

Kent County Public Library Board of Trustees

Minutes of the August 27, 2012 Meeting

Present: Alice Ritchie, Board President; Richard Kalter, Vice President; Barbara Macbeth, Secretary; Chris Maxwell, Board Member; Clayton Newell, Board Member; Dick Hawkins, Board Member; Jacqueline Adams, Director; Chris Roseberry, Assistant Director; Chris Walmsley, Staff Member

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

Agenda: Ms. Ritchie noted that the donation from the Friends of the Library would be discussed during the old business portion of the meeting. No further changes were made to the agenda.

Minutes: Mr. Kalter motioned to approve the minutes of the July 2 meeting as submitted. Mr. Newell seconded the motion, which was approved unanimously.

Treasurer's Report: Ms. Ritchie noted that due to the absence of Ms. Birkmire, there was no Treasurer's Report.

Community Relations: Mr. Hawkins noted that 83 people attended the August First Friday event. In addition, Mr. Hawkins had spoken with 163 individuals during Saturdays in Fountain Park, and handed out many library card applications.

Mr. Hawkins commented that Kent County Public Library was pursuing the Best Small Library in America award.

Finance Committee: Mr. Maxwell spoke to the Board regarding Fiscal Year 2013 budgeting, commenting that full year spending looked like it would come in below the budgeted amount. Mr. Maxwell further noted that financial reports would not be available from the county until October.

Mr. Maxwell discussed the reserve for the unemployment insurance with the Board of Trustees, noting that there had been a big hit in 2010 and 2011, and that the Library should be prepared if something similar happens again. Mr. Maxwell noted that the auditor recommended a reserve of \$5,000, which had been charged to Fiscal Year 2012. Mr. Maxwell recommended leaving the amount of \$3,600 in the Fiscal Year 2013 budget until more solid financial information was available.

Ms. Adams presented a revised staff salary grade to the Board of Trustees, noting that positions had been adjusted to account for the unfilled Public Services Librarian position. Ms. Adams informed the Board of Trustees that the positions of Children's Assistant, Assistant Director and Technical Services Librarian had been given additional responsibilities, with salary increases as fit the added responsibilities. Ms. Adams further noted the intention to hire a full time Circulation Staff member to provide more time for professional duties of other positions.

Mr. Hawkins moved to accept the proposed salary and staff changes. Ms. Ritchie questioned if there would be a change in the title for Children's Assistant to reflect added responsibilities. Ms. Adams confirmed that there would be, but it had not been decided yet. Ms. Macbeth seconded the motion, which was approved unanimously with no further discussion.

Personnel Committee: Ms. Macbeth commented that library employees should be commended.

Ms. Macbeth noted that the hiring process, while unsuccessful in filling the position, was successful in other aspects.

Evaluation Committee: Mr. Newell noted that the Evaluation Committee had met on July 11, and focused on developing a tool for the evaluation of the Board of Trustees. Mr. Newell further noted that the evaluation would occur before the end of the calendar year, prior to new members being brought into the Board. Mr. Newell commented that the evaluation would be distributed at the October meeting, with a review of the evaluation at the November meeting.

Librarian's Report: Ms. Adams spoke to the Board of Trustees about upcoming events, noting that Christopher Tilghman was speaking on September 7, to be preceded by a reception and book signing in the Library. Ms. Adams further noted that a plaque was to be placed at 335 High Street to commemorate the original location of the Chestertown Library, with the reception occurring on September 13.

Ms. Adams spoke to the Board of Trustees about the mini golf event, which was scheduled to occur on October 20, noting that the Friends of the Library had applied for a grant to help pay for the mini golf event.

Ms. Adams noted the success of the Summer Reading Program, with 2,000 attendees to various programs, over 400 children registered and over 100 attendees to adult programming.

Ms. Adams further noted that she was attending the Association for Rural and Small Libraries conference at the end of September, noting that the conference may be one at which Library staff could speak at in future.

Ms. Adams presented the circulation statistics for July to the Board of Trustees, noting some changes to the format, particularly the further delineation of the North County and Rock Hall branches circulation. Ms. Ritchie commented that the branches had lower circulation in July. Ms. Adams responded that the Library circulation was down in general in July, and that Library staff was looking into the reasons for the change. Ms. Adams also noted that she hoped to learn what could be changed at the locations to improve circulation.

Ms. Adams spoke to the Board of Trustees about allowing after hours programs in The Chestertown Library Inc., Building and main meeting room, citing a request from an organization to hold regularly scheduled meetings. Ms. Macbeth raised concerns about the management of the keys to the buildings and use of the space. Mr. Kalter noted that the charge for using Library meeting spaces after hours should include any costs associated with having a staff member visit and secure the building. Mr. Newell seconded Mr. Kalter's comment.

Ms. Adams questioned if a policy should be made for after hours use of meeting room spaces. Mr. Hawkins commented that a policy should be in place.

Nominations Committee: Ms. Ritchie appointed Mr. Newell as the chairman of the Nominations Committee, with the committee comprised of Ms. Adams, Ms. Ritchie and Mr. Hawkins.

Mr. Newell commented that notices of the open position had been posted, with a cutoff date of September 15. Mr. Newell further noted that two applications had been received so far, and that the committee anticipated replacing one Board member, which he hoped to have a nomination to the County Commissioners by November.