

## Kent County Library Board of Trustees

### Minutes of the February 26, 2018 Meeting

Present: Joe Harding, President; Charles Lerner, Vice President; Earl Runde, Treasurer; Elisabeth Tully, Secretary; Michael Ferreira, Trustee; Valerie Overton, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Cori Dulmage, Staff Member; Ashley Fedele, Staff Member; Sabina Minney

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

Mr. Harding noted Mr. Queen's absence.

The minutes of the previous meeting were reviewed. Mr. Lerner moved to approve the minutes as submitted. Mr. Runde seconded the motion, which was approved unanimously.

#### Trustee Updates

Ms. Adams introduced Ms. Dulmage and Ms. Fedele to the trustees, noting that they had been asked to speak about the Polaris Integrated Library System.

Ms. Adams circulated and reviewed background information about the Eastern Shore Regional Library. Mr. Lerner asked about how ESRL protects against cyber security risks. Ms. Dulmage said that she was unsure but that she would inquire with ESRL.

Ms. Dulmage presented an overview of the Polaris ILS, noting that the eight county libraries which are a part of the ESRL had become a consortium and integrated catalogs to simplify and accelerate resource sharing between the library systems.

Ms. Dulmage reviewed the holding and courier system developed and supported by ESRL.

Mr. Harding questioned if there was a process for requesting enhancements to the Polaris ILS. Ms. Dulmage said that they would be communicated to ESRL, who have created a new position responsible for the oversight of Polaris.

Mr. Lerner asked if the borrowing habits of patrons had affected purchasing. Ms. Fedele said that the library was looking at reserves and the genres that were circulating.

Mr. Ferreira questioned if there was a mechanic in place to allow patrons to lend items to other patrons. Ms. Adams said there was not.

Mr. Harding informed Ms. Dulmage and Ms. Fedele that a further report would be expected in September.

Ms. Dulmage and Ms. Fedele left the meeting.

#### Finance Committee & Treasurer's Report

Mr. Runde noted that he had been signing checks and was settling into the review and approval process.

Mr. Runde informed the trustees that the current bank balance was \$499,239.63, with a health benefits reserve of \$36,087.

Mr. Runde noted that the balance was abnormally high due to the recent receipt of \$145,000 for the HVAC renovation that would be remitted to the county as well as a large deposit for health benefit reimbursement.

Mr. Ferriera informed the trustees that the Finance Committee had approved a proposed Fiscal Year 2019 budget for recommendation to the Board of Trustees.

Mr. Harding noted that the budget submission deadline was March 5, after which the Finance Committee would meet with the County Administrator, with a presentation to the Commissioners on April 10.

Mr. Harding reviewed the highlights of the budget submission, noting an increase to the materials lines, and reviewed the health benefits enrollment for the library.

Mr. Lerner noted that the approval was for the request of funding from the county, and not an approval of the salaries or use of funds for Fiscal Year 2019.

Mr. Lerner moved to approve the proposed Fiscal Year 2019 budget submission. Ms. Overton seconded the motion, which was approved unanimously.

#### Director's Report

Ms. Adams reviewed the increases in circulation statistics, noting that the increase in available materials, faster turnover for reserves, and display initiatives were helping to improve statistics.

Ms. Adams informed the trustees that she and Mr. Harding had attended the Kent County Chamber of Commerce awards gala.

Ms. Adams noted that an interview about the redesign had been published in the Kent County News.

Ms. Adams informed the trustees that she had clarified to the Millington Town Administrator that Millington would not be an official branch of the Kent County Public Library, but that the library would be able to provide technology and programming.

#### Funding Partner Reports

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

Mr. Lerner reviewed the history and purpose of the Foundation with the trustees, noting that the Foundation had provided funding to the library for computers and adult programming, and had committed funding to the children's and teen/collaborative space redesign.

### Friends of the Kent County Public Library

Mr. Harding noted that the Friends had committed to purchasing the bench to go in front of the glass partition for the teen/collaborative space in the library.

Mr. Harding noted that the purchase of the wave light for the teen/collaborative space had been taken under advisement by the Friends.

### Facilities Committee

Mr. Harding informed the trustees that the committee was trying to meet prior to the Board meetings.

Mr. Harding noted that the HVAC renovations were mostly complete.

### Strategic Pre-Planning

Ms. Tully reviewed the committee and noted that planning process was set for the next calendar year.

Ms. Tully noted that the first official meeting of the committee would be in early April, and that the committee would aim to meet three or four times to collect information to influence the strategic long range plan.

### Policies & Procedures

Mr. Runde informed the trustees that the committee was aiming to present one policy each month, with the goal of having the policies in a standardized format.

Mr. Runde presented and reviewed the reserve policy. Ms. Tully moved to approve the policy as submitted. Ms. Overton seconded the motion, which was approved unanimously.

Mr. Runde presented and reviewed a revised Fines and Fees policy.

The trustees discussed the return check fee, and changed the policy to be the current bank rate for returned checks.

Mr. Lerner moved to remove the exemption for library staff, active volunteers and trustees from the policy, noting that he thought the exemption was inappropriate. Ms. Tully seconded the motion. The trustees discussed active volunteers. Ms. Overton questioned the staff reaction to having the exemption removed. Ms. Adams noted that most staff probably do not have overdue items. The motion failed with Mr. Ferriera, Mr. Lerner and Ms. Tully voting in favor, and Mr. Harding, Ms. Overton, and Mr. Runde voting against the motion.

Mr. Harding proposed amending the motion to end the exemption for active volunteers and trustees only. Mr. Lerner moved to approve the proposed amendment. Mr. Ferriera seconded the motion, which was approved unanimously.

Mr. Lerner moved to approve the fines and fees policy as amended. Ms. Overton seconded the motion, which was approved unanimously.

#### New Business

Mr. Runde informed the trustees that a patron had complained about bed bugs in the library to him outside of the library. Mr. Runde noted that he had investigated what pest control occurred within the library and had learned that there was a monthly spraying for pests, and that there had been no reports of bed bugs within the library.

Mr. Lerner requested that Ms. Adams develop a recommendation related to gaming stations and systems for the teen/collaborative space to enable funding requests.

No further business was brought before the trustees.

Mr. Lerner moved to adjourn the meeting. Ms. Overton seconded the motion. The meeting was adjourned at 5:41 pm.

The next meeting of the Board of Trustees will be on March 26, 2018 at 4:00 pm in the Chestertown Library Inc., building.