

Kent County Public Library Board of Trustees

Minutes of the September 24, Meeting

Present: Alice Ritchie, Board President; Barbara Macbeth, Secretary; Chris Maxwell, Board Member; Clayton Newell, Board Member; Dick Hawkins, Board Member; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Jeanne Edwards, County Finance Office; Michael Connolly, CPA

Ms. Ritchie called the meeting to order at 10:00 am.

Auditor's Report

Ms. Ritchie introduced Michael Connolly to the Board of Trustees, giving the floor to Mr. Connolly for the Auditor's Report. Mr. Connolly stated that the County Finance Office was highly involved in the auditing process and deferred to Ms. Edwards. Ms. Edwards reviewed the budget adjustments that had been made over the course of Fiscal Year 2012. Ms. Edwards noted that income was slightly under the budgeted amount, primarily due to the amount budgeted for donations not being met. Ms. Edwards further noted that the amount collected in fees was higher than budgeted, which made up for some of the lack in donations.

Ms. Edwards reviewed the expenditures, noting that the total expenditures were under the budgeted amount. Ms. Edwards further noted that a lot of this was due to the salary and benefit lines being lower than budgeted. Ms. Adams commented that vacant positions had led to this excess.

Ms. Edwards reviewed the fund balance with the Board of Trustees, stating that the total revenues exceeded total expenditures, which significantly increased the fund balance. Mr. Maxwell stated that ideally the Library would have three to six months in spending covered by the fund balance, which required doubling the current level of the fund balance. Mr. Maxwell noted that the annual increase in fund balance would probably slow down significantly in future.

Mr. Connolly presented the independent auditor's report to the Board of Trustees, calling attention to the report on internal controls over financial reporting. Mr. Connolly stated that he had discussed these deficiencies with the director and that the issues were being addressed. Mr. Connolly stressed the need for reviewed copies with dates and initials of all finance related documents.

Mr. Connolly presented the management letter from the audit to the Board of Trustees. Mr. Connolly questioned the offsite electronic storage, if it had been tested, and how quickly the information could be restored. Mr. Maxwell questioned if the backup applied to physical documents as well as electronic. Mr. Connolly stated that it was more relevant to electronic documents than physical documents. Mr. Maxwell stated that the Board of Trustees would need a written response from Ms. Adams to the management and internal control letters detailing the steps that have been taken to resolve the issues.

Mr. Maxwell moved to approve the audit as submitted. Mr. Hawkins seconded the motion. Ms. Ritchie commented that Mr. Kalter and Ms. Birkmire were not present, but had reviewed the audit electronically. The board approved the audit as submitted unanimously.

Mr. Connolly and Ms. Edwards left the meeting.

Disposition of Minutes

The minutes of the previous meeting were reviewed by the Board of Trustees. Ms. Macbeth motioned to approve the minutes. Mr. Newell seconded the motion, which was approved unanimously.

Agenda

No changes were proposed or made to the agenda.

Community Relations

Mr. Hawkins reported to the Board of Trustees that after investigation, it would be too expensive to install a book exchange stand in Millington. Ms. Ritchie questioned if Mr. Hawkins had spoken to the town about funding the stand. Mr. Newell questioned if there was a current donation from the Millington town government. Mr. Hawkins said that he would speak to the Millington Town Government.

Development Committee

Ms. Ritchie commented that the Friends of the Library wanted to present their contribution to the Library, and had asked Chesapeake Publishing to produce a large-scale check.

Evaluation Committee

Mr. Newell stated that the evaluation form would be distributed at the next meeting, with an Evaluation Committee meeting in November to review the evaluation, and results presented at the November Board of Trustees meeting.

Finance Committee

Mr. Maxwell reviewed the forecast with the Board of Trustees. Mr. Maxwell commented that ideally the fund balance would cover twelve weeks of operating expenses, noting that the current forecast has come out to nine weeks covered.

Nominations Committee

Mr. Newell stated that the committee had met and considered six applications, determining that four of the six should be interviewed. Mr. Newell commented that the committee would meet to discuss the interview process and make recommendations from the interviews.

Mr. Newell further stated that the Board of Trustees would enter closed session at the end of the October meeting.

Mr. Maxwell announced that he would be resigning from the Board of Trustees as of January, commenting that he believed the Library had reached a point where his skills were not needed to move the Library forward. Ms. Ritchie accepted Mr. Maxwell's resignation with regret. Mr. Maxwell informed the Board of Trustees that there

were two years left on his term, and that he had communicated with the County Commissioners about the necessity for another trustee to be appointed.

Personnel Committee

Ms. Macbeth deferred to Ms. Adams to discuss staff changes within the Library structure. Ms. Adams stated that she had split the responsibilities of the Public Services Librarian between staff members. Ms. Adams further stated that the Technical Services Assistant had resigned, and applications were currently being reviewed, with a few candidates selected.

Ms. Adams informed the Board of Trustees that the Reference Librarian had submitted a letter of retirement, with the date set as November 1. Ms. Adams stated that she intended to review the duties and skills desired from the position, which was under discussion before applications were being accepted.

Ms. Macbeth stated that while the Library would miss both individuals, these opportunities helped with the restructuring of positions within the Library.

Librarian's Report

Ms. Adams stated that she had attended the Taste of the Sassafras event, hosted by the Sassafras Business Association. Ms. Adams noted that a portion of the proceeds were promised to the Library.

Ms. Adams presented the circulation statistics for August, noting that the amount of materials circulating was down some, and that it was being investigated. Ms. Adams stated that the door counts reflected an increase in attendance to the Library.

Ms. Adams noted that the Facilities Planning Presentation was scheduled for October 29 in the Chestertown Library, Inc. Building. The presentation was to include a comparison to other libraries as well as a snapshot of where libraries are headed.

Ms. Adams stated that the Christopher Tilghman event was a huge success, and that the event was sponsored by the Friends of the Library.

Whistleblower Policy

Ms. Adams presented a draft Whistleblower policy, which she stated was based on the Eastern Shore Regional Library policy. Ms. Ritchie presented some examples of policies from other organizations. Ms. Ritchie commented on the lack of oversight for the Board of Trustees within the policy Ms. Adams presented. Mr. Maxwell stated that from his experience, the chief compliance officer should be a trustee, unless the Board of Trustees was involved, in which case the report should go to the County Commissioners Office. Ms. Ritchie further noted that the investigation should be done by an outside organization, except to verify that the reported behavior is occurring.

Mr. Newell suggested that guidelines should be established for the compliance officer so that complaints would be handled in a similar manner.