

Kent County Public Library Board of Trustees

Minutes of the July 2, 2012 Meeting

Present: Alice Ritchie, Board President; Richard Kalter, Vice President; Beverly Birkmire, Treasurer; Chris Maxwell, Board Member; Clayton Newell, Board Member; Jacqueline Adams, Director; Chris Walmsley, Staff Member

Ms. Ritchie called the meeting to order at 10:00 am.

Ms. Ritchie noted that Mr. Hawkins and Ms. Macbeth were excused from the meeting.

Agenda: Mr. Maxwell noted that the Fiscal Year 2013 budget would be discussed as a part of the Treasurer's Report.

Minutes: The minutes from the May 26, 2012 meeting were reviewed. Mr. Kalter motioned to accept the minutes. The motion was seconded by Mr. Newell and approved unanimously.

The minutes from the June 12, 2012 meeting were reviewed. Mr. Newell motioned to approve the minutes. Mr. Kalter seconded the motion, which was approved unanimously.

Treasurer's Report

Ms. Birkmire presented the May financial reports to the Board of Trustees. Ms. Birkmire presented two budget adjustments to the Board of Trustees. The first budget adjustment was for the purpose of purchasing computers using funds from Fiscal Year 2012. The second budget adjustment dealt with the shifting of funds from the Education to the Travel budget. Ms. Birkmire moved that the board approve the two adjustments. Mr. Kalter seconded the motion, which was passed unanimously.

Ms. Birkmire presented a motion to the Board of Trustees to authorize the reallocation of excess funds from the Salary line item to bring other line items up to eliminate deficit spending amounts. Mr. Newell proposed the motion, which was seconded by Mr. Kalter. The motion was approved unanimously.

Ms. Birkmire presented to the Board of Trustees a budget for Fiscal Year 2013 as recommended by the Finance Committee. The Board of Trustees discussed how best to represent income and expenses over the course of the year. Ms. Adams discussed the changes made to the budget with the Board of Trustees.

Ms. Birkmire moved to approve the budget as proposed and recommended by the Finance Committee. Mr. Kalter seconded the motion, which was approved unanimously.

Ms. Ritchie thanked Ms. Birkmire, Mr. Maxwell, Ms. Adams, and Mr. Walmsley for their effort in creating the budget.

Mr. Maxwell moved to accept the Treasurer's Report. Mr. Newell seconded the motion, which was approved unanimously.

Mr. Maxwell recommended sending a letter of thanks to Pat Merritt and the County Finance Office for the help and assistance they gave to the Library.

Development Committee

Mr. Kalter presented a request from the Foundation for the Kent County Public Library to Ms. Adams for amounts of funding associated with various activities performed by the Library. Ms. Adams said that she would provide documentation for the Foundation for the Kent County Public Library.

The Board of Trustees discussed if and how much funding should be requested from the Foundation for the Kent County Public Library in Fiscal Year 2013. Mr. Kalter suggested that the Board of Trustees should delay a decision until all of the trustees were available.

Finance Committee

Mr. Maxwell reported that the Finance Committee had been discussed as a portion of the Treasurer's Report earlier in the meeting.

Personnel Committee

Ms. Adams reported to the Board of Trustees that the position of Public Services Librarian had not been filled yet, but noted that there were other individuals being considered for the position. Ms. Adams further noted that the salary and cost of living were cited as concerns.

Ms. Ritchie thanked Ms. Macbeth for her effort and organization of the employee and volunteer appreciation luncheon. Ms. Ritchie questioned how many volunteers the Library currently has. Ms. Adams responded that there are currently around 20 individuals who volunteer for the Library. Ms. Adams further extended a thank you from the Library staff to Ms. Macbeth and the Board of Trustees for the luncheon.

Evaluation Committee

Mr. Newell informed the Board of Trustees that the Evaluation Committee was working on a tool for the evaluation of the Board of Trustees. Mr. Newell commented that the next scheduled meeting for the committee would be on July 11 at 12:30 pm.

Mr. Newell further commented that the Evaluation Committee would also be looking at the 12-month evaluation of the Director.

Nomination Committee

Mr. Newell commented that the Nomination Committee would need to be reactivated to consider nominations for members of the Board of Trustees. Ms. Ritchie noted that she would inquire with the County on when the advertisements for interested individuals would appear. Ms. Ritchie further noted that nominations would probably be needed in November.

Librarian's Report

Ms. Adams presented the May 2012 circulation statistics to the Board of Trustees. Ms. Adams noted that circulation was overall higher in May, with eBooks in particular rising. Ms. Adams commented that the June circulation statistics would not be available for a few days, however with the high turnout for the Summer Reading programs and the effort of the Children's Department, circulation was expected to be high for June.

Ms. Adams reported that beginning with the July circulation statistics, more detailed reports for the North County and Rock Hall Branches would be available as per the request of the Board of Trustees.

Ms. Adams spoke to the Board of Trustees about planned summer activities for children relating to the Summer Reading Program. Ms. Adams made note of Ann Woodall's young adult program, which has been expanded, and has a group of regular attendees.

Ms. Adams informed the Board of Trustees that the computer center in the Kent County Community Center would be opening as a function of the Library on July 9, with an announcement at the County Commissioners meeting the following evening. Ms. Adams further noted that the partnership with the community center would encourage Library programs to be held within the community center.

Holiday Closings

Ms. Adams presented a recommendation to the Board of Trustees that the Library remain open on Martin Luther King, Jr. Day, Presidents' Day, Columbus Day and Veterans Day. Ms. Adams commented that more people were likely to be around for those holidays. Ms. Ritchie questioned when this would be implemented. Ms. Adams replied that it would begin in Fiscal Year 2013, with Columbus Day and Veterans Day. Ms. Ritchie commented that it would be necessary to publicize that the Library would be open on these days and for the Board of Trustees to observe what happens.

Mr. Kalter moved to accept the recommendation from Ms. Adams. Mr. Newell seconded the motion, which was approved unanimously.

Mr. Newell and Ms. Birkmire echoed sentiments that it was good for the county and the public to know that the Library was trying to extend the services it offers.

No further business was brought before the Board of Trustees.

Mr. Newell motioned to adjourn the meeting. Ms. Birkmire seconded the motion, which was approved unanimously. The meeting was adjourned at 11:13 am.

The next meeting of the Board of Trustees will be on August 27, 2012 at 10 am in the Chestertown Library Inc. Building.

Barbara Macheth
secretary