

Kent County Library Board of Trustees

Minutes of the March 24, 2016 Meeting

Present: Barbara Macbeth, President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Ellsworth Tolliver, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 10:15 am.

The agenda for the meeting was reviewed.

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

Treasurer's Report

Mr. Lerner reviewed the current bank balance and checks signed with the trustees, noting that there were no anomalies.

Ms. Adams reviewed the library projection, noting that the library was expected to come out ahead of budget.

Director's Report

Ms. Adams informed the trustees of changes to the health insurance costs for the upcoming fiscal year and the impact it would have on the Fiscal Year 2017 budget.

Ms. Adams informed the trustees that two staff members would be attending the annual education breakfast in her place.

Ms. Adams noted that she would be attending the legislative breakfast.

Ms. Adams reviewed the library statistics and even attendance with the trustees, noting that door counts and computer usage were trending upwards.

Ms. Adams presented a fine free summer for children's materials. Mr. Lerner moved to approve removing fines on children's materials from June 1, 2016 to September 1, 2016. Mr. Tolliver seconded the motion, which was approved unanimously.

Ms. Adams discussed efforts to increase circulation with the trustees.

Ms. Adams reviewed new databases that had been added to the library website.

Ms. Adams informed the trustees that three staff members would be attending the PLA conference in Denver, and two staff members would be attending the MLA conference thanks to a grant from the state.

Ms. Adams noted that Laura Lippman would be presenting at the Library on May 13, and that the presentation was sponsored by the Friends of the Library.

Funding Partner Reports

The trustees were informed that the Friends of the Library book sale would be held on the first weekend in May.

The trustees discussed the funding partner presentation, reviewing the plans, goals, and attendance to the presentation.

Committee Reports

Facilities

Mr. Lerner informed the trustees that the Facilities Committee had met and planned a field trip to visit libraries in New Jersey.

Mr. Lerner noted that the committee was awaiting state budget approval with regard to outstanding grant requests.

Advocacy

Ms. Costa informed the trustees that the committee met and discussed outreach and how to tell the story of the library beyond statistics.

Ms. Costa reported that the committee discussed hosting a breakfast for community leaders in the early fall.

The trustees discussed the mission and purpose of the advocacy committee.

Committee Meeting Policy

Ms. Macbeth decided to delay discussion of the policy until the next meeting.

Announcements

Staff Appreciation Luncheon

The trustees were informed that the staff appreciation luncheon was being organized by Ms. Costa and would be held on Friday, April 15 at noon.

North County Library 10th Anniversary

Ms. Adams informed the trustees that a trifold brochure was being put together about the North County Branch.

Recruitment Initiative

Ms. Macbeth informed the trustees that Ms. Birkmire had begun a recruitment initiative, and due to member turnover, the initiative should be continued.

Ms. Costa moved to adjourn the meeting. Mr. Tolliver seconded the motion, which was approved unanimously. The meeting was adjourned at 11:45 am.

Barb Macbeth