

## Kent County Public Library Board of Trustees

Minutes of the June 3, 2013 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Beverly Birkmire, Treasurer; 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 10:00 am.

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

The agenda for the meeting was reviewed. No changes were made to the agenda.

### Treasurer and Finance Committee Report

Ms. Birkmire reported to the Board of Trustees with regard to the Library finances. The Board of Trustees discussed handling adjustments to the budget.

Mr. Hawkins discussed library funding from the county for Fiscal Year 2014 with the Board of Trustees. Mr. Hawkins moved to change the budget to bring in funds from the reserve to cover the budget shortfall. The Board of Trustees discussed future funding requests for the library. Ms. Birkmire seconded the motion, which was approved unanimously.

Mr. Hawkins moved to approve the use of CareFirst for healthcare benefits in Fiscal Year 2014. Ms. Macbeth seconded the motion. The Board of Trustees discussed future options and investigation related to healthcare benefits. The motion was approved unanimously.

Mr. Hawkins moved to accept the donation of new patio furniture from the Friends of the Library. Mr. Newell seconded the motion, which was approved unanimously.

Mr. Hawkins moved to approve \$2,800 for the purchase of new monitors for the patron computers. The Board of Trustees discussed future computer purchases and what options exist for older machines. Ms. Birkmire seconded the motion, which was approved unanimously.

Mr. Kalter informed the Board of Trustees that Mr. Maxwell had resigned from the Finance Committee. Mr. Kalter informed the Board of Trustees that Mr. Joe Harding would be joining the Finance Committee in Fiscal Year 2014.

### Community Relations

Ms. Costa reported to the Board of Trustees that the Community Relations Committee had met and discussed relationships with schools, community events, and partnerships that the library was pursuing or could in the future.

#### Development Committee

Mr. Kalter spoke to the Board of Trustees regarding the involvement of the Library in the Children Are Reading Everywhere (CARE) program. Mr. Kalter spoke to the Board of Trustees concerning the grant funds from PNC Bank.

Mr. Kalter discussed donation funding for Fiscal Year 2014 with the Board of Trustees.

#### Evaluation Committee

Mr. Newell informed the Board of Trustees that the Evaluation Committee would be meeting in July to discuss performance review strategies.

#### Facilities Committee

Mr. Packard reported to the Board of Trustees regarding the capital grant application. Ms. Adams informed the Board of Trustees that the grant application was being reviewed, and that letters of commitment and support had been received.

#### Librarian's Report

Ms. Adams presented the May circulation statistics to the Board of Trustees. The Board of Trustees discussed these statistics and how the statistics were being used.

Ms. Adams discussed outreach to community groups that the library was engaging in.

Ms. Adams discussed upcoming programs and events with the Board of Trustees.

#### Old Business

##### Strategic Long Range Plan Draft

Ms. Adams presented the primary goals for the Strategic Long Range Plan to the Board of Trustees along with a detail of the goals for the first year of implementation. The Board of Trustees discussed how the Library would achieve the goals.

Ms. Birkmire moved to approve the draft of the Strategic Long Range Plan primary goals. Mr. Hawkins seconded the motion, which was approved unanimously.

##### New Business

The Board of Trustees discussed the County Commissioner budget presentation.

No further business was brought before the Board of Trustees

Ms. Birkmire moved to adjourn the meeting. Mr. Hawkins seconded the motion, which was approved unanimously. The meeting was adjourned at 11:47 am.

