

## Kent County Library Board of Trustees

### Minutes of the January 26, 2017 Meeting

Present: Barbara Macbeth, President; Sarah Schut, Vice President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 10:06 am.

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

The minutes of the December meeting were reviewed. The trustees discussed the minutes as submitted, and amended the minutes to reflect the action taken. Mr. Lerner moved to approve the minutes as amended. Mr. Harding seconded the motion, which was approved unanimously.

#### Secretary's Report

Ms. Costa informed the trustees that no emails or mail had been received directed towards the Trustees.

#### Finance & Treasurer's Report

Mr. Lerner reported that the bank balance was \$249630.72, with a working balance of \$86,333.72.

Ms. Schut reported that Ms. Adams had presented a draft of the Fiscal Year 2018 budget to the finance committee. Ms. Adams reviewed the draft budget with the trustees, noting that the library was projected to receive more than anticipated in aid from the state in the upcoming fiscal year.

Ms. Adams informed the trustees that Chris Roseberry had submitted her resignation, to be effective on June 30. The trustees discussed the impact this would have on the budget for the upcoming fiscal year.

The trustees decided to review the fiscal year 2018 budget at the February meeting for submission.

#### Director's Report

Ms. Adams reiterated Chris Roseberry's retirement effective June 30.

Ms. Adams reported that the library legislative day was upcoming, and that ESRL had set up meetings with the area delegates.

Ms. Adams reviewed the Polaris ILS implementation schedule with the trustees. The trustees discussed hosting user groups and discussion about features and usability with the ILS.

Ms. Adams informed the Trustees that the Kent County Chamber of Commerce was holding an after hours event on February 15 in the library.

Ms. Adams noted that the Friends of the Library author event for 2017 would be on May 19 with Roxanna Robinson.

Ms. Adams reviewed progress on the strategic long range plan goals with the trustees.

#### Funding Partner Reports

##### Foundation for the Kent County Public Library

Mr. Lerner reviewed the contributions received. The trustees discussed the disbursements of the foundation.

##### Friends of the Library

Mr. Harding informed the trustees that the Friends were preparing for the next book sale and had transitioned leadership successfully.

Ms. Macbeth appointed Ms. Tully to be the Board of Trustees representative to the Friends of the Library.

#### Committee Reports

##### Facilities

Mr. Harding reminded the trustees about the upcoming trip to visit Toms River Library on January 30.

##### Advocacy

Ms. Costa informed the trustees that a community breakfast had been scheduled for March 31 from 8 am to 10 am.

Ms. Costa noted that the next meeting of the Advocacy Committee would be on February 6, 2017.

#### Announcements

Ms. Macbeth circulated a sheet of committee and position appointments to the trustees.

The trustees discussed the scheduling of meetings for the upcoming months.

Ms. Costa moved to adjourn the meeting. Mr. Harding seconded the motion, which was approved unanimously. The meeting was adjourned at 11:46 am.

The next meeting of the Board of Trustees will be on February 23, 2017 at 10:00 am in the Chestertown Library Inc., building.

*Barb Macbeth, president*