Kent County Public Library Board of Trustees

Minutes of the February 12, 2014 Meeting

<u>Present:</u> Richard Kalter, President; Barbara Macbeth, Vice President; Beverly Birkmire, Treasurer; Joseph Harding, Trustee; Clayton Newell, Trustee; Wendy Costa, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Andrea Neiman, Staff Member

The meeting was called to order at 4:00 pm.

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

The agenda for the meeting was reviewed with no changes made.

Ms. Neiman presented to the Board of Trustees changes and revisions to the catalog interface for Kent County Public Library.

Treasurer's/Finance Report

Ms. Birkmire moved to establish a desired reserve level equivalent to two months of operating expenses for the library. Ms. Macbeth seconded the motion, which was approved unanimously.

Ms. Birkmire moved to require public official bonding for President and Treasurer of the Board of Trustees. Mr. Newell seconded the motion, which was approved unanimously.

The Board of Trustees discussed the budgeting process and budget for Fiscal Year 2015. Ms. Costa moved to delegate the budget process and request submission to the Finance Committee so long as the funding request does not exceed \$595,000 from the County Commissioners of Kent County. Ms. Birkmire seconded the motion, which was approved unanimously.

Mr. Harding presented a list of items to request funding from the Friends of the Library and moved to approve the list. The motion was seconded and approved unanimously.

Ms. Adams discussed with the Board of Trustees the process for seeking an outside consultant to review the current library space usage and suggest changes to the library space.

The Board of Trustees discussed the capital grant request.

Communications

Ms. Macbeth informed the trustees that the committee was making use of the advertising and marketing expertise in the community with the intent of establishing an effective process for library service communication.

Evaluation

Mr. Newell commented that the discussion of the evaluation process would be deferred until all the trustees were present.

Facilities

Ms. Adams reported to the Board of Trustees that consultants were being interviewed with regard to alterations to the interior space.

Working Group - Health Insurance

The working group reported to the Board of Trustees that alternatives for health insurance were being pursued and discussed.

Working Group - Website/Internet Presence

The working group reported with regard to recent catalog improvements as well as the use of ESRL resources for the website revisions.

Librarian's Report

Ms. Adams circulated the process for purchasing library materials and reviewed the process with the Trustees.

The Board of Trustees reviewed the progress of the Strategic Long Range Plan.

Ms. Adams reported that two candidates were being considered for the position of Children's Librarian.

Ms. Adams reviewed the January circulation and program statistics with the Board of Trustees.

Ms. Adams reported that the Legislative day was scheduled for February 19.

Ms. Adams reported that she would be meeting with the Lions group on February 25.

Ms. Adams reported that the Sassafras River Business Council was having an afterhours event on May 6.

The Board of Trustees discussed funding the Rotary Dues for Ms. Adams. Mr. Kalter moved to pay for the 2014 rotary dues for Ms. Adams. Mr. Harding seconded the motion, which was approved unanimously.

Old Business

Holiday Closings

Mr. Kalter circulated the 2014 Holiday and Closed list to the Board of Trustees. The Board of Trustees discussed holiday closings.

Trustee Manual

Ms. Macbeth circulated updates to the Trustee manual to the Trustees.

Mr. Newell moved to adjourn the meeting. Ms. Birkmire seconded the motion, which was approved unanimously. The meeting was adjourned at 5:16 pm.

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