

# Kent County Public Library Board of Trustees

Minutes of the August 5, 2013 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Beverly Birkmire, Treasurer; Wendy Costa, Secretary; Richard Hawkins, Trustee; Clayton Newell, Trustee; Harry Packard, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

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

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

The agenda for the meeting was reviewed. No changes were made to the agenda.

## Treasurer and Finance Report

Ms. Birkmire informed the Board of Trustees that financial statements were not yet available for the beginning of fiscal year 2014 or the end of fiscal year 2013. Ms. Birkmire noted that Mr. Walmsley would update the projection reports to give the committee and Board of Trustees an idea of where the financials stand at the end of fiscal year 2013.

Mr. Birkmire informed the Board of Trustees of changes made to the fiscal year 2013 and fiscal year 2014 budgets. Ms. Macbeth moved to affirm the changes. Ms. Costa seconded the motion, which was approved unanimously.

Mr. Hawkins informed the Board of Trustees that the committee felt the reserve was at an appropriate level for the Library. Ms. Birkmire noted that there was no audit requirement for the reserve.

## Community Relations

Ms. Costa reported to the Board of Trustees regarding events the Library had hosted and participated in. The Board of Trustees discussed communicating services the library provides to people in the community.

Ms. Macbeth spoke to the Board of Trustees regarding the Helping Our Youth Achieve (HOYA) group. The Board of Trustees discussed outreach to teen groups.

## Evaluation

The Board of Trustees discussed the search process and timeline for bringing a new member onto the Board of Trustees, as well as the Board of Trustees self-evaluation.

## Facilities

Mr. Packard submitted the following report:

On July 11 Ms. Adams, myself and a grant specialist on Mr. Crofoots' staff met in the county office building via teleconference call with Ms. Croft, manager of the State Library Facilities Projects Review Team to respond to questions and comments by the review team regarding the grant request Ms. Adams prepared and submitted. Ms. Adams was required (on short notice) by the State Capital Budgeting Office to submit additional information because of format revisions rather than project request content.

I believe the record should show that in my opinion, Ms. Adams prepared and presented the request very well.

#### Librarian's Report

Ms. Adams reported to the Board of Trustees that introduction to computer classes had begun in the library, new computers had arrived and been installed, and job descriptions and performance evaluations were being pursued.

Ms. Adams reviewed the summer reading program with the Board of Trustees.

Ms. Adams presented the circulation and program statistics to the Board of Trustees. The Board of Trustees discussed collection management and materials additions.

Mr. Kalter complimented Ms. Shade and Ms. Woodall for the display in the Kent County News.

#### New Business

##### Staff Day FY14

Ms. Adams presented planning for the Fiscal Year 2014 Staff Day, with the date of September 18, 2013 proposed.

##### Laptop Circulation Policy

Ms. Adams circulated and reviewed a draft policy and user agreement for circulating laptops within the library. The Board of Trustees discussed issues related to the circulation of laptops. \* see attached

Ms. Birkmire moved to approve the laptop policy. Ms. Costa seconded the motion. Mr. Packard abstained from voting with the other Trustees voting in favor of the motion.

##### Meeting Room Policy Revisions

Ms. Adams presented a revised meeting room policy to the Board of Trustees. Mr. Hawkins moved to approve the policy. Mr. Newell seconded the motion, which was approved unanimously. \* see attached

##### Closed Session

Ms. Macbeth moved to enter closed session to discuss employee compensation. Mr. Hawkins seconded the motion, which was approved unanimously. \* see attached

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The meeting reentered open session at 11:42 am.

A motion was made to adjourn the meeting, which was seconded and approved unanimously. The meeting was adjourned at 11:42 am.

