

Kent County Library Board of Trustees
Finance Committee

Minutes of the September 7, 2023 Meeting

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

The meeting was called to order at 3:08 pm.

The agenda for the meeting was reviewed. No changes were made.

Rock Hall Contract Update

Ms. Dowell reported that the landlord had agreed to everything which was previously discussed, including the fee of \$1,075 per month, removal of the common area maintenance fee, and a first right of refusal if the building was to be sold. Ms. Dowell stated that the revised contract would be presented at the September 18 Board meeting for approval.

Chestertown Library, Inc. Building Memorandum of Understanding

Ms. Dowell informed the committee that she and Mr. Silcox had met with the county administrator related to the Memorandum. Ms. Dowell stated that the commissioners would not sign the agreement to receive funding for the building until the revised memorandum was in place. Ms. Dowell noted that she had informed the Literary Club of this, and that the Club had met with the commissioners, and received the same information. Mr. Silcox asked if the perpetual language was still causing the issue. Ms. Dowell confirmed that it was.

Website Update

Ms. Dowell noted that the website was progressing, and that there would be a report as part of the packet going forward. Ms. Dowell confirmed that the initial payment had been sent, and would be submitted to the Foundation for reimbursement.

Fiscal Year 2024 Foundation Requests

Ms. Dowell stated that requests for funding from the Foundation were due on the 1st of September, and that feedback would be received on the 12th, with responses from the library due on the 18th. Ms. Dowell noted that the presentation to the Foundation board would be on the 22nd of September. Ms. Sine commented that she thought the packets were well constructed and easy to read.

Audit Narrative Review

Ms. Dowell presented the Management Discussion and Analysis portion of the audit for the review of the Finance Committee, and get feedback from the committee related to comments they would like to see prior to the submission of the letter. Ms. Dowell stated that the letter was due on the 18th. Ms. Sine asked if something should be said about the Rock Hall facility. The committee discussed the language and decided that it could be included since there was funding the library was carrying that was committed to the project.

Employee Performance Evaluation Incentive Update

Ms. Dowell informed the committee that she was looking for different ways to incentivize employee performance, and that one consideration had been time off. She stated that since the library funding is not guaranteed, bonuses for employees were not always going to be within the budget. Ms. Sine asked if a bonus was part of the budget for this year. Ms. Dowell stated that the salary increases for staff were a part of the budget, but that bonuses for staff were not. Ms. Gill asked if a 3% increase was about average. Ms. Dowell stated that it was, but there had been some abnormal years recently. Ms. Gill asked if employee incentives were still being considered internally, and would need to be approved by the Board of Trustees. Ms. Dowell confirmed that it would need to be approved by the Board of Trustees, and that the intent was to not have a significant financial burden, but that employees needed to know what they're working towards. Ms. Sine asked if the library should be providing bonuses. The committee discussed the performance appraisal process.

Ms. Sine called for any additional business.

Mr. Walmsley asked if the committee wanted to approve the minutes for the previous meeting at this meeting. The consensus was to approve the minutes at the next meeting.

No further business was brought before the committee.

The meeting was adjourned unanimously at 3:34 pm.