

# Kent County Public Library Board of Trustees

Minutes of the December 2, 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; Joseph Harding, Public representative

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

The minutes for the previous meeting were reviewed. Mr. Packard moved to approve the minutes as submitted. Ms. Costa seconded the motion, which was approved unanimously.

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

## Treasurer's Report/Finance

Ms. Birkmire informed the Board of Trustees that the Finance committee had reviewed the financial information through September. Ms. Birkmire commented that there were no surprises, with healthcare and salaries projected to come in below budgeted due to various changes.

Ms. Birkmire informed the Board of Trustees that she expected to present budget adjustments for the Fiscal Year 2014 budget at the February meeting.

Ms. Birkmire noted that the budgeting process for Fiscal Year 2015 would likely begin in January, and the timetable for submissions was being investigated.

Ms. Hawkins reviewed the financial information provided with the Board of Trustees.

Mr. Kalter informed the Board of Trustees that the administrator of the Eastern Shore Regional Library would be attending a meeting of the Board of Trustees to discuss the use of funds.

Mr. Kalter extended thanks to Mr. Hawkins for his service on the Board of Trustees and as the chairman of the Finance Committee.

## Development

Ms. Adams reported that the Foundation for Kent County Public Library was working with the Library to place advertisements in the local newspapers.

## Evaluation

Mr. Newell reviewed the Board of Trustee's self-evaluation. Mr. Newell noted among the comments that the Board of Trustees thought priorities lay in the strategic long range plan, financial management, outreach and staff and trustee training.

## Facilities

Ms. Adams informed the Board of Trustees that the strategic long range plan and the annual report would be presented to the County Commissioners on Tuesday, December 3, 2013.

### Librarian's Report

Ms. Adams informed the Board of Trustees that Vera Shade was resigning from the Library effective December 20. Ms. Adams noted that she hoped to have the position filled by March 1, 2014. Ms. Adams commented that there were no internal candidates for the position at this time.

Ms. Adams informed the Board of Trustees that interviews were being conducted for the part time circulation staff position.

Ms. Adams reviewed the adult programming survey results with the Board of Trustees, noting that the survey results would be reviewed more closely and used to improve programming at the Library.

Ms. Adams informed the Board of Trustees that the Library would begin circulating laptops on December 16, 2013 for use inside the Library. Ms. Adams noted that the book ordering and purchase processes were being reviewed.

Ms. Adams noted that a list of procedures for book clubs had been circulated to the four sponsored book clubs.

Ms. Adams informed the Board of Trustees of upcoming programming related to computers and devices.

Ms. Adams informed the Board of Trustees of upcoming improvements to the Evergreen ILS program.

### Strategic Plan Report

Ms. Adams informed the Board of Trustees of progress made towards the Fiscal Year 2014 strategic goals.

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

Mr. Kalter informed the board of Trustees that the new superintendent for Kent County Schools had indicated that the Children Are Reading Everywhere program was not a priority for the school system at this time. As a result of this, the Library would not be going forward with the program.

### January Meeting Schedule

The Board of Trustees set the next meeting as January 6, 2014 at 10:00 am in the Chestertown Library, Inc. Building for the purpose of electing officers and setting committees.

Mr. Kalter extended his thanks to all the trustees for their work in 2013.

Mr. Hawkins moved to adjourn the meeting. Mr. Kalter seconded the motion, which was approved unanimously. The meeting was adjourned at 10:51 am.

*Barb Masheth for Wendy Costa,  
Secretary*