

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

Minutes of the November 12, 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

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

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

The minutes of the previous meeting were approved with the modification that there was no closed session.

### Finance Committee/ Treasurer's Report

Ms. Birkmire reported that the county transfer of funds came in on time. The balance is \$ 172, 869.97. She signed checks totaling \$ 16,482.56.

Mr. Harding reported that the numbers are within two weeks for the budget. The finance committee is recommending a 2.5% raise for Jackie retroactive to the first day of the fiscal year.

The motion to approve the raise was approved unanimously.

Mr. Kalter shared statistics that Ms. Adams had prepared (attached). He said that he shares these statistics with the public. Ms. Adams said that on Veterans Day, 192 people came to the library.

Mr. Harding asked about library cards and Ms. Adams explained that all library cards expire after three years and must be renewed.

### Evaluation Committee:

Mr. Newell said that the committee had received 6 applications for the open trustees' positions. All six were interviewed and all were viable. The committee recommends that the board approve two nominees: Sarah Schut and Charles Lerner. Ms. Costa moved and Ms. Birkmire seconded the motion that the recommendations of the nominating committee be accepted. The motion carried unanimously.

There was a discussion of the board of directors' self-evaluation. The director's evaluation of the board was lower than the board's evaluation of itself. Ms. Adams said that joint events with the Friends are important. She also said that beginning in January she will bring staff members to meetings so that the board can get to know them. Ms. Macbeth suggested putting

goals at the bottom of the agenda. Mr. Newell said that there is an email address for the board of trustees and it should be reviewed. Board members agreed to attend more library functions.

#### Facilities Committee:

Mr. Packard said that the committee wants to move forward with the design and construction of the new circulation desk. He regards it as furniture. The bathroom renovation will involve the county and getting bids. Mr. Kalter said that we need a proposal from Globus Design. There was a discussion of how to proceed with the circulation desk. Mr. Harding suggested that we call Phase 1 the circulation desk and the bathrooms. Ms. Adams agreed and said she would find out what the process is for getting the circulation desk and the bathrooms done.

#### Librarian's Report:

Ms. Adams passed out copies of the 2015 goals (attached). She noted a partnership with Washington College that brought the Washington Book Prize winner, Andrew Jackson O'Shaunessy, to the library for a talk. She also said that the library has been awarded another PNC grant for \$6,500. Also, early voting went well. Also, the library received \$400.00 from a deceased patron. She attended a demographic information workshop.

#### New Business:

Ms. Macbeth said that Diane and Richard Kalter will host a holiday party on December 15 from 6-8:30 pm. The board agreed to contribute to presents for the staff. The board agreed to change the December meeting to December 10 at 10:00 am. The finance committee meeting will meet at 9:00 am on December 10. The January meeting will be held on January 14 at 10:00 am.

The meeting was adjourned at 5:30 pm.