

Kent County Library Board of Trustees

Minutes of the June 17, 2015 Meeting

Present: Barbara Macbeth, President; Joseph Harding, Vice President; Wendy Costa, Secretary; Beverly Birkmire, Trustee; Richard Kalter, Trustee; Charles Lerner, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 10:30 am.

The agenda of the meeting was reviewed. Adjustments to the Fiscal Year 2016 Budget was added to the Finance Committee, a personnel matter was added under the Director's Report, and the cancellation of the July meeting was added under New Business.

Treasurer's Report

Ms. Macbeth informed the Trustees that Ms. Schut was excused from the meeting. Ms. Birkmire reviewed the bank balance and financial reports in the absence of Ms. Schut.

Ms. Adams reviewed the projection of expenses and revenues for Fiscal Year 2015 with the Trustees.

The Trustees reviewed adjustments to the Fiscal Year 2015 budget. Mr. Harding moved to approve the adjustments as recommended by the finance committee. Ms. Costa seconded the motion, which was approved unanimously.

Fiscal Year 2016 Budget

Ms. Birkmire informed the Trustees that the Commissioners of Kent County had not met the funding request submitted. Ms. Birkmire reviewed the Finance Committee discussion with the Trustees.

Ms. Birkmire moved to reduce the office space and benefit budget, and delay additional salary increases until September 1. Mr. Lerner seconded the motion, which was approved unanimously.

Director's Report

Ms. Adams reviewed progress with regard to the grant requests related to the HVAC and reorganization of the Children's Department.

Ms. Adams reviewed the circulation and library usage statistics with the Trustees.

Ms. Adams presented the summer reading event brochure to the Trustees.

Ms. Adams discussed upcoming adult events with the Trustees.

The trustees discussed a leave of absence for an employee.

Facilities Committee

Mr. Harding reported to the Trustees on progress with regard to Project 2020.

Friends of the Library Report

Mr. Harding reported that the Friends of the Library were willing to pay the costs associated with the new floor in the circulation area of the library. Ms. Birkmire noted that this was not part of earlier funding promised to the library.

It was further reported that the Friends of the Library were investigating options for investing additional funds.

Closed Session

Mr. Lerner moved to close the meeting to discuss the performance and compensation of an employee. Ms. Birkmire seconded the motion, which was approved unanimously.

The meeting was reopened.

Mr. Lerner moved to adjourn the meeting. The motion was seconded by Ms. Birkmire and approved unanimously. The meeting was adjourned at 12:30

Barbara L. Macheth, president

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

Date: 6/17/15 Time: _____ Location: KCPL Library, Inc. building Motion to close meeting made by: 11:25 (Lerner)
Seconded by Birkmire Members voting in favor: Harding, Costa, Birkmire, Lerner, Katter, Macbeth
Opposed: — Abstaining: — Absent: 1 (Schut)

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (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:

§3-305(b) (1) To discuss the performance evaluation + compensation of an employee.
§3-305(b) () _____
§3-305(b) () _____

This statement is made by Barbara K. Macbeth Presiding Officer: Barbara K Macbeth
SIGNATURE

WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)

PERSONS ATTENDING CLOSED SESSION: HARDING, COSTA, BIRKMIRE, LERNER, KATTER, MACBETH
TOPICS ACTUALLY DISCUSSED: The performance evaluation + compensation of an employee.
ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: _____
SALARY INCREASE for Director
TIME CLOSED SESSION ADJOURNED: UNANIMOUS
PLACE OF CLOSED SESSION: Director's Evaluation KCPL Library Building
PURPOSE OF CLOSED SESSION: Director's Evaluation
STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (1); () ; ()
MEMBERS WHO VOTED TO CLOSE: UNANIMOUS