

Kent County Public Library Board of Trustees

Minutes of the March 4, 2013 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Wendy Costa, Secretary; Beverly Birkmire, Treasurer; Richard Hawkins, Trustee; Harry Packard, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

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. Ms. Macbeth seconded the motion, which was approved unanimously.

The agenda for the meeting was reviewed. Ms. Macbeth added the Community Relations Committee to the Committee Reports.

Treasurer's Report

Ms. Birkmire reviewed the budget projection with the Board of Trustees. Ms. Birkmire noted that with the current projection, the Library expenses were coming in under budget.

Committee Reports

Community Relations

Ms. Costa informed the Board of Trustees that the first meeting of the Community Relations Committee had taken place. Ms. Costa noted that Michael Sampson and Annie Woodall had been added to the committee from the Library staff.

Development

Mr. Kalter reported that he had met with Ms. Adams, Bob Ingersoll and Mary Celeste Alexander, the president of the Friends of the Library to discuss challenges the Library may face in the coming fiscal year.

Evaluation

Mr. Newell was absent. The evaluation committee report was held until the closed session.

Facilities

Mr. Packard submitted a written report detailing the meetings with Ms. Adams related to the 20 Year Facilities Master Plan, and subsequent meetings between the full committee and Mr. Crofoot, County Administrator, Mrs. Merritt, Chief Financial Officer, and later, Mr. Wright, County Engineer. Those meetings dealt primarily with issues related to the Chestertown Main Branch of the Library. Additional committee meetings will be held to discuss facilities matters in the North County and Rock Hall branches.

Librarian's Report

Ms. Adams circulated the February circulation statistics. Ms. Adams noted that eReaders were going to start circulating in mid March.

Ms. Adams reported that the Fiscal Year 2014 budget proposal had been submitted to the county commissioners.

Ms. Adams reported to the Board of Trustees about the February Library events as well as events planned for March.

Old Business

No old business was brought before the Board of Trustees

New Business

Revised Fee & Fine Schedule

Ms. Adams presented a revised Fee & Fine Schedule to the Board of Trustees. Ms. Adams noted the addition of charges related to the circulation of eReaders, as well as a reduction in the DVD overdue fine, and a raising of the check out limit for DVDs. Ms. Adams further noted that a statement regarding paying fines and fees over the phone with a credit or debit card had been added to the schedule.

Ms. Adams noted that the revised Fee & Fine Schedule had been reviewed by the Finance Committee.

Ms. Birkmire moved that the proposed changes to the Fee & Fine Schedule be approved. Mr. Hawkins seconded the motion, which was approved unanimously.

No further new business was brought before the Board of Trustees.

Closed Session

Mr. Kalter noted that the Board of Trustees were going to vote to enter closed session, however the meeting would be opened again at 11:30 am to discuss the Long Range Strategic Plan.

Mr. Hawkins moved to enter closed session. Ms. Macbeth seconded the motion, which was approved unanimously. * See attached closed meeting statement.

The meeting reopened at 11:30 am.

Strategic Long Range Planning

The Board of Trustees met with Barbara Houchen, the facilitator for the Strategic Long Range Plan. Ms. Houchen reviewed her qualifications with the Board of Trustees.

Ms. Houchen went over what had been done so far and what remained to be done as well as a time line for achieving those tasks.

Ms. Houchen discussed the Library with the Board of Trustees.

Public Comment

Joe Harding commented that the Board of Trustees and Library should discuss what it can do to promote and build the local economy and job base.

Mr. Hawkins moved to adjourn the meeting. Ms. Costa seconded the motion, which was approved unanimously. The meeting was adjourned at 1:17 pm.

A handwritten signature in blue ink that reads "Wendy Costa". The signature is written in a cursive style with a large initial 'W' and a long, sweeping underline.

FORM OF STATEMENT FOR CLOSING A MEETING

Location: **Kent County Public Library**
Chestertown Branch
Yellow Building

Date: March 4, 2013
 Time: 10:42

Motion by: Dick Hawkins

Seconded by: Barb Macbeth

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Richard Katter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barb Macbeth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dick Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beverly Birkmire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harry Packard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Costa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clayton Newell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

FORM OF STATEMENT FOR CLOSING A MEETING

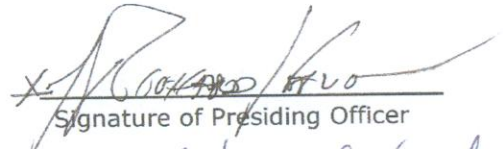
- [] (ii) the development and implementation of emergency plans.
- (11) [] To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) [] To comply with a specific constitutional, 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:

The library director's performance review
due - annually - in March.

REASON FOR CLOSING:

State Gov. Statute - (1i)


Signature of Presiding Officer

mtg. has been moved to and closed
session. ms. Birkinia
mtg. closed at 11:35 p.m. second.