

Kent County Library Board of Trustees

Minutes of the January 22, 2018 Meeting

Present: Joe Harding, President; Charles Lerner, Vice President; Earl Runde, Treasurer; Michael Ferreira, Trustee; Valerie Overton, Trustee; John Queen, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; TiAunna Alsup, Staff Member; Beverly Birkmire, Guest

The meeting was called to order at 4:00 pm.

Ms. Adams introduced Ms. Alsup, the part-time children's assistant. Ms. Adams noted that she had begun working at the library on December 27. Ms. Alsup reviewed her qualifications and her activities as the children's assistant.

Ms. Alsup left the meeting.

The minutes of the December 11 meeting of the Board of Trustees were reviewed. Mr. Lerner moved to approve the minutes as submitted. Mr. Runde seconded the motion, which was approved with Mr. Ferreira, Ms. Overton, and Mr. Queen abstaining from the vote.

The minutes of the January 12 meeting were reviewed. The trustees added, "... in accordance with the bylaws." to the minutes about the vote of the trustee nominations. Mr. Lerner moved to approve the minutes as revised. Mr. Runde seconded the motion, which was approved unanimously.

Trustee Updates & Correspondence

Mr. Harding introduced Ms. Birkmire, a previous member of the Board of Trustees.

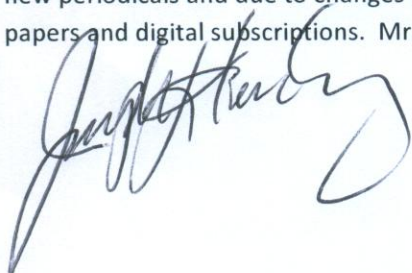
Ms. Birkmire reviewed the recent history of the Board of Trustees, noting that the board during 2010 had been asked to step down, and the director had resigned due to irregularities in the library accounting. Ms. Birkmire noted that six new trustees began during 2011, and that between fundraising efforts, better financial management and a waived debt to the county, the library was able to return to good financial standing. Ms. Birkmire commented that the county commissioners had been very supportive of the library and the board of trustees.

The trustees thanked Ms. Birkmire.

Ms. Birkmire left the meeting.

Finance Report & Recommendations

Mr. Ferreira moved to approve a budget adjustment to move \$1,700 from books to periodicals due to new periodicals and due to changes to other subscriptions. The board of trustees discussed physicals papers and digital subscriptions. Mr. Runde seconded the motion, which was approved unanimously.

A handwritten signature in black ink, appearing to read "Joe Harding", is written over the bottom portion of the "Finance Report & Recommendations" paragraph.

Director's Report

Ms. Adams reported that she and Mr. Runde were working on the fines and fees policy and the material loan information. Ms. Adams noted that most of the libraries in the consortium circulated new materials for three weeks, and that she wanted to adjust the Kent County loan period to bring the library in line with those libraries. Mr. Lerner moved to approve the change of the new book loan period from two weeks to three weeks. Ms. Overton seconded the motion, which was approved unanimously.

Ms. Adams reviewed and summarized the library statistics. Ms. Adams attributed an increase in circulation to a quicker turn around for reserve items and better display initiatives.

Ms. Adams circulated the upcoming event fliers and a list of current staff.

Ms. Adams noted that tours of the library branches would be available upon request.

Ms. Adams informed the trustees that the library had been nominated for two excellence in business awards with the Kent County Chamber of Commerce, and that the library would be hosting the Chamber after-hours event at the library on Wednesday, February 21.

Committee Reports

Facilities Committee

Ms. Adams informed the trustees that the proposal from Douron for furnishings for the Children's and teen/collaborative space had been ordered.

Committee Appointments

Mr. Harding appointed himself as the Chair of the Facilities Committee and reviewed the responsibilities of the Facilities Committee.

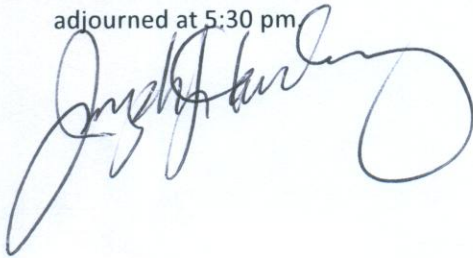
Mr. Harding appointed Ms. Tully as the Chair of the Strategic Planning Committee and Mr. Queen as a member of the committee.

Mr. Harding appointed Mr. Runde as the Chair of the Policy & Procedure Committee.

Mr. Harding appointed Mr. Ferreira as the Chair of the Finance Committee, and Mr. Lerner and Mr. Runde as members of the committee.

No further business was brought before the trustees.

Mr. Lerner moved to adjourn the meeting, which was seconded by Mr. Runde. The meeting was adjourned at 5:30 pm.

A handwritten signature in blue ink, appearing to read "Joseph Harding", is written over the text of the adjournment. The signature is fluid and cursive, with a large loop at the end.