

## Kent County Public Library Board of Trustees

Minutes of the January 28, 2013 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Beverly Birkmire, Treasurer; Wendy Costa, Secretary; Dick Hawkins, Trustee; Clayton Newell, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Ernie Crofoot, County Administrator

The meeting was called to order at 10 am.

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

The agenda was reviewed. Mr. Kalter noted the addition of rescheduling meeting dates to the agenda to be addressed first.

### Meeting Date Schedule

Mr. Kalter noted that the meeting dates approved at the previous meeting did not work due to financial reporting and when the finance committee was able to meet and review the financial statements.

Meeting dates were established as follows:

Monday, March 3, 2013  
Monday, April 8, 2013  
Monday, May 6, 2013  
Monday, June 3, 2013  
Monday, July 1, 2013  
Monday, August 5, 2013  
Monday, September 9, 2013  
Monday, October 7, 2013  
Monday, November 4, 2013  
Monday, December 2, 2013

The Board of Trustees discussed a preliminary timeline for the meeting dates.

### Treasurer's Report

Ms. Birkmire presented the financial statements for the Library to the Board of Trustees.

Ms. Birkmire informed the Board of Trustees that the Finance Committee had decided to alter the way targeted grants would be reported. Ms. Birkmire stated that new lines would be created for targeted grant funding, and the related expenses. Ms. Birkmire noted that these targeted grant funds were not budgeted, and that these changes would reflect this more clearly on the budget.

Mr. Hawkins moved to approve the addition of additional line items. Ms. Birkmire seconded the motion, which was approved unanimously.

Ms. Birkmire presented budget adjustments to the Board of Trustees. Ms. Birkmire noted that these adjustments would clean up the statements, removing the targeted grant funds and expenses from the regular line items. Mr. Hawkins moved for the approval of the adjustments as presented. Ms. Birkmire seconded the motion, which was approved unanimously.

#### Community Relations

Ms. Costa reported that the committee had not met yet.

#### Development Committee

Mr. Kalter reported that the committee had not met yet, but planned to meet with the Friends of the Library in February to discuss contributions.

#### Evaluation Committee

Mr. Newell reported that the committee would meet following the Board of Trustees meeting to discuss the evaluation of the director.

#### Facilities Committee

Mr. Kalter noted that Mr. Packard was not present.

The Board of Trustees discussed capital improvement funding.

#### Finance Committee

Mr. Hawkins presented the reasoning for the unemployment reserve amount to the Board of Trustees. Mr. Hawkins moved that the Board of Trustees set a target reserve equal to the legally articulated maximum payout, with expenses in the budget to arrive at the targeted funding level as quickly as is reasonable. Mr. Newell seconded the motion, which was approved unanimously.

Mr. Hawkins presented a charter for the Finance Committee to the Board of Trustees. Mr. Hawkins moved for the approval of the charter as presented. Mr. Newell seconded the motion, which was approved unanimously.

Mr. Hawkins reported to the Board of Trustees that the budget process timeline had been moved up, and the Finance Committee would be meeting February 1, 2013 to look at the budget for Fiscal Year 2014.

A special meeting of the Board of Trustees was scheduled for February 11, 2013 for the discussion and approval of a budget submission for Fiscal Year 2014.

#### Librarian's Report

Ms. Adams reported to the Board of Trustees that Barbara Houchen had been recommended to her as a facilitator for the Strategic Long Range Plan. Ms. Adams informed the Board of Trustees that Ms.

Houchen had quoted a cost of \$1,000 to \$8,000, depending on the level of service required. Mr. Hawkins moved to approve Ms. Houchen as facilitator for the Strategic Long Range Plan for Kent County Public Library. Ms. Costa seconded the motion, which was approved unanimously.

The Board of Trustees discussed the timeline for the Strategic Long Range Plan. Mr. Kalter stated that Ms. Adams should communicate to Ms. Houchen that the Board of Trustees would like the plan completed by the end of June.

Kristin Tidaback was introduced to the Board of Trustees.

The Board of Trustees discussed the circulation statistics for December.

#### Old Business

Ms. Macbeth circulated updates to the trustee handbooks.

#### New Business

Mr. Kalter expressed that certificates for completion of the open meetings act training should be given to the secretary to be added to the records.

#### Public Comment

Mr. Crofoot thanked the Board of Trustees for inviting him to the meeting. Mr. Crofoot noted that the minutes for the previous meeting stated that committee meetings were not subject to the open meetings act. He further noted that if a quorum of board members were present, the open meetings act applied. Mr. Crofoot recommended that the Board of Trustees announce committee meetings. Mr. Kalter noted that committee meetings were announced through the Library Website.

No further business was brought before the Board of Trustees.

Mr. Hawkins moved to adjourn the meeting. Ms. Birkmire seconded the motion, which was approved unanimously.

Attachments:

Finance Committee Charter

*Wendy Costa, Secretary*

## KCPL Finance Committee Charter

January 13, 2013

The KCPL Finance Committee is annually established by the President in January. Its members are appointed by the President. It consists of a Chair, the Treasurer, and the Library Director. The Chair cannot also serve as the Treasurer. In addition the President may select one or more Board or non-Board members to serve on the committee.

The Finance Committee is responsible for overseeing all financial matters with respect to the Library. This includes but is not limited to:

- Reporting to the Board at each of its regularly scheduled meetings on the financial status of the Library including cash flow, spending anomalies, forecasts, changes to the budget, and reserves.
- Overseeing the annual budget, financial statements and banking accounts.
- Recommending to the Board for approval new or changed financial policies and procedures.
- Developing and presenting information to further the board's understanding of financial position, new regulations, ethical standards and financial management.
- Supporting the Library Director in preparing for the annual financial audit.