

## Kent County Library Board of Trustees

### Minutes of the May 26, 2016 Meeting

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

The meeting was called to order at 10:17 am.

Ms. Lane reviewed the Summer Reading Program with the Trustees. Ms. Lane noted that the Summer Reading program was significantly different from past years, aiming to keep kids engaged in the program throughout the summer.

Ms. Lane left the meeting.

The agenda for the meeting was reviewed. Ms. Macbeth added a Secretary's report to the agenda and moved the Funding Partners reports to after the Facilities Committee report.

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.

#### Secretary's Report

Ms. Costa reported that there were no emails received.

Ms. Costa reported that thank you notes were sent to Toms River Library for the visit.

#### Finance Committee & Treasurer's Report

Mr. Lerner reviewed the current bank balance with the Trustees.

Mr. Lerner reviewed the checks signed in April with the Trustees.

Ms. Birkmire noted that there was not a quorum at the Finance Committee Meeting.

Ms. Birkmire and Ms. Adams reviewed the projection with the Trustees.

Ms. Birkmire reviewed adjustments to the Fiscal Year 2016 budget with the Trustees. Ms. Birkmire moved to approve the budget adjustments as submitted. Ms. Costa seconded the motion, which was approved unanimously.

Ms. Birkmire reviewed the Gift Acceptance Policy Draft with the Trustees, noting that the draft would be revised and that comments and suggestions should be directed to Ms. Adams.

### Director's Report

Ms. Adams informed the Trustees that the 10<sup>th</sup> Anniversary of the North County Library would be held on June 18<sup>th</sup> at noon, and would align with the Summer Reading Program kickoff. Ms. Adams noted that town officials were being asked to attend.

Ms. Adams informed the Trustees that the Laura Lippman event was a huge success with over 100 people attending.

Ms. Adams reviewed upcoming programs with the Trustees.

Ms. Adams noted that she and Ms. Neiman had attended a statistics symposium.

Ms. Adams reviewed progress on the Strategic Long Range Plan goals for Fiscal Year 2016 with the Trustees.

### Funding Partners Reports

#### Foundation for the Kent County Public Library

Mr. Lerner reported that the President of the Midshore Community Foundation had presented to the Foundation for the Kent County Public Library about its operations and funding received by the Library from the Midshore Foundation.

Mr. Lerner noted that the Foundation was discussing their mission statement.

#### Friends of the Kent County Public Library

Mr. Harding reported that the book sale was very successful with more books sold despite fewer being donated, and expenses related to the transportation of the books being reduced.

### Committee Reports

#### Facilities

Mr. Harding reviewed the Facilities Committee report with the Trustees, noting that the library was focusing on the electrical system.

Mr. Harding moved to use existing funding to seek a proposal for the Children's Area renovations. Ms. Birkmire seconded the motion, which was approved unanimously.

Mr. Harding moved to authorize the Facilities Committee Chairman to approve the grant submission for the electrical system and collaborative area. Ms. Birkmire seconded the motion, which was approved unanimously.

#### Advocacy Committee

Ms. Costa reported to the Trustees about One Maryland One Book outreach within the schools.

Funding Partner Presentation

The Trustees discussed the Funding Partner Presentation.

July & August Meeting Schedule

The Trustees discussed the timing for upcoming meetings. The Trustees decided to meet on August 11, and have no meeting in July.

Director Performance Review Process

Mr. Lerner informed the Trustees that the evaluation tool had been drafted. The Trustees discussed the rating system.

Ms. Macbeth noted that there would be a closed session in the June meeting to discuss the evaluation.

Trustee Recruitment Process

The Trustees discussed recruiting individuals to join the Board of Trustees.

No further business was brought before the Board of Trustees.

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

The meeting was adjourned at 12:13 pm.

The next meeting of the Board of Trustees will be on June 23, 2016 at 10:00 am in the Chestertown Library Inc., building.

*Barbara L. Macbeth*