

## **Kent County Public Library Board of Trustees**

Minutes of the September 10, 2014 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Wendy Costa, Secretary; Beverly Birkmire, Treasurer; Joseph Harding, Trustee; Clayton Newell, Trustee; Harry Packard, Trustee; Jacqueline Adams, Director

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

The minutes of the previous meeting were approved.

### **Finance Committee/ Treasurer's Report**

Beverly Birkmire signed checks and stated that the bank balance is \$168,017.79 and that the creation of a capital reserve fund is being deferred a few months. Jackie Adams read a FY 2014 Variance (attached). Joe Harding stated that we are not in default; rather, we had money to cover this and we are under budget. We are further under budget in revenues. We are taking a month to decide whether to use the county's reporting forms.

### **Evaluation Committee**

Clayton Newell said that he will soon have the forms for the board's self-evaluation. Also, we have one applicant for board membership. Applications are due at the end of September. We have one vacancy and Harry Packard wants to be reappointed.

### **Facilities Committee**

Harry Packard handed out preliminary design plans from Globus Designs. There were two plans. Richard Kalter mentioned that he had recently visited two libraries and Jackie Adams said that she and Chris Roseberry had visited other libraries. She said that a field trip to Denton might be worthwhile. Richard said that he is concerned about noise from the children's area bothering other patrons and he has other questions for the designer, including the cost of the project. Joe Harding raised questions about stages of the building process. Richard Kalter asks the board to amend Globus Design's contract to include one more visit. Harry Packard moved and Clayton Newell seconded the motion that the board approve another visit up to the amount of \$1,000. The motion passed unanimously.

### **Communications Committee**

Barbara Macbeth said that there have been some good newspaper articles about the library. She is working with social workers regarding library use among people with special needs. Jackie Adams said that the new web design is not ready. Joe Harding said that it is overdue.

Richard Kalter said that we need a firm date in October to see a prototype of the new website design.

Beverly Birkmire and Joe Harding reported that they had attended the Friends of the Library meeting. Dates for the fall book sale had been moved until after the election and the spring book sale will take place around May 1. The Friends agreed to cut one day out of the book sale: Monday.

### Librarian's Report

Jackie Adams said that she has hired a new reference/ technology library associate, Ashley Fedele and she handed out copies of her resume (attached).

Jackie Adams said that Staff Day would be September 19 and that the library would be closed that day. They would be discussing emergency preparedness, mobile devices, and technology. She handed out invitations to the Emmanuel Episcopal Church Preview Party and Christmas Bazaar, whose partial proceeds support the Children's Section of the Kent County Library. Jackie Adams also handed out copies of the library's goals as stated in the Strategic Plan and progress made toward reaching them.

A motion was made, seconded, and passed to end the public portion of the meeting and go into a closed session.

The meeting was adjourned at 6:07 pm.

✓ Richard    ✓ Beverly    ✓ Joe    ✓ Harry  
 ✓ Barb      ✓ Wendy    ✓ Clayton

**WRITTEN STATEMENT FOR CLOSING A MEETING  
 UNDER THE OPEN MEETINGS ACT**

Date: 9/10/14 Time: 5:10 PM Location: KCPK Motion to close meeting made by: Richard Katter  
Chestertown Library Inc. building  
 Seconded by Harry Packard Members voting in favor: \_\_\_\_\_  
 Opposed: 0 Abstaining 0 Absent 0

**STATUTORY AUTHORITY TO CLOSE SESSION, State Government Article, §10-508(a) (check all that apply):**

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

**FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:**

- (✓) To discuss the performance evaluation of the KCPK
- ( ) Director over whom this Board of Directors
- ( ) has jurisdiction.

Persons attending closed session: Richard Katter, Barb Macbeth, Beverly Birkwire, Wendy Costa, Joe Harding, Clayton Newell, and Harry Packard

This statement is made by Barb Macbeth, Presiding Officer: [Signature]  
vice president SIGNATURE

\*\*\*\*\* FOR USE IN MINUTES OF NEXT REGULAR MEETING: \*\*\*\*\*

**TOPICS DISCUSSED AND ACTION(S) TAKEN (IF ANY):**

Performance review to be presented to the Director.

Time closed session adjourned: 6:05 Motion Barb Macbeth  
 Second Clayton Newell

**Appendix C**