

## Kent County Library Board of Trustees

### Minutes of the August 11, 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

The meeting was called to order at 10:00 am.

The minutes of the June and July meetings were reviewed. Ms. Birkmire moved to approve the minutes as submitted. Ms. Costa seconded the motion, which was approved unanimously.

#### Secretary's Report

Ms. Macbeth informed the trustees of a note from Arthur Sweeney III noting concerns related to the security of the library. The trustees discussed the note and the concerns about security.

#### Finance Committee & Treasurer's Report

Mr. Lerner reviewed the bank balance with the trustees noting that the account balance as of August 10, 2016 was \$248,085.60, with a working balance of \$78,216.66. The trustees discussed the difference between the two amounts.

Ms. Birkmire reviewed adjustments to the Fiscal Year 2016 budget. Ms. Birkmire moved to approve the adjustments as recommended by the Finance Committee. Mr. Lerner seconded the motion. The trustees discussed the effect of the adjustments on the projection. The motion was approved unanimously.

Ms. Birkmire reviewed the Gift Acceptance Policy draft with the trustees, and moved to approve the Gift Acceptance Policy as recommended by the Finance Committee. Ms. Schut seconded the motion. The trustees discussed requiring Board of Trustee approval or Director approval, with the policy being modified to remove Director approval of restricted monetary gifts. The motion was amended by Ms. Birkmire and seconded by Ms. Schut. The amended motion was approved unanimously.

Ms. Birkmire reviewed changes to the Procurement Policy with the trustees, noting the addition of specifics related to the involvement of the Board of Trustees in the capital grant process, and changes to the review process. The trustees discussed the Procurement Policy of the Kent County Commissioners. Ms. Birkmire said that the Finance Committee would investigate the county policy and how it related to the library Procurement Policy. Ms. Birkmire moved to approve the Procurement Policy as discussed. Mr. Lerner seconded the motion, which was approved unanimously.

Ms. Birkmire noted that the county engineer had begun to seek county funding to replace the automatic doors on the library instead of continuing to repair them.

#### Director's Report

Ms. Adams informed the trustees that there was a volunteer appreciation luncheon on June 24, and the Fiscal Year 2018 Capital Grant interview on June 29.

Ms. Adams circulated a draft of the Strategic Long Range Plan goals for Fiscal Year 2017 and reviewed the goals with the trustees.

Ms. Adams reviewed the circulation and usage statistics with the trustees, noting that public computer use was declining while wifi usage was increasing. The trustees discussed the statistics and how they affected the library.

Ms. Adams discussed the ILS initiative progress, noting that RFPs had been received and that Mr. John Venditta, Director of the Eastern Shore Regional Library, would attend the Board of Trustees meeting on September 22.

Ms. Adams noted that the auditors will make their report to the Board of Trustees at the October 27, 2016 meeting.

Ms. Adams informed the trustees that most of the Fiscal Year 2016 performance evaluations had been completed.

Ms. Adams reviewed plans for the library staff day and requested that the library be closed on October 14. Mr. Lerner moved to close to the library on October 14 for Staff Day. Mr. Harding seconded the motion, which was approved unanimously.

Ms. Adams reviewed the summer reading program with the Trustees, noting that the goal of \$10,000 summer reading dollars earned had been met by the participants.

Ms. Adams informed the trustees that the One Maryland One Book selection was *All American Boys*.

#### Funding Partners Report

Ms. Birkmire informed the trustees that there was no report from the Foundation for Kent County Public Library.

Mr. Harding reported that there was no report from the Friends of the Library.

#### Funding Partners Presentation

The trustees discussed the funding partners presentation and funding requests to the funding partners.

#### Committee Reports

##### Facilities

Mr. Harding informed the trustees that the committee had met and reviewed the state capital grants.

Mr. Harding reviewed a consultation proposal received from Globus Design Associates. Mr. Harding moved to approve funding Globus Design Associates in accordance with the letter received. Mr. Lerner seconded the motion, which was approved unanimously.

Announcements

Ms. Macbeth reviewed announcements with the trustees.

No further business was brought before the trustees.

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

The meeting was adjourned at 11:52 am.

The next meeting of the Board of Trustees will be on September 22, 2016 at 9:30 am in the Chestertown Library Inc., building.

*Barbara Macbeth, President 9/22/16*