

Kent County Public Library Board of Trustees

Minutes of the November 26, 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; Mary Celeste Alexander, Friends of the Library President

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

The minutes of the previous meeting were reviewed and revised. Ms. Macbeth moved to approve the minutes as revised. The motion was approved unanimously.

Community Relations

Mr. Hawkins stated that the committee would meet December 13, and had not met in November.

Development

Mr. Kalter informed the Board of Trustees about a meeting between the Friends of the Library, The Foundation for Kent County Public Library and the Development Committee.

Evaluation

Mr. Newell reported the results of the Board of Trustees evaluation. (*see attachment) Mr. Newell noted that the members of the Board of Trustees agreed that establishing a strategic plan as well as continued financial oversight is important.

Finance

Ms. Birkmire presented the October financial statements to the Board of Trustees.

The Board of Trustees discussed a better method for representing designated gifts within the budget.

Personnel

Ms. Macbeth put forward the recommendation from the personnel committee that the personnel committee be dissolved. The committee reported that the reorganization of the Library, base salaries for all positions, and consistency of employee titles had all been established.

Ms. Adams reported to the Board of Trustees concerning progress towards hiring a new employee.

The Board of Trustees discussed the role of the Board with regard to the hiring and firing processes.

Librarian's Report

Ms. Adams reported to the Board of Trustees about the community meeting regarding the facilities improvement report.

Ms. Adams discussed several donations made to the Library from various organizations with the Board of Trustees.

Ms. Adams presented the circulation statistics for October to the Board of Trustees.

The Board of Trustees discussed the strategic plan with Ms. Adams.

Whistleblower Policy

The revised Whistleblower Policy was presented and discussed by the Board of Trustees. Ms. Birkmire motioned that the policy be adopted as amended. Mr. Hawkins seconded the motion, which was approved unanimously. (*see attached)

Ms. Ritchie appointed Mr. Newell as the compliance officer for calendar year 2012.

Management Letter

The Board of Trustees discussed the management letter included in the audit. Ms. Adams reviewed the procedures enacted as a result of the management letter.

Nominations

Ms. Ritchie reported that a letter had been sent to the Kent County Commissioners with nominations for new trustees, which would be reviewed and addressed by the Kent County Commissioners on November 27, 2012.

December Board Meeting

The Board of Trustees decided to meet January 7, 2013 at 10:00 am for the purpose of electing officers, appointing committees and introducing the two new members of the Board of Trustees.

The Board of Trustees decided not to meet in December.

Maryland Library Trustees Meeting

Ms. Ritchie discussed the annual Maryland Library Trustees and Citizens for Maryland Libraries meeting with the Board of Trustees.

Public Comment

Ms. Alexander spoke to the Board of Trustees about the progress of the Friends of the Library.

Ms. Ritchie thanked all the members of the Board of Trustees. The Board of Trustees extended thanks to Ms. Ritchie and Mr. Maxwell.

Mr. Newell motioned to adjourn the meeting. Mr. Kalter seconded the motion, which was approved unanimously. The meeting was adjourned at 11:51 am.

The next meeting of the Board of Trustees is scheduled for January 7, 201³ at 10:00 am in the Chestertown Library Inc. building.

Attachments:

Board of Trustees 2012 Evaluation

Bobbie Washeth, secretary

Whistleblower Policy