

Kent County Library Board of Trustees

Minutes of the April 30, 2018 Meeting

Present: Joe Harding, President; Charles Lerner, Vice President; Earl Runde, Treasurer; Elisabeth Tully, Secretary; Michael Ferreira, Trustee; Valerie Overton, Trustee; John Queen, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Kate Lobley, Benecon Representative; Sabina Minney

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

Ms. Lobley was introduced to the trustees and reviewed the Benecon Health Cooperative, the advantages, and the benefits offered to Library employees.

Ms. Tully asked if the library benefits were the same as county employee benefits. Ms. Adams said that no, the benefits were different.

Mr. Queen arrived.

Mr. Harding noted that the library was forming a health insurance trust and were looking for a recommendation on how large the trust should be in case of larger claims in the future. Ms. Lobley said that she would investigate and provide advice to the trustees.

Ms. Lobley concluded her presentation and left the meeting.

The minutes of the previous meeting were reviewed. Mr. Lerner moved to approve the minutes as submitted. Ms. Tully seconded the motion. Mr. Lerner, Ms. Overton, Mr. Queen and Ms. Tully voted in favor of the motion, with Mr. Ferreira, Mr. Harding and Mr. Runde abstaining.

Finance & Treasurer's Report

Mr. Runde reported that the current bank balance was \$323,717.33, with a health benefits reserve of \$36,087.

Mr. Ferreira informed the Trustees that Ms. Adams had requested an amendment to the Fines and Fees policy to add a fee for faxing services of \$.50/page, not including the cover sheet. Mr. Runde moved to approve the amendment to the policy as recommended by the Finance Committee. Mr. Lerner seconded the motion, which was approved unanimously.

Mr. Ferreira reviewed budget adjustments proposed by Ms. Adams. The adjustments shifted \$3,760 from the building and grounds line to the shredding (\$360), bank charges (\$400), and supplies (\$3,000). Mr. Lerner moved to approve the adjustments as proposed and recommended by the Finance Committee. Mr. Ferreira seconded the motion, which was approved unanimously.

Director's Report

Ms. Adams reviewed the budget presentation to the county commissioners with the trustees.

Ms. Adams reviewed the library statistics and upcoming events with the Trustees.

Ms. Adams noted that she had attended the MAPLA meeting, which highlighted projects and innovations in the Maryland libraries.

Ms. Adams noted that the Maryland Library Association conference was upcoming, and that several staff members would be attending.

Ms. Adams informed the Trustees that an organization named Your Voice Your Vote was going to set up a table in the library to register people to vote.

Policy & Procedures Committee

Mr. Runde and Ms. Adams reviewed the Bulletin Board Policy with the Trustees. Mr. Lerner questioned that under the policy, individuals could not post flyers or notices to the bulletin board.

Ms. Overton asked if the policy as a new policy. Ms. Adams replied that it was a revision of the existing policy to put it into the format of the other policies, and that there were no major changes to the content of the policy.

Mr. Lerner noted that individuals should be removed as a sponsor from the policy. Mr. Runde moved to approve the Bulletin Board Policy as revised. Ms. Tully seconded the motion. Mr. Ferreira, Mr. Harding, Ms. Overton, Mr. Queen, Mr. Runde and Ms. Tully voted in favor of the motion, with Mr. Lerner voting against.

Ms. Adams reviewed the Laptop Lending Policy with the Trustees, noting that the policy was revised to allow laptops to be checked out for use inside the library on library cards to reduce the staff work involved in circulating the laptops.

Mr. Lerner questioned why the laptops were only able to be checked out by people 18 or older. Ms. Adams noted that there were other computers available for people to use who did not meet the qualifications to use the laptops.

The Trustees discussed laptop use by the community and library patrons.

Mr. Lerner questioned what content filters were on the laptops and suggested the review and addition of content filters to the laptops.

Mr. Harding recommended that the committee investigate the school policy related to laptop use by students or minors.

The Board of Trustees approved for the intermediary measure of allowing the laptops to be barcoded and circulated within the library premises to library card holders.

Ms. Adams reviewed the Materials Selection Policy with the Board of Trustees. Mr. Lerner moved to adopt the policy as proposed. Ms. Tully seconded the motion. The Trustees discussed the

measurability of the criteria for selection, and the evaluation of the collection. Ms. Overton proposed amending the criteria to say, "... include those listed below."

Mr. Runde moved to approve the policy as amended. Ms. Overton seconded the motion, which was approved unanimously.

New Business

Millington Donations

Ms. Adams reviewed that due to the renovations, Millington had been offered older computers and unused furnishings. Mr. Harding stated that the library was looking for a letter to have a clear understanding of the expectations.

Capital Grant Process

Ms. Adams reviewed the capital grant process with the Trustees. Mr. Harding noted that to apply for grants required a letter of intent from the county commissioners for 50% of the grant amount.

The Trustees discussed the role of the Foundation and if a letter of intent could be available from the Foundation.

The Trustees came to a consensus that they were comfortable going forward with the final portion of the Project 2020 renovations.

Meeting Schedule

Mr. Runde moved to set July 23, August 27, September 24, October 29, and November 26 of 2018 as meeting dates for the Board of trustees. Ms. Overton seconded the motion, which was approved unanimously.

Foundation for the Kent County Public Library

Mr. Lerner reported that the Foundation was investigating a recognition event for donors.

Friends of the Kent County Public Library

Ms. Overton noted that the Friends had met and discussed the upcoming author event.

Ms. Adams commented that she was setting up a meeting with Friends officials to discuss the donation for Fiscal Year 2019.

Facilities Committee

Ms. Adams reported that the floor in the children's area was being installed on May 7.

The trustees discussed the opening of the space, events, or recognition related to the renovation.

Strategic Planning

Ms. Tully noted that the report would be given at the next meeting of the Board of Trustees.

No further business was brought before the Board of Trustees.

Mr. Lerner moved to adjourn the meeting. Ms. Tully seconded the motion. The meeting was adjourned at 6:17 pm.

The next meeting of the Board of Trustees will be on May 29, 2018 in the Chestertown Library Inc., building at 4:00 pm.