

## Kent County Library Board of Trustees

### Minutes of the March 30, 2017 Meeting

Present: Barbara Macbeth, President; Sarah Schut, Vice President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director

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

The agenda of the meeting was reviewed. No changes were made. Mr. Harding moved to approve the minutes as submitted. Ms. Schut seconded the motion, which was approved unanimously.

#### Secretary's Report

Ms. Costa reported that no correspondences were received. Ms. Macbeth sent a letter of support on behalf of the board, in support of SB 587. The Bill protects current federal grant funding and state funding from re-direction, and has not yet been approved. Additionally, the board agreed that a letter in support of a proposed Maryland State Library Agency be sent to State legislators. Ms. Costa agreed to write and send this correspondence.

The trustees recommended that a letter of appreciation be sent to the Commissioners, the County Administrator, and the County Engineer for funding the purchase and installation of the new doors at the Chestertown branch library. Ms. Macbeth agreed to write and send the letters on behalf of the board and library staff members.

#### Finance & Treasurer's Report

Mr. Lerner reported that the bank account balance for the library was \$247,809.28, with a working balance of approximately \$117,809.28. Ms. Adams said that she had spoken to the auditor about reporting the annual return of benefit money. In accordance with his recommendation, the board decided that to insure clarity, the figure will be recorded on the "committed" line of the fund balance sheet to avoid a misleading footnote in the 2017 audit.

Ms. Schut reported that the Library Foundation approached Ms. Macbeth requesting funding proposal submissions in both April and in September. The board agreed that a proposal should be submitted to all members for consideration prior to the next meeting. Mr. Harding emphasized that the board request solid numbers from Globus Design Associates as soon as possible so that the proposal could reflect the full amount needed for this part of the Project 2020 renovation.

Ms. Adams added that she would also need a number from Globus in order to apply for a 2018 capital grant. Mr. Lerner suggested that the board request a more sizable grant from the Library Foundation to help cover Project 2020 costs.

Ms. Schut also reported that the finance committee had a long discussion about FMLA and a new draft of leave policy will be submitted to board members for consideration before the next meeting.

Ms. Schut informed the trustees that she and Ms. Adams had met with Benecon representative, Jonathon Ebersole, and found him excellent to work with. At this point, it is predicted that health premiums will go up 5.8% but vision and dental will remain the same. The budget allows for a 7% increase in health premiums. Mr. Ebersole will report to the board at the April meeting.

The board unanimously approved minor budget adjustments recommended by the Finance Committee.

### Director's Report

Ms. Adams shared Assistant Director Christina Roseberry's resignation letter. Her resignation will be effective September 8, 2017.

Ms. Adams also informed the board that we now have a teen advisory committee and that they have requested oversize seating, a charging station, and fairy lights, among other things. Mr. Harding will relay these requests to Globus.

Ms. Adams reviewed the details of the 2017 Innovation Grant submitted by Public Services Librarian Natalie Lane. The funding would establish mobile homework centers at all three branches.

Ms. Adams also reviewed the Food Security Grant: Season Something and Serve, a Local Management Board driven initiative. With approved funding, teen workshops at multiple locations focussing on nutrition and cooking would be held over the period of a year beginning in July, 2017.

Ms. Adams acknowledged the receipt of the annual \$5,000 check from the Town of Chestertown.

Ms. Adams reviewed the Polaris ILS implementation schedule, added partnership programs for adults and other programming news and special events.

The trustees were updated on the progress to date of the Strategic Long Range Plan achieved goals and continuing objectives.

There was a discussion about the poor Internet service at the North County Branch, as well as the possibility of modifying the hours of operation to start later and stay open later. There was also a brief discussion about the library signage at the Rock Hall branch and about circulation figures. No action was taken.

### Funding Partner Reports

There were no reports from the Foundation or the Friends representatives.

### Committee Reports

#### Facilities

Mr. Harding reported that the figures on the implementation cost for the HVAC system have been currently increased to \$608,000.

Ms. Adams said that the new security system will be installed soon, with exterior cameras and interior panic buttons that are connected to the police department.

#### Advocacy

Ms. Costa reported that the breakfast, which was to take place on March 31, was cancelled because very few invitees accepted the invitation. Ms. Adams said that the invitees will be contacted individually to discuss library advocacy.

#### Staff Appreciation

Ms. Costa reported that the staff appreciation luncheon will take place in the yellow building on Monday, April 17, at noon during National Library Week. She will provide most of the food and other board members may contribute food, supplies, or money.

#### Added Business and Announcements

There was a brief discussion of the library holiday schedule. Ms. Macbeth appointed Mr. Runde and Ms. Tully to study the matter and present recommendations for board consideration prior to the next meeting.

Ms. Macbeth reviewed the dates and times of upcoming board-sponsored events and the next month's important meetings.

Mr. Harding moved to adjourn the meeting. Mr. Runde seconded the motion, which was approved unanimously. The meeting was adjourned at 12:12 pm.

*Barb Macbeth, President*