

## Kent County Public Library Board of Trustees

Minutes of the April 8, 2013 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Wendy Costa, Secretary; Beverly Birkmire, Treasurer; Richard Hawkins, Trustee; Clayton Newell, Trustee; Harry Packard, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Ernest 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. Packard seconded the motion, which was approved unanimously.

The agenda was reviewed. No changes were made.

### Treasurer's Report/Finance Committee

Ms. Birkmire presented the February financial statements to the Board of Trustees. The Board of Trustees discussed the statements.

Ms. Birkmire presented budget adjustments to the Board of Trustees. Ms. Birkmire motioned to increase the targeted grants income by \$3295, and increase the targeted fixed assets expense by \$3295 to account for expenses not in the previous adjustment. Ms. Macbeth seconded the motion, which was approved unanimously.

Ms. Birkmire informed the Board of Trustees that the library was investigating alternative payroll processing options.

The Board of Trustees discussed the closing of the downtown PNC branch.

### Community Relations

Ms. Costa spoke to the Board of Trustees, noting several ideas being considered by the committee. Ms. Adams added that the library would be represented at each kindergarten registration.

### Development Committee

Mr. Kalter spoke to the Board of Trustees with regard to grants being pursued by the Foundation for the Kent County Public Library.

### Librarian's Report

Ms. Adams reviewed the circulation statistics with the Board of Trustees. The Board of Trustees discussed the outreach done by the library.

Ms. Adams mentioned that kindle circulation was going well.

Ms. Adams spoke to the Board of Trustees regarding upcoming events at the library.

#### New Business

##### C.A.R.E. Program

Mr. Kalter spoke to the Board of Trustees with regard to the C.A.R.E. program, and how the library might be involved.

##### Mission & Vision Statements

Mr. Hawkins presented a revised mission and vision statement for the library as part of the strategic plan. The Board of Trustees discussed both statements.

##### Art Exhibit Policy

Ms. Adams presented the Art Exhibit Policy\* to the board of Trustees. \*see attached

The Board of Trustees discussed the submitted policy. Mr. Hawkins moved to approve the policy as discussed. The motion was seconded and approved unanimously.

##### Kindle Lending Policy

Ms. Adams presented the Kindle Lending Policy\* to the Board of Trustees. \* see attached

The Board of Trustees discussed the policy. Ms. Birkmire moved to approve the policy as presented. Ms. Macbeth seconded the motion, which was approved unanimously.

##### Volunteer/Employee Luncheon

Ms. Macbeth noted that there would be a volunteer and employee luncheon in May.

No further business was brought before the board of trustees.

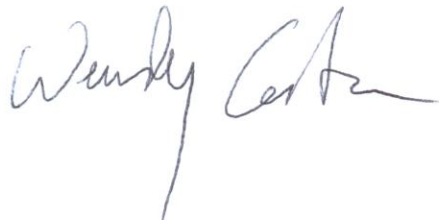
Mr. Hawkins moved to adjourn. Ms. Birkmire seconded the motion, which was approved unanimously.

The meeting was adjourned at 11:21 am.

Attachments:

Art Exhibit Policy

Kindle Lending Policy

A handwritten signature in cursive script, appearing to read "Wendy Carter". The signature is written in dark ink and is positioned below the list of attachments.

### **Art Exhibit Policy**

All exhibits shall be prepared, hung, and dismantled by the artist under the supervision of the Art Advisory Committee according to the following guidelines:

- No hardware except that provided by the library shall be used;
- No tags or other adhesives shall be used

The artist shall be responsible for:

- All insurance on art work
- Appropriate framing or suitable display of work
- Pick –up, delivery, storage or shipping of art work
- Submitting a completed release form to the library director prior to the exhibition

Exhibits shall be open to the public only during the hours the library is open.

People interested in purchasing a work may contact the artist directly.

If a sale is made, the artist is welcome to make a donation to the library.

No artwork will be removed until the exhibit is over.

The library is not responsible for damage to or theft of any artwork exhibited.

The library and committee members reserve the right to reject works deemed inappropriate for a family library.

Approved by the Library Board

Date: April 8, 2013

## **KCPL Kindle Lending Policy & Procedures**

**Version: March 2013**

### **Circulation**

- Patrons will be required to present their library card and photo ID to check out. Patrons may not check out Kindles on another patron's card even if they have that card with them. Kindles can only be checked out to patrons who are over 18 and have an account in good standing.
- Kindles will circulate for 3 weeks with one 3-week renewal allowed if there are no holds.
- Holds will be allowed but all pickups must be at Chestertown.
- Fines will be \$2.00 per day to a max of \$10.00. After the overdue ages to lost, the patron will be charged the full amount for the Kindle and all accessories, plus our standard lost processing fee.
- All patrons wishing to check out the Kindle will have to complete & sign a contract outlining KCPL's Kindle Policies, fines, replacement costs, and other associated information. The contracts will be filed at the Circ desk by last name. The contract only needs to be signed the first time, and it will be staff's responsibility to verify contract status upon checkout. A blank PDF copy of the contract will be placed on each device.
- Kindles will only circulate in Chestertown, may not be returned to another branch, and may not be put in the bookdrop. Bookdrop checkin will result in a \$25.00 fee plus charges for any damage that occurs. Patrons are responsible for returning the item directly to a Circulation staff member and remaining present for the checkin process.
- Circulation will be counted by device titles (i.e. 1 device with 10 titles = 10 circs each time that device goes out).

### **Protection/Casing**

- Kindles will be housed in a protective hardshell case. The cased Kindle, USB cord, AC adapter, and laminated FAQ will all circulate together in a small bag (similar to the Early Literacy Backpacks).
- Circ staff will be responsible for verifying the contents of the bag & the status of the Kindle coming in and going out.
- We will need to be prepared to replace the charge cords, as they can be short-lived.

### **Locking out changes & Customization**

- An Amazon WhisperCast account was set up to manage the Kindles, and the following features are blocked from patron changes:
  - Factory reset
  - Deregistering devices
  - Adding/removing titles
  - Accessing the internet
  - Social media integration
  - Changes to wifi settings