

# Kent County Public Library Board of Trustees

Minutes of the May 14, 2014 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Beverly Birkmire, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Clayton Newell, Trustee; Harry Packard, Trustee; Jacqueline Adams, Director; Chris Walmsley, 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. Ms. Newell seconded the motion, which was approved unanimously.

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

## Treasurer's Report/Finance Report

Ms. Birkmire and Mr. Harding discussed the financial statements of the library with the Board of Trustees. The Board of Trustees was informed that projections indicated that the yearend would have revenues slightly ahead of expenses.

Mr. Harding moved to approved contracting with LGIT/Benecon for Library staff health benefits for Fiscal Year 2015. Ms. Birkmire seconded the motion, which was approved unanimously.

## Committee Reports

Mr. Kalter appointed Mr. Harding to the Facilities Committee.

## Communications

Ms. Macbeth informed the Board of Trustees that there was no report this month.

## Evaluation

Mr. Newell informed the Board of Trustees that there was no report this month.

## Facilities

Mr. Packard discussed the most recent Facilities Committee meeting with the Board of Trustees, informing the Board that the committee had voted to recommend to the Board of Trustees to go forward with Globus Design Associates for the structure and space review. Mr. Kalter informed the Board of Trustees that the Foundation for the Kent County Public Library had agreed to fund the design proposal from Globus Design Associates.

The proposal and timeline were discussed.

## Librarian's Report

Ms. Adams circulated the summer reading program brochure.

Ms. Adams reviewed the circulation statistics with the Board of Trustees. Ms. Adams commented that weeding was ongoing, as well as identifying areas of the collection that needed updating or replacements.

Ms. Adams reviewed recent programs with the Board of Trustees, noting three programs in the North County Branch.

The Board of Trustees discussed the website design process. Ms. Adams noted that there was a meeting scheduled for May 20.

Ms. Adams informed the Board of Trustees that she had been appointed to the HOYAS Board.

The Board discussed the computer use statistics for Fiscal Year 2014.

#### Friends of the Library Report

Ms. Birkmire reported that the Friends of the Library book sale was a success.

Ms. Birkmire noted that the Friends of the Library had sent out a survey. The Board of Trustees discussed the survey and the survey process.

#### Strategic Plan Goals

Ms. Adams reviewed the Fiscal Year 2014 Strategic Long Range Plan goals with the Board of Trustees, noting that very few items had no action taken.

The Board of Trustees discussed goals for Fiscal Year 2015 noting that some items might transition from one year to the next.

No further business was brought before the Board of Trustees.

Mr. Newell moved to adjourn the meeting. Mr. Packard seconded the motion, which was approved unanimously. The meeting was adjourned at 4:39 pm.