

## Kent County Library Board of Trustees

### Minutes of the September 28, 2017 Meeting

Present: Barbara Macbeth, President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Annie Woodall, Staff Member; Chris Walmsley, Staff Member; Jay Guben

The meeting was called to order at 1:30 pm.

Ms. Macbeth dedicated the meeting to the member or Clare Stevens "Pat" Ingersoll, noting that she had served on the first Board of Trustees for Kent County Public Library and had been a trustee for 16 years. The trustees shared memories of Ms. Ingersoll.

Ms. Woodall presented to the Board of Trustees about the One Maryland One Book initiative for 2017, noting that this was the 10<sup>th</sup> year of the program. Ms. Woodall reviewed the selection process for the books, and the programming related to this year's selection.

The agenda for the meeting was reviewed. Ms. Macbeth added a review of a library incident under the secretary's report.

The minutes of the August and September meetings were reviewed. Mr. Lerner moved to approve the minutes as submitted. Mr. Runde seconded the motion, which was approved unanimously.

#### Secretary's Report

Ms. Costa informed the trustees that no communication of note had been received.

Ms. Costa reviewed an overdose incident that occurred on library grounds outside of operating hours. Ms. Adams noted that she was following up with the police related to the incident and that there were plans to discuss opioids and overdoses with professionals during staff day activities.

#### Treasurer's Report

Mr. Lerner reported that the bank balance was \$244,487.60, with a health benefit reserve of \$35433, leaving a working balance of \$209054.60.

Mr. Lerner informed the trustees that the auditor would present the audit at the October meeting, noting that everything was in good order.

Mr. Lerner noted that the auditor recommended a 25% reserve level, but further indicated that level is rarely seen in practice.

The trustees discussed chairing the Finance committee in light of Ms. Schut's resignation from the Board of Trustees.

### Director's Report

Ms. Adams reported that library director job descriptions had been compiled from libraries among the shore county systems and that they would be circulated. Ms. Adams indicated that she was seeking feedback related to what the trustees would like it to include and the format of the description.

Mr. Jay Guben arrived at the meeting.

Ms. Adams reported that homework carts had been created and distributed to all Kent County Public Library branches thanks to a grant through LSTA. The trustees discussed the hours of operation for the Rock Hall Branch, with Ms. Adams suggesting that the branch hours be changed to 12:00 to 6:00 pm on Wednesdays starting October 11. Mr. Lerner moved to accept the recommendation. Mr. Runde seconded the motion, which was approved unanimously.

Ms. Adams noted that the deadline for application for the two advertised positions was September 29, and that applications would be reviewed in the next week.

Ms. Adams reviewed the Polaris ILS implementation, noting that there was an upcoming staff meeting to discuss Polaris and get feedback from the staff.

Ms. Adams reiterated that the main library location would be closed between October 9 and October 16, with October 10 and 11 as staff development, due to the lack of electricity in the building.

Ms. Adams reported that she would be meeting with the mayor of Millington during the power outage.

Ms. Adams noted that for staff development on October 10 was a presentation of the DiSC personality type training and assessment.

Ms. Adams requested feedback related to the types of reports the Trustees would like to see related to library usage. The Trustees discussed collection development and the acquisition of new materials.

Ms. Adams reviewed the Futures conference she and Ms. Dulmage attended, noting that the conference discussed technology, and the future of libraries. The trustees discussed what information was stored in the library system.

Ms. Adams noted that she and Ms. Macbeth had attended the Friends of the Library annual meeting.

Ms. Adams reviewed upcoming library programming with the Trustees.

### Board of Trustees Goals & Objectives

Ms. Macbeth circulated proposed goals and objectives for the Board of Trustees for the upcoming year.

Ms. Tully questioned what the goals for the director were for the current fiscal year.

The trustees discussed the fiscal year as compared to the calendar year, the goals as compared to the Strategic Long Range Plan, and the development process of the goals for the director and the trustees.

The trustees decided to discuss further at the October meeting.

#### Funding Partner Reports

##### Foundation for the Kent County Public Library

Mr. Lerner noted that there was no meeting, but that a funding letter would be forthcoming from the Foundation.

##### Friends of the Kent County Public Library

Ms. Tully reported that the Friends of the Library were seeking two new board members.

The trustees discussed funding from the Friends of the Library and membership in the organization.

#### Committee Reports

##### Trustee Recruitment

Mr. Runde reported that there were 13 applications, noting that there were several good candidates.

Ms. Macbeth noted that the applications had been placed in the trustee basket in the staff work room if other trustees wished to review the applications.

Ms. Macbeth commended Mr. Runde and Ms. Tully for their time spent interviewing and reviewing candidates.

#### Announcements

Ms. Macebth noted that there would be a meeting on October 12 with the mayor of Millington, a meeting on October 13 with Suzan Globus related to the redesign of the library, and the next Board meeting would be on October 26, preceded by the Finance Committee meeting.

#### Public Comments

Mr. Guben noted that it was good to see how the Board of Trustees operated.

No further business was brought before the Board of Trustees.

Ms. Tully moved to adjourn the meeting. Ms. Costa seconded the motion, which was approved unanimously. The meeting was adjourned at 3:32 pm.

The next meeting of the Board of Trustees will be on October 26, 2017 at 9:30 am in the Chestertown Library Inc., building.

A handwritten signature in cursive script that reads "Barbara K. Macbeth". The signature is written in dark ink and is positioned at the bottom center of the page.