

Kent County Library Board of Trustees

Minutes of the April 22, 2019 Meeting

Present: Charles Lerner, President; Elisabeth Tully, Vice President; Earl Runde, Treasurer; Michael Ferreira, Trustee; Valerie Overton, Secretary; Jackie Adams, Director; Chris Walmsley, Staff Member; Bronwyn Jones, Finance Committee Member; Suzan Globus, Consultant

The meeting was called to order at 3:15 pm.

Mr. Lerner introduced Suzan Globus to the members of the Board of Trustees.

Ms. Globus reviewed a meeting with the senior staff of the library, noting concerns related to sight lines and upholstered furniture in the library, along with the changing nature of the collection.

Ms. Globus asked the trustees for input from the trustees about what they would like to see in the library.

Mr. Lerner reviewed the grant process, noting that the library had not received state funding for the redesign of the adult space in the library. Mr. Lerner noted that alternatives were being investigated.

Ms. Globus left the meeting.

Mr. Lerner and Ms. Adams reviewed the Kent County Commissioner budget meeting with the trustees.

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

The minutes of the previous meeting were reviewed. Ms. Tully noted a correction needed to her name. Ms. Tully moved to approve the minutes as revised. Ms. Overton seconded the motion, which was approved unanimously.

Treasurer's & Finance Committee

Mr. Runde reported that the balance of the checking account was \$245,231, with a savings account balance of \$177,846. Mr. Runde noted that he would move \$20,000 from the checking to the savings to keep the balance of the checking account below \$250,000.

Mr. Lerner reported that he and Mr. Runde were going to meet with the PNC Bank branch manager about fees related to finance activities. The trustees discussed banking and credit card fees.

Mr. Ferreira noted that the committee had reviewed the budget reports.

Director's Report

Ms. Adams informed the trustees that a representative from Benecon would attend the May meeting to review the benefits package with the Board of Trustees.

Ms. Adams reviewed Fine Free Summer with the trustees, requesting approval for the 2019 summer months. Ms. Overton moved to approve fine free summer for children's items. Mr. Ferreira seconded the motion. Mr. Lerner noted an overall movement for fine free libraries. A vote was called, and the motion was approved unanimously.

Ms. Adams reviewed the Strategic Long Range Plan focus group timing and discussion related to the focus group format. Ms. Adams noted that Spark Institute would be sending out an email survey.

Ms. Adams informed the trustees that eight staff members were attending sessions as part of the Maryland Library Association Conference, and that she would be attending the Association for Rural and Small Libraries conference.

Ms. Adams reviewed the circulation statistics, noting a large increase in board game circulation, and that circulation as a whole was increasing.

Committee Reports

Strategic Planning

Ms. Tully noted that meetings were scheduled for May 1 and May 10 related to the development of the Strategic Long Range Plan.

Policies & Procedures

Mr. Runde reviewed the Animals in the Library Policy and the changes from the original policy with the trustees. The trustees discussed animals on the property, but not inside the library.

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

Mr. Runde presented a revised Cash Advance Policy, and reviewed the changes from the previous policy.

Mr. Runde moved to approve the policy as revised. Ms. Overton seconded the motion. The trustees discussed responsibility for accepting refunds. A vote was called and the policy was unanimously approved as revised.

Mr. Runde presented a revised Credit Card Policy, and reviewed the changes from the previous policy.

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

Funding Partners Reports

Friends of the Kent County Public Library

Ms. Overton reported that the Friends were preparing for their semiannual book sale, which was scheduled for May 16 to May 19.

Ms. Overton noted that the pop up sales were doing well for the Friends.

Ms. Overton reminded the trustees that the Friends of the Library annual author event was scheduled for June 1.

New Business

Ms. Adams reported that there was an overdose in the library approximately a week and a half prior to the meeting. Ms. Adams noted that the patron had overdosed in the bathroom, and responded after receiving Narcan, and left the building prior to police arriving.

No further business was brought before the trustees.

Ms. Tully moved to adjourn the meeting. Mr. Runde seconded the motion. The meeting was adjourned at 5:27 pm.

The next meeting of the Board of Trustees will be on May 28, 2019 at 4:00 pm in the Chestertown Library Inc., building.