

Kent County Library Board of Trustees

Minutes of the January 12, 2018 Meeting

Present: Michael Ferreira, Trustee; Joe Harding, Trustee; Charles Lerner, Trustee; Valerie Overton, Trustee; John Queen, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 5:00 pm by Mr. Lerner.

Mr. Lerner appointed Mr. Harding as temporary chair for the meeting.

Mr. Harding noted that Mr. Runde was absent for personal reasons.

Trustee Meeting Schedule

The trustees set a meeting schedule of the fourth Monday at 4:00 pm in the Chestertown Library Inc., building, with the exception of April and May meetings to be held on April 30 and May 29.

Election of Officers

Ms. Tully nominated Mr. Harding for president, Mr. Lerner as vice president, Mr. Runde as treasurer, and Ms. Tully as secretary. Mr. Lerner seconded the nominations.

The trustees discussed the responsibility of the trustees, the history of the library, and the trustee bylaws.

The trustees voted unanimously in favor of the motion in accordance with the bylaws.

Committee Appointments

Mr. Harding reviewed the responsibilities of the Finance Committee and Facilities Committee.

The trustees discussed the HVAC renovation and the renovations of the childrens and teen area. Ms. Adams requested permission to purchase the furniture for the upcoming childrens area renovation. Ms. Overton questioned if the approval request could be tracked back to the originally approved plans, to which Ms. Adams indicated that it could. Ms. Tully moved to provide Ms. Adams with the authority to initiate the order for the furnishings. Mr. Lerner seconded the motion, which was approved unanimously.

Mr. Queen left the meeting due to prior commitments.

Mr. Harding appointed Mr. Ferreira as chair of the Finance Committee and appointed Mr. Runde and Mr. Lerner to the committee.

Mr. Harding appointed Mr. Lerner as compliance officer.

The trustees discussed other appointed position openings. Mr. Harding delayed appointments until the next meeting of the trustees.

Director's Report

Ms. Adams circulated and reviewed the annual report with the trustees.

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

Ms. Adams noted that promotion of the upcoming changes to the library was beginning, with signs to inform patrons about how things were being shifted within the library space.

Ms. Adams informed the trustees that TiAunna Alsup had been hired as the part-time childrens assistant, who began on December 27, 2017.

New Business

Mr. Harding circulated the booklet of Maryland Law for Libraries to the new trustees.

No further business was brought before the trustees.

Mr. Lerner moved to adjourn the meeting. Ms. Overton seconded the motion, which was approved unanimously. The meeting was adjourned at 6:08 pm.

The next meeting of the Board of Trustees will be on January 22, 2018 at 4:00 pm in the Chestertown Library Inc., building.

A handwritten signature in cursive script, reading "Joseph P. Harding". The signature is written in black ink and is positioned below the text of the meeting minutes.