

Kent County Library Board of Trustees

Minutes of the December 11, 2017 Meeting

Present: Barbara Macbeth, President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joe Harding, Trustee; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 1:15 pm.

The agenda of the meeting was reviewed. The reserve policy was added under the financial reporting.

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

Secretary's Report

Ms. Macbeth reported that she was reaching out to the town council and mayor of Millington to clarify the relationship between the Library and the Town of Millington.

Finance & Treasurer Report

Mr. Lerner noted that there was no treasurer's report.

Mr. Runde reviewed a draft of the reserve policy with the trustees. Mr. Runde noted that the policy would address the reserve amount, and how any surplus could be used.

Director's Report

Ms. Adams reviewed the statistic reports with the trustees, noting the positive impact of recent purchasing and collection development.

The trustees requested a report on the process behind new book selection and the electronic resources the library has available.

Ms. Adams noted that Ashley Fedele had developed a strategic plan as part of a school assignment using Kent County Public Library as a basis for the plan, suggesting that the trustees review it as part of future strategic planning process.

Ms. Adams reviewed the potential hire for the children's assistant, Ms. TiAunna Alsup. Ms. Adams noted the successful interview process and qualifications of the Ms. Alsup.

The trustees reviewed a draft of the director's job description, noting that the evaluation tool should be developed alongside the job description.

Ms. Adams reported that a subscription for *The Week*, *The Washington Post*, and the *Sunday New York Times* had been acquired.

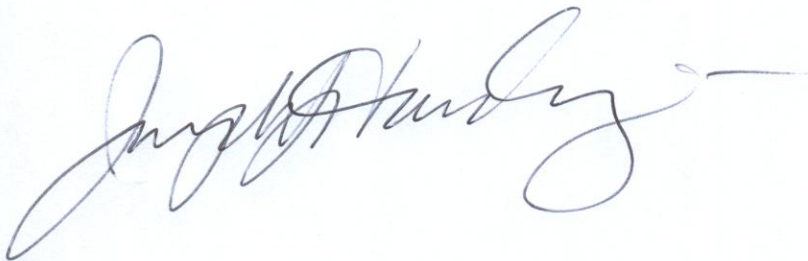
Ms. Adams reviewed upcoming programs with the trustees, noting the busy post-Christmas week of activities.

New Business

Mr. Harding extended thanks and gifts on behalf of the retained Board members to celebrate the hard work of the outgoing trustees. Mr. Lerner extended thanks to Ms. Macbeth for all she has done to keep the library moving forward. Ms. Adams thanked the outgoing trustees on behalf of the library staff.

No further business was brought before the trustees.

Ms. Costa moved to adjourn the meeting. Mr. Lerner seconded the motion, which was approved unanimously. The meeting was adjourned at 2:34 pm.

A handwritten signature in blue ink, appearing to read "Joseph A. Harding", with a long horizontal flourish extending to the right.