

Kent County Library Board of Trustees

Minutes of the April 28, 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 10:15 am.

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

The minutes of the previous meeting were reviewed. Mr. Harding moved to approve the minutes as submitted. Mr. Tolliver seconded the motion. Ms. Birkmire, Mr. Harding, and Ms. Schut abstained from the vote, with all others in favor. The minutes were approved as submitted.

Secretary's Report

Ms. Costa reported that she had reviewed the Trustee email account and no correspondence had been received.

Ms. Macbeth informed the Trustees that thank you notes had been sent to Galena representatives for their assistance in the installation of a road sign for the Library.

Ms. Macbeth commended Mr. Harding for the Trustee trip, and noted that it would be discussed further within the Facilities Committee report.

Ms. Macbeth commended Ms. Costa for the library staff appreciation luncheon.

Finance & Treasurer's Report

Mr. Lerner reviewed the current bank balance and checks signed with the Trustees.

Ms. Birkmire noted that money received from the state for the renovations would be remitted to the county.

Ms. Birkmire reviewed proposed adjustments to the Fiscal Year 2016 budget with the Trustees. Ms. Birkmire moved to approve the adjustments as recommended by the Finance Committee. Mr. Lerner seconded the motion, which was approved unanimously.

The Trustees discussed funding requests from the Foundation.

Ms. Birkmire moved to approve the Director submitting a funding proposal to the Foundation for computers and a funding proposal for additional consultant funding. Mr. Lerner seconded the motion, which was approved unanimously.

Director's Report

Ms. Adams informed the Trustees of North County Branch 10th anniversary progress, noting the road signs and Humans of Kent County art display for the branch.

Ms. Adams informed the Trustees that staff were attending the PLA, MLA and Evergreen conferences in April.

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

Ms. Adams reviewed upcoming Library presentations and programs with the Trustees.

Ms. Adams gave an overview of the summer reading preparations to the Trustees.

Funding Partners Report

Foundation for the Kent County Public Library

The Trustees discussed Foundation representation on Trustee committees and the Foundation meeting schedule.

Friends of the Kent County Public Library

Mr. Harding informed the Trustees that the Friends of the Library were preparing for the upcoming booksale.

Mr. Harding noted that the Friends of the Library had set funding aside for Project 2020.

Funding Partner Presentation

Ms. Macbeth discussed the talking points and presentations for the upcoming funding partners meeting.

Committee Reports

The Trustees discussed standing and working committees.

Committee Meeting Policy

Ms. Macbeth reviewed the existing Committee Meeting Policy with the Trustees.

Mr. Lerner moved to abolish the Committee Meeting Policy. Mr. Harding seconded the motion, which was approved unanimously.

Announcements & Reminders

Ms. Macbeth reviewed the process for the Director's Performance Evaluation, and noted that it was upcoming.

Trustee Recruitment

Ms. Macbeth reminded the Trustees of upcoming vacancies on the Board. The Trustees discussed individuals for recruitment.

The Trustees discussed the 10th anniversary of the North County Branch of the Library.

Ms. Birkmire moved to adjourn the meeting. Mr. Tolliver seconded the motion, which was approved unanimously. The meeting was adjourned at 11:46 am.

The next meeting of the Board of Trustees will be at 10:15 am on May 26, 2016 in the Chestertown Library Inc., building.

A handwritten signature in cursive script that reads "Barbara K. Macbeth". The signature is written in black ink and is positioned below the text of the meeting minutes.