

Kent County Library Board of Trustees

Minutes of the February 25, 2016 Meeting

Present: Barbara Macbeth, President; Beverly Birkmire, Vice President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Sarah Schut, Trustee; Ellsworth Tolliver, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Earl Runde

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

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

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

Treasurer and Finance Report

Mr. Lerner reviewed the bank balance and checked signed with the trustees.

Ms. Birkmire reviewed the Fiscal Year 2016 projection with the trustees, noting that the library was anticipating ending the year ahead of expenses.

Ms. Birkmire reviewed adjustments to the Fiscal Year 2016 budget with the trustees and moved to approve the adjustments as recommended by the finance committee. Mr. Lerner seconded the motion, which was approved unanimously.

Ms. Birkmire informed the trustees that Ms. Adams would be working on a gift acceptance policy and that it was expected to be complete before the end of the fiscal year.

Ms. Birkmire noted that the library was in the process of receiving a letter from the IRS for tax exempt contributions.

Ms. Birkmire informed the trustees that the LGIT health insurance refund had been received and deposited.

Ms. Birkmire moved to transfer \$15,000 of the Fiscal Year 2015 LGIT health insurance refund into the Fiscal Year 2017 budget as revenue and to earmark the remainder as a reserve for healthcare costs as recommended by the finance committee. Mr. Lerner seconded the motion. The trustees discussed the library reserve funds and the goal for the reserve funds. The motion was approved unanimously.

Fiscal Year 2016 Budget

Ms. Adams reviewed the current base salaries and proposed base salaries along with salary increases for Fiscal Year 2017 with the trustees. The trustees discussed longevity and the terminology of the proposal.

Ms. Birkmire moved to approve the proposed salary schedule and adjustments as recommended by the finance committee. Ms. Costa seconded the motion. The trustees discussed the history of salary increases and the future of positions and salaries. The motion was approved unanimously.

Ms. Adams presented a proposed budget for Fiscal Year 2017. The trustees discussed the state and county contributions and the shifting priorities of library users.

Ms. Birkmire moved to approve the Fiscal year 2017 budget as recommended by the finance committee. Ms. Costa seconded the motion. The motion was amended to include costs for the landscaping costs. Ms. Costa seconded the amended motion, which was approved unanimously.

Funding Partner Updates

Ms. Macbeth reviewed representation of both of the Library's funding partners on trustee committees.

Mr. Harding informed the trustees that the Friends of the Library were planning to hold two book sales this year and had committed \$15,000 to the library for Fiscal Year 2017.

National Library Week

The trustees discussed planning for National Library Week.

Strategic Long Range Plan

The trustees discussed planning and goals for beyond the current fiscal year, noting that the vision and mission statements were still relevant to the library operation.

Laptop Policy

Ms. Adams presented a revised laptop lending policy to the trustees. The trustees discussed laptop use within the library. Mr. Harding moved to approve the policy as submitted. Ms. Schut seconded the motion, which was approved unanimously.

Facilities Committee

Mr. Harding reviewed the progress on Project 2020.

Advocacy Committee

Ms. Costa informed the trustees that the committee had reviewed a draft charter, library partners, and current outreach. The trustees discussed posting committee minutes to the website.

Announcements

Ms. Macbeth informed the trustees that an updated trustee manual had been distributed to 2016 appointee Mr. Tolliver.

Mr. Lerner moved to adjourn the meeting. Mr. Tolliver seconded the motion, which was approved unanimously. The meeting was adjourned at 11:53 am.

The next meeting of the trustees will be on March 24 at 10:30 am.

Barbara L. Macbeth