

## Kent County Library Board of Trustees

Minutes of the November 18, 2015 Meeting

Present: Barbara Macbeth, President; Joseph Harding, Vice President; Sarah Schut, Treasurer; Wendy Costa, Secretary; Beverly Birkmire, Trustee; Charles Lerner, Trustee; Jacqueline Adams, Director; Andrea Neiman, Staff Member; Chris Walmsley, Staff Member; Ron Fithian; Karen O'Connor; Alice Ritchie; Earl Runde

The meeting was called to order at 4:32 pm.

Ms. Macbeth noted that Mr. Kalter was absent.

Ms. Adams and Ms. Neiman presented the annual report to the Trustees. The Trustees discussed the annual report and the value calculator.

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

Ms. Ritchie extended congratulations to Ms. Adams.

Mr. Fithian extended congratulations to the library staff.

Ms. Macbeth informed the Trustees that Mr. Kalter had resigned from the Board of Trustees after having served as president for two years.

Mr. Fithian presented a certificate of appreciation for Mr. Kalter, proclaiming: This is to certify that Richard Kalter is hereby recognized for his contribution in renewing the financial integrity of the Library through his outstanding leadership and advocacy. Your selfless devotion of time and effort will long be remembered and appreciated. On behalf of the citizens of Kent County, we thank you for your service of five years.

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

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

### Financial Report

Ms. Schut reviewed the bank balance and check register with the Trustees, noting that there had been no unusual activity.

Ms. Birkmire reported that the finance committee was continuing work on the Budget and Procurement Policy.

The Trustees discussed handling of the reimbursement from LGIT.

The Trustees discussed communication with the Corr Foundation.

#### Funding Partners

Mr. Harding informed the Trustees that the Friends of the Library book sale proceeds were comparable to previous book sales despite fewer books being available. Mr. Harding continued that the Friends of the Library were considering one book sale per year and were looking for volunteers.

Ms. Birkmire reported that the Foundation for Kent County Public Library had approved \$10,000 to be used for furniture, shelving, and a computer for marketing.

#### Director's Report

Ms. Adams reported that the new circulation desk was installed and being used, along with shelving for new materials and displays.

Ms. Adams informed the Trustees that Laura Lippman would be speaking at the Library on May 13 for the Friends of the Library annual author event.

Ms. Adams reviewed programs and outreach that the Library performed.

The Trustees discussed modifying the hours of the North County Branch Library.

#### Strategic Long Range Plan Report

Ms. Adams reported to the Trustees on the progress of the Strategic Long Range Plan goals.

#### Facilities Committee

Ms. Adams reviewed the progress on the renovations with the Trustees.

The Trustees discussed the drinks machine in the front hall of the Library.

#### Trustee Search Committee

Mr. Lerner reported that the committee had interviewed the applicants, and come to a unanimous decision in a closed session meeting to recommend Ms. Birkmire and Reverend Tolliver to the County Commissioners for appointment to the Trustees.

#### Trustee Evaluation Committee

Mr. Lerner reviewed the Trustee Evaluation results with the Trustees.

The Trustees discussed goals for 2016.

Outstanding Library Employees Award

Ms. Macbeth noted that the award was being worked toward.

Ms. Macbeth informed the Trustees that there would be no meeting in December.

No further business was brought before the Trustees.

Mr. Lerner moved to adjourn the meeting. Ms. Birkmire seconded the motion, which was approved unanimously.

Wendy Carter