

Kent County Public Library Board of Trustees

Minutes of the October 31, 2012 Meeting

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

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

The minutes from the previous meeting were approved.

Community Relations

Mr. Hawkins noted that attendance at the First Friday events had been improving.

Development

Mr. Kalter commented that the committee would meet to discuss gifts from the Foundation for the Kent County Public Library and the Friends of the Library.

Evaluation

The Board of Trustees discussed the method of evaluation for the Board of Trustees. Mr. Newell reported that the committee would report the results of the evaluation at the November 26, 2012 Board of Trustees meeting.

Finance

The Board of Trustees discussed the financial statements.

Ms. Birkmire discussed alternative methods for representing gifts and contributions from the Friends of the Library and similar organizations with the Board of Trustees. The finance committee recommended continuing the current method of representing gifts and contributions. This recommendation was accepted by the Board of Trustees.

Personnel

The Board of Trustees discussed the process of presenting nominations for new hires to the Board of Trustees prior to being hired.

Librarian's Report

Ms. Adams presented her report of Library activities to the Board of Trustees.

Annual Report

The Annual Report was presented to the Board of Trustees. Mr. Hawkins motioned to accept the annual report, and approve it for submission to the state. Mr. Kalter seconded the motion, which was approved unanimously.

Whistleblower Policy

The Board of Trustees discussed a draft whistleblower policy. Changes were presented, and the Board of Trustees decided to vote on a revised copy at the next Board of Trustees meeting.

Unemployment Reserve

The Board of Trustees discussed the rationale for the amount appropriate to the unemployment reserve. The Board of Trustees decided that the issue of the amount and rationale for the unemployment reserve was referred to the Finance Committee.

Minute Format

The Board of Trustees discussed the format of the minutes presented. The Board of Trustees reached a consensus to have minutes which reflect discussions, motions and votes of the meetings of the Board of Trustees.

Closed Session

Mr. Newell moved to close the session to discuss nominees for the Board of Trustees. Ms. Birkmire seconded the motion, which was approved unanimously.

Attending: Alice Ritchie, Board President; Richard Kalter, Vice President; Barbara Macbeth, Secretary; Beverly Birkmire, Treasurer; Dick Hawkins, Board Member; Chris Maxwell, Board Member; Clayton Newell, Board Member

1. In accordance with the State government article **(1i)** of statutory authority, nominations for Board of Library Trustee appointees were discussed in closed session. A nominee for a 5-year term and a nominee for a 2-year term were approved following the trustee search committee chair's review of applicant qualifications and interview details. Potentially in time for November meeting action, the Kent County Commissioners will receive this recommendation for appointment of these nominees along with the recommendation for re-appointment of one trustee.
2. In accordance with the State government article **(1 ii)** of statutory authority, a personnel matter that affected a specific individual was discussed and approved in this closed session. The closed meeting opened at 11:15 and adjourned at 11:55.

At noon, a motion to adjourn the open meeting unanimously carried.

The next meeting of the Board of Trustees is scheduled for November 26, 2012 at 10:00 am in the Chestertown Library, Inc. Building.



FORM OF STATEMENT FOR CLOSING A MEETING

Location: Kent County Public Library
Chestertown Branch
Yellow Building

Date: 10/31/12
Time: 11:25

Motion by: Clayton Newell

Seconded by: Beverly Birkmire

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Birkmire	[✓]	[]	[]	[]
Hawkins	[✓]	[]	[]	[]
Kalter	[✓]	[]	[]	[]
Macbeth	[✓]	[]	[]	[]
Maxwell	[✓]	[]	[]	[]
Newell	[✓]	[]	[]	[]
Ritchie	[✓]	[]	[]	[]

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article 10-508(a):

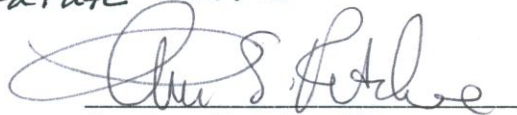
- (1) To Discuss:
 - (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - (ii) Any other personnel matter that affects one or more specific individuals
- (2) [] To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) [] To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) [] To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State
- (5) [] To consider the investment of public funds.
- (6) [] To consider the marketing of public securities.
- (7) [] To consult with counsel to obtain legal advice on a legal matter.
- (8) [] To consult with staff, consultants, or other individuals about pending or potential litigation.
- (9) [] To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) [] To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - [] (i) the deployment of fire and police services and staff; and
 - [] (ii) the development and implementation of emergency plans.
- (11) [] To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) [] Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

- 1.) The Kent County Commissioners slate of nominees for library board of trustee members - Jan. 1, 2013 (effective)
- 2.) Any employee's compensation.

REASON FOR CLOSING:

See marked statute above



Signature of Presiding Officer