

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

Minutes of the January 14, 2015 Meeting

Present: Barbara Macbeth, President; Joseph Harding via phone, Vice President; Sarah Schut, Treasurer; Wendy Costa, Secretary; Beverly Birkmire, Trustee; Richard Kalter, Trustee; Charles Lerner, Trustee; Jacqueline Adams, Director; Andrea Neiman, Staff Member; Ann Woodall, Staff Member; Chris Walmsley, Staff Member

The meeting was called to order at 12:00 pm.

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

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

### Finance Committee/Treasurer's Report

Ms. Adams presented and discussed the Library financial statement from December 31, 2014 with the Board of Trustees.

MS. Adams informed the Board of Trustees that the budget submission for Fiscal Year 2016 was upcoming and that estimates of funding from the State were expected soon.

Ms. Birkmire reported to the Board of Trustee with regard to checks signed and the deposits from county and state.

### Committee Reports

#### Facilities

Ms. Adams reported to the Board of Trustees with regard to progress made on the rest room and circulation desk changes.

#### Librarian's Report

Ms. Adams reported that the first late Wednesday had an estimated attendance for 40 people, and that there were upcoming evening programming plans.

Ms. Adams informed the Board of Trustees that there had been a good response to the website redesign.

Ms. Adams noted that attendance during the holiday season and at programs had been high.

Ms. Adams informed the Board of Trustees that the Library would be withdrawing from First Friday events, and would encourage programming and events towards Wednesday evenings.

Ms. Adams discussed recent press related to the grant from PNC Bank with the Board of Trustees.

Ms. Adams reported to the Board of Trustees about upcoming programs at the Library.

#### Strategic Long Range Plan Goals

Ms. Adams reported to the Board of Trustees with regard to progress made on the Strategic Long Range Plan goals for Fiscal Year 2015.

#### Staff Presentation

Ms. Adams introduced Andrea Neiman and Ann Woodall to the Board of Trustees.

Ms. Neiman and Ms. Woodall presented their positions, responsibilities and histories with the Library. Ms. Neiman and Ms. Woodall discussed the process and implementation of the website redesign with the Board of Trustees.

The Board of Trustees expressed thanks and appreciation to Ms. Neiman and Ms. Woodall for their work.

#### Old Business

Ms. Adams informed the Board of Trustees that revisions, edits and feedback was being incorporated into the staff handbook and that the handbook should be available for the February meeting.

#### New Business

##### Election of Officers

Ms. Costa nominated Ms. Macbeth for President, Mr. Harding for Vice President, Ms. Schut for treasurer, and Ms. Costa for Secretary. Mr. Lerner seconded the nominations. No further nominations were made. The nominations were approved unanimously as presented.

##### Committee Appointments

Ms. Macbeth appointed Ms. Birkmire as chair of the Finance Committee with Ms. Schut, Mr. Lerner and Mr. Earl Runde to serve on the committee.

Ms. Macbeth appointed Mr. Harding as chair of the Facilities Committee, with Mr. Harry Packard to serve on the committee.

## Working Groups

Ms. Macbeth appointed Mr. Lerner as Compliance Officer

Ms. Macbeth appointed Mr. Kalter as the Foundation for Kent County Public Library Liaison and chair of Partnerships & Additional Funding.

Ms. Macbeth appointed Ms. Birkmire and Mr. Harding as Liaison to the Friends of the Library.

Ms. Macbeth appointed Ms. Schut as chair of Marketing.

Ms. Macbeth appointed Mr. Lerner as chair of the Trustee Search and Trustee Evaluation.

Ms. Macbeth appointed Ms. Birkmire as chair of the Director Evaluation.

Ms. Macbeth appointed Ms. Costa as chair of Library Personnel and Volunteer Appreciation.

No further business was brought before the Board of Trustees.

Mr. Lerner moved to adjourn the meeting. Ms. Birkmire seconded the motion, which was approved unanimously. The meeting was adjourned at 1:09 pm.