

Kent County Library Board of Trustees

Minutes of the October 26, 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; Sabina Minney

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

Mr. Harding reviewed the agenda and moved the new business before the closed session.

The minutes of the previous meeting were reviewed. Mr. Runde moved to approve the minutes as submitted. Mr. Lerner seconded the motion, which was approved unanimously with Mr. Queen abstaining.

Finance Committee & Treasurer's Report

Mr. Runde informed the trustees that the checking account balance was \$169,965, with a savings account balance of \$147,282, and a health benefits reserve of \$69,581.

Mr. Ferreira reviewed the meeting with the auditor, noting that a clean opinion of the library was given with no recommendations from the auditor, who complimented the library for efforts related to the audit.

Mr. Ferreira moved to approve the audit as recommended by the Finance Committee. Ms. Tully seconded the motion, which was approved unanimously.

Mr. Harding noted that there were two policies related to reserve levels, one related to the general reserve, and another for the health benefits reserve. The policy for the general reserve state that after the audit process, the board would review and adjust for two months of operating expenses. The health benefits reserve was awaiting a recommended reserve level from LGIT, and the board would need to decide how to handle amounts in excess of the recommended reserve level.

Strategic Planning Presentation

Ms. Tully reviewed the goals for the strategic planning committee and the reasons for undertaking strategic planning.

The trustees discussed the role of the trustees in the strategic planning process.

The trustees discussed the scope of the plan and if the plan should be three or five years.

Ms. Adams reviewed the role of a strategic planning consultant. The trustees discussed if a consultant was necessary, and reached a consensus to pursue proposals from consultants.

Ms. Adams noted that the annual report would be published soon

Director's Report

Ms. Adams distributed the director's report, and reviewed the statistics highlights.

Ms. Adams reviewed the bed bug incident at the library and the actions taken to address and prevent future disruption.

Ms. Adams noted that early voting was ongoing at the library and had high attendance.

Ms. Adams informed the trustees that the library had been represented at the homeports event.

Funding Partner Reports

Foundation for the Kent County Public Library

Mr. Lerner reported that there had been a meeting related to the fundraising letter, and that the foundation had requested funding proposals from the library.

Friends of the Kent County Public Library

Mr. Harding informed the trustees that issues related to the bench had been resolved.

Ms. Overton noted that the Friends were preparing for the fall book sale.

Ms. Tully noted that the Friends had made a significant contribution to the high school book project.

Ms. Adams reviewed that the Friends had revised their mission to support literacy projects in Kent County, and that the Friends had historically supported the imagination library as well.

Committee Reports

Facilities

Mr. Harding noted that the committee had met, but that word about the grant for the continuation of Project 2020 had not been received.

New Business

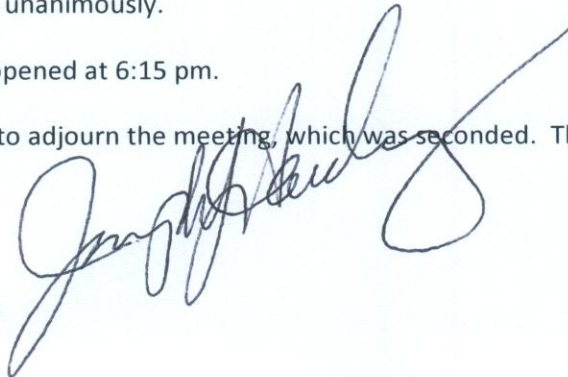
The trustees discussed their Christmas gathering.

Closed Session

Mr. Lerner moved to close the meeting for the director evaluation. Ms. Overton seconded the motion, which was approved unanimously.

The meeting was reopened at 6:15 pm.

There was a motion to adjourn the meeting, which was seconded. The meeting was adjourned at 6:15 pm.



**TEMPLATE FOR CLOSED-SESSION SUMMARY
TO BE INCLUDED IN THE MINUTES IN THE NEXT OPEN MEETING
(General Provisions Article § 3-306(c))**

Instructions: When a public body meets in a session closed under § 3-305 of the Open Meetings Act, it must disclose the following four sets of information in the minutes either of its next open session or in the minutes of the open session that it held that day, so long as the public knows to look there. This template provides a checklist for the required information. The worksheet at the bottom of the model closing statement contains a shorter form of the same checklist. Use of these forms is optional; the formatting of the summary is up to the public body so long as the public body includes the required information in its minutes at the required time.

The four sets of information required by § 3-306(c) are:

1. A statement of the time, place, and purpose of the closed session.
2. A record of the vote of each member as to closing the session.
3. Statutory authority to close session.
4. A listing of the actual topics of discussion, persons present, and each action taken in the session.

SUMMARY OF CLOSED SESSION HELD ON [DATE]

1. **Statement of the time, place, and purpose of the closed session:** Ended 6:15
 Time of closed session: 5:36 pm October 26, 2018
 Place (location) of closed session: KCPL Yellow Building
 Purpose of the closed session: Director's Evaluation

2. **Record of the vote of each member as to closing the session:** Harding, Tully, Ronde
 Names of members voting aye: Quenton, Quass, Lerner, Ferreira
 Members opposed: NONE Abstaining: NONE

3. **Statutory authority to close session:**
 This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):
 → **Topic #1:** § 3-305(b) (1) → **Topic #2:** § 3-305(b) (2) → **Topic #3:** § 3-305(b) ()
 (add others as needed)

4. **Listing of each topic actually discussed, persons present, and each action taken in the session:**

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: DSirecotr's Evaluation	<u>All Trustees</u>	<u>NONE</u>
#2:		
#3:		

This statement made by Joyce Harding September 24, 2018
 DATE October 26, 2018