

Kent County Library Board of Trustees

Minutes of the May 30, 2017 Meeting

Present: Barbara Macbeth, President; Sarah Schut, Vice President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Natalie Lane, Children's Librarian; Chris Walmsley, Staff Member

The meeting was called to order at 10:00 am.

The agenda for the meeting was reviewed. The trustees noted that Ms. Lane would speak about the summer reading program at 10:45 am, and that a portion of the June 29 meeting would be in closed session.

The trustees discussed closed meeting eligibility for the upcoming meeting.

The trustees discussed meeting scheduling, deciding to cancel the July meeting and to hold a meeting on August 30, 2017.¹

Ms. Macbeth appointed Mr. Lerner, Ms. Schut and Ms. Tully to the Trustee Recruitment & Nomination committee, noting that there would be two open positions in the upcoming calendar year.

The minutes of the previous meeting were reviewed. Ms. Costa moved to approve the minutes as submitted. Ms. Tully seconded the motion, which was approved unanimously.

Ms. Macbeth extended a commendation for the programming initiative related to the author event in May.

Secretary's Report

Ms. Costa noted that a letter to the editor about current capital projects was being considered, and that content suggestions were welcome.

Ms. Macbeth informed the trustees that a letter had been sent to the Foundation in thanks for the funding commitment for the completion of the children's area renovation.

Treasurer's Report & Finance Committee

Mr. Lerner reported that the bank balance was \$256,699.77 with a working balance of \$211,566.77.

Ms. Schut informed the trustees that there were no surprises in the financial reports.

Ms. Adams reviewed a discussion related to the letter of commitment from the County Commissioners related to grant funding.

¹ The minutes reflect the discussion at the time, however subsequent discussion added a meeting on June 29 with no closed component, and a second meeting on July 13 for open and then closed discussion for the purpose of discussing staff reorganization.

Director's Report

Ms. Adams requested permission to waive fines for the summer from children's items, noting that a fine free summer had been done in the previous summer, which the trustees granted.

Ms. Adams discussed the out-of-state library card fee, and requested that the fines schedule be changed to waive the fee for non-Maryland residents who work or go to school in Kent County. The trustees discussed the fee, related to the amount of the fee, the reasons for the fee, and how non-resident cards are handled by other libraries. Mr. Harding moved to set the non-resident library card fee to \$10.00 annually. Ms. Schut seconded the motion, which was approved unanimously.

Ms. Adams informed the trustees that training for the Polaris ILS would begin in June.

Ms. Adams noted that the library was exchanging copiers and reviewed the savings from the lease changes with the trustees.

Ms. Adams reviewed the Strategic Long Range Plan goals for fiscal year 2017 with the trustees.

The trustees discussed the feasibility of self-check machines in the library.

Summer Reading Presentation

Ms. Lane arrived and presented the 2017 Summer Reading program to the trustees, noting that the program was building on the successful ideas of the previous year.

Ms. Lane reviewed the Teen Advisory Board of the trustees, taking input from the group about the teen space design in the library.

2017 Holiday Schedule

The trustees reviewed the holiday schedule for calendar year 2017. Mr. Lerner moved to approve the schedule as submitted. Ms. Schut seconded the motion, which was approved unanimously.

Staff Handbook Review

The trustees reviewed proposed changes to sections 6.6 and 6.11 from the staff handbook. Ms. Tully moved to approve the changes as submitted. Ms. Schut seconded the motion, which was approved unanimously.

Funding Partner Reports

Foundation for the Kent County Public Library

Mr. Lerner reported that the Foundation would be doing fund raising in the fall through mailings.

Committee Reports

Advocacy

Ms. Macbeth reported that the committee was planning to meet with community advocates, and was discussing who to meet with.

Director Evaluation

The trustees reviewed the director evaluation tool and discussed the director's evaluation.

No further business was brought before the Board of Trustees.

Mr. Harding moved to adjourn the meeting. Mr. Runde seconded the motion, which was approved unanimously. The meeting was adjourned at 12:10 pm.

The next meeting of the Board of Trustees will be on June 29, 2017 at 10:00 am in the Chestertown Library Inc., building.

Barbara K. Macbeth