

**Kent County Library Board of Trustees**

Minutes of the June 25, 2018 Meeting

Present: Joe Harding, President; Charles Lerner, Vice President; Earl Runde, Treasurer; Michael Ferreira, Trustee; Valerie Overton, Trustee; John Queen, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 4:00 pm.

The minutes of the previous meeting were reviewed. Mr. Lerner moved to approve the minutes as submitted. Mr. Ferreira seconded the motion, which was approved unanimously.

Finance Committee & Treasurer's Report

Mr. Runde reported that the current bank balance was \$378,707, with a health benefits reserve of \$36,087.

Mr. Ferreira reviewed proposed budget adjustments with the trustees, noting that they were year end adjustments related to grant funds. Mr. Lerner moved to approve the adjustments as recommended by the Finance Committee. Mr. Runde seconded the motion, which was approved unanimously.

Mr. Ferreira informed the trustees that Ms. Adams had requested approval for a fine free summer for children's materials. Mr. Lerner moved to approve a fine free summer for children's materials as recommended by the Finance Committee. Mr. Runde seconded the motion, which was approved unanimously.

Mr. Ferreira reviewed the Fiscal Year 2019 budget with the trustees, noting changes to account for the reduced request from the county commissioners and the lack of funding from the Town of Chestertown. Mr. Lerner moved to approve the revised budget as recommended by the Finance Committee. Ms. Overton seconded the motion, which was approved unanimously.

Mr. Ferreira reviewed salary increases and promotions for Fiscal Year 2019, noting that the Finance Committee recommended the increases and promotions as proposed.

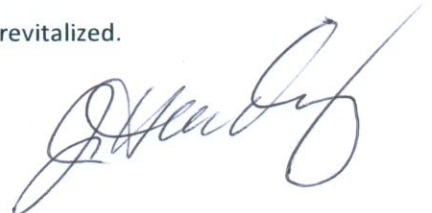
Ms. Adams reviewed the changes in responsibilities, noting that due to the retirement of the Assistant Director, several employees had taken on additional duties.

Mr. Runde moved to approve the promotions and salary increases for Fiscal Year 2019 as proposed and recommended. Ms. Overton seconded the motion, which was approved unanimously.

Director's Report

Ms. Adams reviewed the summer reading program materials with the trustees, noting that the program this summer was based on the successes of the previous programs.

Ms. Adams informed the trustees that the landscaping had been cleaned up and revitalized.



Ms. Adams reviewed the circulation statistics and noted that the year end statistics were upcoming, but noted that Children's materials were up while adult circulation seemed to be leveling out. Ms. Adams noted that the collections at the branches had been reviewed and updated, leading to an increase in circulation at the branches.

Ms. Adams informed the trustees that outreach towards the smaller towns and communities of the county was ongoing.

#### Committee Reports

##### Strategic Planning

Mr. Lerner reported that the committee was attempting to set up a meeting in August, and that the use of a facilitator was being evaluated.

##### Funding Partner Reports

Mr. Harding reported that plans were being discussed with the heads of the Friends and the Foundation related to a grand opening celebration for the Teen/Collaborative space and Children's area.

##### Old Business

Mr. Lerner asked about a time table for the gaming consoles in the renovated teen/collaborative space. Ms. Adams replied that they planned console would be ordered soon, and that there were a few additional furnishings to be installed.

##### New Business

Mr. Harding informed the trustees that the July meeting of the Board of Trustees was cancelled.

Mr. Harding noted a letter received from Ms. Tully which would be addressed at the August meeting.


Ms. Adams informed the trustees that two individuals had been banned from the library. One individual was banned for six months due to violation of the library behavior policy. The other individual was banned for one month for pan handling inside the library. Ms. Adams further noted that the police had been notified of the banning and that letters were delivered to the individuals.

The trustees discussed emergency precautions within the library.

No further business was brought before the trustees.

Ms. Overton moved to adjourn the meeting. Mr. Ferreira seconded the motion. The meeting was adjourned at 4:37 pm.

The next meeting of the Board of Trustees will be on August 27, 2018 at 4:00 pm.

A handwritten signature in black ink, appearing to read "Mandy", is located in the bottom right corner of the page. The signature is fluid and cursive, with a long, sweeping tail that extends towards the top right.