

Kent County Public Library Board of Trustees

Minutes of the May 6, 2013 Meeting

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

The meeting was called to order at 10 am. Mr. Kalter noted that Ms. Birkmire's absence was excused.

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 for the meeting was reviewed. A discussion of the strategic long range plan was added, as well as a report on the progress of a grant from PNC Bank.

Finance Committee/Treasurer's Report

Mr. Hawkins presented the financial statement to the Board of Trustees. Mr. Hawkins reviewed the format of the financial statement, and commented that the library was in good financial shape.

Mr. Hawkins presented a motion to the Board of Trustees with regard to the charge and use of Kent County Public Library meeting spaces by nonprofit organizations. The Board of Trustees discussed the policy change. The motion was revised to state, "Nonprofit organizations may use Kent County Public Library meeting spaces at no charge unless there are additional expenses incurred by Kent County Public Library in the use of the meeting space. The organization using the space is responsible for those additional charges." Mr. Newell seconded the motion, which was approved unanimously.

Mr. Hawkins presented a motion to not make a budget adjustment for costs related to the Strategic Long Range Plan. Mr. Newell seconded the motion, which was approved unanimously.

Mr. Hawkins presented a motion to the Board of Trustees to switch payroll services from Radcliffe to KTBS effective July 1, 2013. Mr. Newell seconded the motion, which was approved unanimously.

Mr. Hawkins presented information to the Board of Trustees with regard to the Children Are Reading Everywhere Program and costs associated to the program as well as funding sources.

Mr. Hawkins noted that the Finance Committee was looking at the level of the reserve.

Community Relations Committee

Ms. Costa presented information to the Board of Trustees with regard to the Library presence at the Dogwood Festival in Galena as well as plans for future festivals and events.

The Board of Trustees discussed the Friends of the Library 40th anniversary celebration.

Development Committee



Mr. Kalter informed the Board of Trustees that the Foundation for Kent County Public Library had met and approved funding for the Children Are Reading Everywhere program if funding is not provided from other sources.

Facilities Committee

The Board of Trustees discussed progress with regard to the request to the state for capital improvement grant funds.

Librarian's Report

Ms. Adams presented the circulation statistics to the Board of Trustees. Ms. Adams noted that circulation was improving.

Ms. Adams informed the Board of Trustees that the website design was being improved to work on better electronic communication, such as notices about new titles being published on the website.

Ms. Adams noted that a grant application had been submitted to PNC Bank for Early Literacy Center and Parent Café.

Ms. Adams informed the Board of Trustees that the Library had been present at Kindergarten/Pre-K registrations and had distributed about 100 library cards.

Strategic Long Range Plan

Ms. Adams informed the Board of Trustees that the Steering Committee had established a draft of four major goals and were working on subgoals in those categories before establishing a timeline to complete the goals and subgoals. The Board of Trustees discussed effective advertising for the library.

Benefits Committee

Ms. Adams presented to the Board of Trustees that the Eastern Shore Regional Libraries were investigating options related to forming a consortium. Ms. Adams noted that she was investigating other options for Kent County Public Library specifically.

No further business was brought before the Board of Trustees.

Mr. Hawkins moved to adjourn the meeting. Mr. Newell seconded the motion, which was approved unanimously. The meeting was adjourned at 11:09 am.