave Payout

Ms. Dowell informed the committee that it would take \$1,800 to pay out unused personal leave from fiscal year 2023. Ms. Dowell expressed that she wanted to do this due to the complexities of staffing in the previous year. Ms. Sine asked why staff did not use their personal leave in the previous year. Ms. Dowell stated that some employees use their leave differently since personal leave can be used without notice, while other types of leave require notice. The committee discussed alternatives to paying the leave out, including transferring it to annual or personal leave in the current fiscal year. Ms. Sine made the recommendation that unused personal leave from fiscal year 2023 be converted into annual leave for fiscal year 2024.

Security Monitoring Costs

Ms. Dowell noted that there were costs of approximately \$800 per year for the maintenance and monitoring of the library security system, which had been included in the fiscal year 2024 budget. Ms. Dowell asked if this was something we wanted to do annually or every other year. Mr. Silcox asked what the company was checking, and at which locations. Ms. Dowell said that the company was making sure that the cameras and alarms were working appropriately, and just at the Chestertown and Galena locations. The committee discussed the costs and if it should be annual or not.

Grant Updates

Ms. Dowell informed the committee that the LSTA grant application for the community mobile computer lab had been approved and funded for \$12,600 of the \$31,000 requested. Ms. Dowell stated that the funds would be used to purchase nine laptops, printers and carrying cases.

Ms. Dowell informed the committee that she would be submitting grant requests to the Foundation for patron computers and outdoor book drops.

Ms. Dowell noted that the process for requesting reimbursement from the ESRL was going to be adjusted due to difficulties identified during fiscal year 2023 between the timing of when expenses were received and when the ESRL wanted to receive requests.

Ms. Dowell stated that the Maryland Historical Trust had denied the grant application to fund the renovations to the Chestertown Library, Inc. building, but that a different grant was being pursued through the African American Heritage Preservation. Ms. Sine asked how much was requested. Ms. Dowell answered that \$200,000 was requested. Ms. Sine asked if that much funding was necessary. Ms. Dowell stated that two quotes had come in at or around that price. Ms. Dowell reviewed the necessary documentation for the grant, and stated that she was working with county officials to get the documents together. Ms. Sine asked when a decision would be known. Ms. Dowell answered that the decision was due at the end of December, with two years to execute the project as she recalled.

No further business was brought before the committee.

Ms. Sine moved to adjourn the meeting, which was seconded by Mr. Silcox. The meeting was adjourned at 3:24 pm.