

Kent County Library Board of Trustees

Minutes of the October 27, 2016 Meeting

Present: Barbara Macbeth, President; Beverly Birkmire, Vice President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Sarah Schut, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Pat Merritt, County Finance Officer; Jeanne Edwards, County Senior Accountant; Chris Lehman, Auditor; Earl Runde

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

Mr. Lehman presented the Fiscal Year 2016 audit to the Board of Trustees. Mr. Lehman issued a clean report for the Library, noting that there were no audit adjustments or material weaknesses found.

Mr. Lehman reviewed the financial statements with the Trustees.

Ms. Birkmire noted that she appreciated the work of the auditor and the support the Library received from the County Finance Department.

Mr. Lehman, Ms. Merritt and Ms. Edwards left the meeting.

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

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

Secretary's Report

Ms. Costa noted that an application for the Board of Trustees had been received via email.

Ms. Macbeth informed the Trustees that she had submitted an op ed to the Kent County News.

Treasurer & Finance Committee Report

Mr. Lerner informed the Trustees that the bank balance as of October 26 was \$205,818.71, with a working balance of \$42,521.71.

The Trustees discussed the reserve level and the working balance. The Trustees noted that the Library reserves as of June 30, 2016 meet the policy of maintaining two months of operating expenses.

Ms. Birkmire reported to the Trustees that Ms. Adams and Mr. Runde were developing a policy related to funding assistance for employee education, and would hopefully have a draft for the November meeting.

Director's Report

Ms. Adams informed the Trustees that Andrea Neiman had resigned from the library, and that the position had been advertised and the library was in the process of setting up interviews.

Ms. Adams reviewed the staff day activities with the Trustees.

Ms. Adams noted that she had attended training in the Tableau software, which related to statistic gathering and presentation.

Ms. Adams reported that the library had received a grant from PNC for \$5.962 which would be used to support the summer reading program next summer.

Ms. Adams noted that the Foundation for the Kent County Public Library had approved the two presented funding proposals.

Ms. Adams reported that the Rock Hall Town Hall was receiving a new HVAC system, and that the installation would not affect services at the library.

Ms. Adams reviewed upcoming events and programs at the library.

Ms. Adams reviewed the Strategic Long Range Plan goals with the Trustees.

Ms. Adams informed the Trustees that the current security system contract does not expire until April, and that the process for switching security providers was being investigated.

Funding Partners Reports

Foundation for the Kent County Public Library

Mr. Lerner informed the Trustees that Ms. Birkmire received accolades at the Foundation meeting for the improved financial reporting.

Mr. Lerner noted that the Foundation had approved the funding proposals from Ms. Adams at the meeting and that letters of commitment would be forthcoming.

Mr. Lerner reported that the Foundation was discussing fundraising, the mission statement, and the use of funds.

Funding Partners Presentation

Ms. Macbeth reported that the Funding Partners Presentation had been rescheduled for December 1, and that invitations and an agenda would be circulated.

Committee Reports

Facilities

Mr. Harding noted that a report was expected from Ms. Globus related to her visit to the Library.

Mr. Harding presented a report to the Trustees related to the HVAC system renovation and grant.

Advocacy

Ms. Costa informed the Trustees that the committee was planning a community breakfast to take place during the winter.

Trustee Recruitment

Mr. Lerner noted that the application deadline had been extended to November 11, 2016, and that the committee would have recommendations at the November 17, 2016 meeting.

No further business was brought before the board of Trustees.

Ms. Birkmire moved to adjourn the meeting. Ms. Schut seconded the motion, which was approved unanimously. The meeting was adjourned at 11:39 am.

The next meeting of the Board of Trustees will be on November 17, 2016 at 10:00 am in the Chestertown Library Inc., building.

Barbara L. Macheth