

## Kent County Public Library Board of Trustees

### Minutes of the October 7, 2013 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Beverly Birkmire, Treasurer; Wendy Costa, Secretary; Richard Hawkins, Trustee; Clayton Newell, Trustee; Jacqueline Adams, Director. Also present were Larry Samuels, a member of the community relations committee, and Joe Harding.

The meeting was called to order at 10:00 am.

The minutes from the September meeting were unanimously approved.

#### Finance Committee

Beverly Birkmire moved that the Finance Committee recommend to the full board approval to amend the FY 2013 budget to add to both revenue and expenses \$43,051 for State of Maryland payment of employee retirement benefits. It was unanimously approved.

#### Auditor's Report

Mike Connolly, CPA and Partner, Accounting Strategies Group, LLC, presented the audit in draft form. He brought to the board's attention: revenues and expenses, balance sheet, and management letter. He advised that the board should look at bonding insurance. It is adequate now. His firm revealed no material weaknesses or deficiencies in internal control. The board unanimously approved the audit.

Beverly Birkmire reported that everything is where it should be. She noted the letter from the Chestertown Library Preservation Foundation, announcing a grant of \$4144.00 for the purchase of books and a grant of \$665.00 for the purchase of large print books and children's books.

She moved that the board approve the Finance Committee's recommendation to amend the FY 2013 budget to add state payment for retirement benefits of \$43,051 to both revenue and expenses; seconded, passed.

She also reported that a review of our checking account balance revealed that we had not received two state grant payments due this year and the September county grant. Both problems are being resolved.

#### Community Relations

Wendy Costa stated that the community relations committee did not meet in September.

#### Development Committee

Richard Kalter reported that the Library Foundation met and approved its mission statement. Also, the library will have an event to thank the Friends and the Foundation. The book sale begins October 31.

### Evaluation Committee

Clayton Newell gave board members a take-home self-evaluation form as well as last year's goals. He said that there are three applicants for the impending trustee vacancy and the committee will hold interviews in November.

### Librarian's Report

Jackie Adams reported that the statistics are looking better and that all over Maryland circulation is down. They have started putting out best sellers. She is changing the way people put a hold on books. She has also had meetings about IT. She spoke at the Kent County Breakfast Group and was about to speak at Rotary about One Maryland One Book and the Strategic Plan. A Diabetes group now meets at the library. SCORE held a meeting here. The computer classes have a good turnout. First Friday had a good turnout. November 9 is Citizens for Libraries Day. On Columbus Day the library will be open. As part of the PNC grant, 60 people came for the program, "Great Musical Adaptations for Transitions in Learning." Another component of the grant will take place on October 22 with the first Parent Café. This Saturday, West African dancers will perform as part of the One Maryland One Book celebration. On November 15, historian Henry Wiencek will discuss "Presidents and their Slaves." Jackie is preparing a presentation using statistics to show how much bang citizens get for their bucks at libraries.

Richard Kalter mentioned the need for a marketing campaign to promote what the library is already doing.

### Strategic Long Range Plan Report

At 11:00 am Richard Kalter introduced Barbara Houchen, who presented an overview of the strategic plan. Each board member received the colorful brochure about the plan that Annie Woodall designed. It shows the four themes or priorities for the next three years, as well as new mission and vision statements. These themes are attached to specific, measurable objectives. Barbara Houchen described the steering committee's process of meeting with a broad swath of the community to find answers to the question: What will the library look like in the future? The community meetings also provided an opportunity for the library to explain what it does.

Barbara Houchen suggested that we ask local newspapers to write articles about the strategic plan. Wendy Costa offered to write a draft press release. She also suggested that we make the brochures widely available and get on the agenda of various community meetings.

The board unanimously approved the entire Strategic Long Range Plan.

As there was no new business, the meeting was adjourned at 11:57 am.