

Kent County Library Board of Trustees

Minutes of the February 25, 2019 Meeting

Present: Charles Lerner, President; Elisabeth Tully, Vice President; Earl Runde, Treasurer; Valerie Overton, Secretary; Michael Ferreira, Trustee; Sabina Minney, Trustee; John Queen, Trustee; Jackie Adams, Director; Chris Walmsley, Staff Member; Bronwyn Jones, Finance Committee Member; two members of the public

Mr. Lerner called the meeting to order at 4:00 pm.

Mr. Runde introduced Bronwyn Jones to the Board of Trustees, noting that she was a citizen representative on the finance committee.

The agenda for the meeting was reviewed.

The minutes of the previous meeting were reviewed. Ms. Tully moved to approve the minutes as submitted. Ms. Minney seconded the motion, which was approved unanimously.

Trustee Orientation Presentation

Ms. Tully reviewed the contents of the Trustee Orientation Manual. Ms. Tully went over the responsibilities of the trustees and the responsibilities of the director as well as the bylaws of the trustees.

Ms. Tully noted that Ms. Minney would present at the next meeting of the trustees about the open meetings laws.

Treasurer's Report

Mr. Runde reported that the checking account balance was \$210,016, and the savings account balance was \$147,583, with a health benefits reserve of \$69,581.

Mr. Ferreira informs the trustees that the finance committee had reviewed the draft of the fiscal year 2020 budget, with a recommendation that the board approve the draft.

Ms. Adams reviewed the proposed draft budget, noting an overall increase of 3.8%, with an increase in county funding of 4.8%.

Mr. Lerner noted that this was the final year of the lease for the North County Library space, that most of the increases to budget lines were items beyond the control of the library, and that the commissioners approved a contribution amount, not how the funding was used by the library.

Ms. Tully moved to approve the fiscal year 2020 draft budget submission as presented. Ms. Minney seconded the motion, which was approved unanimously.

Director's Report

Ms. Adams informed the trustees that Samantha Simmonds had started at the library on February 15, noting that Cori Dulmage would be further reducing her hours. Ms. Adams reviewed Ms. Simmonds qualifications.

Ms. Adams reviewed Fine Forgiveness February, noting that 397 people had \$1,100 in fines waived to date.

Ms. Adams reviewed upcoming important dates, programs and events with the trustees.

Ms. Adams presented director goals for fiscal year 2019.

Committee Reports

Facilities Committee

Mr. Runde reviewed that the next phase of the renovation was to update the adult services and main floor area of the library, and that a proposal had been received from a consultant related to the design. Mr. Runde noted that while the state grant had not been approved, the Foundation for the Kent County Public Library had agreed to match the county funding for the renovation, and that the county was being approached about honoring the previous commitment.

Mr. Lerner noted that the existing design had been done some years ago and that the consultant would be reviewing the design and looking at ways to improve the use of the space.

Mr. Lerner further stated that the Foundation grant was contingent on the match from the county and that the funds would need to be used in the 2019 calendar year.

Ms. Tully moved to accept the contract from Globus Design Associates. Mr. Runde seconded the motion, which was approved unanimously.

Strategic Planning

Ms. Tully reminded the trustees that the strategic planning retreat was scheduled for March 9.

Policy & Procedures

Mr. Runde and Ms. Adams presented the unattended children policy. Ms. Adams noted that the policy was based on similar policies from other libraries and that it had been vetted through the county attorney.

Mr. Runde moved to approve the policy as submitted. Ms. Overton seconded the motion, which was approved unanimously.

Funding Partner Reports

Friends of the Kent County Public Library

Ms. Overton reported that the Friends had sent out membership letters.

Ms. Overton informed the trustees that the annual Friends author event was scheduled for June 1.

Ms. Overton noted that the Friends had members on the facilities and strategic planning committees and a representative with the Foundation for the Kent County Public Library.

Ms. Overton reminded the trustees that the Friends had agreed to pay for flooring in the front hallway of the library.

Foundation for the Kent County Public Library

Mr. Lerner reiterated that the Foundation had approved matching funds for the renovation provided the county honor the initial letter of intent.

New Business

Mr. Queen asked if the library would be interesting in being a hub for community related food access.

Ms. Adams said there would be many aspects to consider, such as logistics. The trustees discussed food access within the community.

Mr. Lerner called for public comment, to which there was none.

No further business was brought before the trustees.

Mr. Runde moved to adjourn the meeting. Mr. Ferreira seconded the motion. The meeting was adjourned at 5:36 pm.

The next meeting of the Board of Trustees will be on March 19, 2019 at 4:00 pm in the Chestertown Library Inc., building.