

Kent County Library Board of Trustees

Minutes of the October 26, 2017 Meeting

Present: Barbara Macbeth, President; Charles Lerner, Treasurer; Joe Harding, Trustee; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Ashley Fedele, Staff Member; Chris Walmsley, Staff Member; Chris Lehman, Auditor; Pat Merritt, County Finance Officer; Jeanne Edwards, Senior Accountant

The meeting was called to order at 9:30 am.

Ms. Macbeth noted that Ms. Costa and Ms. Schut were absent.

Periodical Selection

Ms. Fedele presented to the Board of Trustees about the acquisition and selection process related to periodicals for the library. Ms. Fedele reviewed her training and qualifications related to materials acquisition, and how the transition was handled when Ms. Roseberry retired. Ms. Fedele noted that we received 53 titles through EBSCO, along with separate subscriptions for the Bookpage, The Baltimore Sun, and updates to the annotated code.

The trustees discussed accessing periodicals electronically and the availability of delivery services to the library. Mr. Lerner requested the library investigate getting the Sunday *New York Times* added to the current subscription.

Audit Review

Ms. Adams introduced Mr. Lehman, Ms. Merritt and Ms. Edwards to the Trustees.

Mr. Lehman presented the audit report to the Trustees, noting that no material weaknesses were found and that there was a positive change in net position.

Mr. Lerner moved to accept the audit and auditor's report. Mr. Harding seconded the motion, which was approved unanimously.

Ms. Macbeth accepted the auditor's report with great gratitude, and noted appreciation for the county finance department and everything they do to help the library.

The trustees discussed the library reserve level.

The agenda for the meeting was reviewed. A proposal related to art in the renovated children's department, the director's job description, and the trustee job description was added to the agenda.

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.

Treasurer's Report

Mr. Lerner reported that the current bank balance was \$277,304.04, with a working balance of \$241,871.04 and a health reserve of \$35,433.

Ms. Adams reviewed the financial reports provided, and noted that the projection had been updated with the most recent information.

Ms. Adams noted that a grant of \$6,500 had been received from the PNC Foundation to help with costs related to the summer reading program.

Ms. Adams reviewed the status of the Corr grant for Fiscal Year 2018, noting that she was working with the Foundation to have the funds routed to the library.

Ms. Adams discussed the Salary and Benefits budget lines with the Trustees, noting that the amounts would need adjustments of approximately \$3,000 for benefits and \$8,000 for salaries due to new hires, but that the committee had decided to defer action until the hires were made, and the actual amounts were known.

Director's Report

Ms. Adams reviewed the Polaris ILS implementation, noting that things were going smoothly and that staff were adjusting well to the system change.

Ms. Adams noted that the closure for the HVAC and electrical renovations went well, and reviewed the staff activities during the closure.

Ms. Adams informed the trustees that an estimate had been received for installing an alarmed crash bar on the side exit from the library.

Ms. Adams reviewed the MAPLA conference with the trustees.

Ms. Adams reviewed the upcoming library programming with the trustees, noting the STEM festival on November 1, and the games night on November 3.

Ms. Adams discussed a meeting between Ms. Macbeth, Ms. Adams and the Mayor and Town Administrator for Millington about collaboration between the library and the town of Millington. Ms. Adams noted that the town was looking into incorporating a computer lab into remodeled town offices.

Ms. Adams reviewed the Polaris ILS reporting functions, and circulated samples of the reports which could be generated.

Director's Job Description and 2018 Trustee Goals

The trustees reviewed suggestions and documents related to the job description of the library director. It was suggested that Ms. Tully submit a draft of the Director's Duties for trustee review prior to the November meeting.

The trustees discussed the evaluation process for the Board and the Director.

2018 Trustee Goals were discussed. Prioritization of these goals will be further discussed at the November meeting.

Funding Partner Reports

Foundation for the Kent County Public Library

Mr. Lerner noted that there would be a meeting of the Foundation on October 27, and that Mr. Bob Ingersoll was the president and that Ms. Karen O'Connor was the vice president.

Mr. Lerner reviewed the Foundation mission statement revisions with the trustees, noting that the goals were being brought in line with recent activity.

Friends of the Kent County Public Library

Ms. Tully informed the trustees that new officers had been elected, but the Friends were still seeking new board members.

Ms. Tully noted that the fall book sale was upcoming, running from November 16 through November 19.

Committee Reports

Facilities Committee

Mr. Harding reviewed changes to the proposed Children's and teen areas of the library. The trustees discussed the current use of the space and how this might change after the renovations were completed.

Ms. Tully proposed the use of a contest to select art for the walls of the children's area, noting that it would promote engagement from the community. The trustees discussed the proposal, and if the same treatment should be applied to other parts of the renovation project.

Trustee Recruitment

Mr. Runde informed the trustees that 13 applicants had been interviewed and reviewed by the committee, and that the committee recommended Ms. Valerie Overton and Mr. Michael Ferreira for five year terms, and Mr. John Queen for a two year term to the county commissioners. Mr. Harding moved to accept the recommendations of the trustee recruitment committee and approve the recommendations to be forwarded to the commissioners. Mr. Lerner seconded the motion, which was approved unanimously.

Announcements

Ms. Macbeth reminded the trustees that the next Board meeting would be on November 30th at 9:30 am, preceded by a Finance Committee meeting at 9 am.

No further business was brought before the board of trustees.

Ms. Tully moved to adjourn the meeting. Mr. Lerner seconded the motion, which was approved unanimously. The meeting was adjourned at 12:58 pm.

The next meeting of the board of trustees will be on November 30, 2017 at 9:30 am in the Chestertown Library Inc., building.

Barbara K. Macbeth, President