Attached:

Laptop Circulation Policy  
Laptop User Agreement  
Meeting Room Policy  
Closed Meeting Statement



**Kent County Public Library**  
**Laptop Lending Policy & Procedures**  
**Version: July 2013 (DRAFT)**

**Circulation**

- Laptops are available in Chestertown (2), Galena (1), Rock Hall (1), and Kent County Community Center (2).
- Patrons are required to present an unexpired government-issued photo ID to get a laptop. KCPL or Kent County Parks & Recreation (KCPR) staff will hold the photo ID until the laptop is returned. Patrons must be over 18 to sign out a laptop.
- Laptops include a power cord which also must be returned. No other peripherals will be supplied.
- Laptops are signed out for the day. All laptops must be returned directly to a staff member at least 30 minutes before closing. The patron must remain until the laptop is checked by the staff member. Failure to return the laptop on time will be considered theft and handled accordingly.
- Laptops are available on a first come, first serve basis and reservations are not allowed.
- Laptops may be used on Library or Community Center premises only. Removal of the laptop from these premises at any time will be considered theft and handled accordingly.
- All patrons wishing to use a laptop are to complete & sign a contract outlining this policy, KCPL's Computer Use Policy, and any replacement costs. This contract must be completed each time a laptop is checked out and the contract(s) will be kept on file.
- Patrons are to keep the laptop with them at all times and are liable for any loss or damage to a laptop while the laptop is signed out to them.
- Staff will complete out a log of laptops going in and out. All laptop contrast will be kept on file in accordance with KCPL's document retention policy.
- Each laptop sign out will be counted as a single computer use for statistical purposes.

**Software & Internet**

- All laptops are equipped with Windows XP, Service Pack 3; Microsoft Word, Excel, and PowerPoint 2010; and the browsers Internet Explorer and Google Chrome.
- All effort will be made to keep the laptops up-to-date. On days when the technician is scheduled, laptops may be unavailable until software updates are completed.
- In order to block changes & provide patron security, all laptops have DeepFreeze software which wipes all changes to the computer upon restart. The patron is responsible for saving his/her files to an external device or cloud-based service. No files or internet history will be retained on the laptops.
- Patrons are not permitted to install any third-party software or devices.

- There is a PDF copy of this policy, KCPL's Computer Use Policy, and the patron contract on the desktop of each PC.
- Laptops are configured to connect to the local library or community center internet only. No other connections are allowed.
- Users of the laptops are required to adhere to KCPL's Computer Use Policy, which is available at:  
<http://www.kentcountylibrary.org/documents/ComputerUsePolicyRevised20120521.PDF>
- Laptops have malware filters only and do not have content filters. Minors are not permitted to use the laptops.
- Printing directly from laptops is being tested and if it can be made available through LPTone at the branches (or direct printing at KCCC) the laptops will be configured to print at the normal cost charged for printouts, currently \$0.20 per page.

#### **Replacement Costs**

- A patron that loses or damages a laptop will be charged a \$600.00 replacement cost.

#### **Miscellaneous**

- Staff is not always available to give individual instruction. The patron signing out the laptop is agreeing that they know the basics of Windows, Office, and using the internet.
- KCPL and KCPR are not liable for any lost files or damage to an external device that may result from using the laptop.
- A copy of this policy and the KCPL Computer Use Policy will be given to patrons when they sign out the laptop.

## Kent County Public Library Laptop User Agreement (DRAFT)

Patron Name \_\_\_\_\_

Date: \_\_\_\_\_

### Laptop users must:

- Be at least 18 years old. Minors are not permitted to use the laptops.
- Present an unexpired government-issued photo ID which is surrendered for the duration of laptop use. The ID will be returned when the laptop is returned.
- Agree to abide by all policies set forth in this document, the KCPL Laptop Lending policy, and the KCPL Computer Use Policy.

### I agree:

- To return the device directly to a staff member at least 30 minutes prior to closing.
- To keep the laptop with me at all times. I understand that I am liable for any loss or damage incurred while the laptop is signed out to me.
- To return the laptop in the same condition as I received it. Software and settings may not be altered. Third party software may not be installed. Laptops include power cords which must also be returned.
- To notify staff immediately if I notice any problem or issue with the laptop.
- To pay the full replacement cost of \$600.00 should the laptop be lost, stolen, not returned, or damaged in any way.
- To read and abide by KCPL's Laptop Lending Policy and Computer Use Policy.
- To not remove the laptop from the premises, as this will be considered theft and handled accordingly.

**I have read this document and I have been given copies of the KCPL Laptop Lending Policy and Computer Use Policy, and my signature indicates my agreement to fully comply with these policies. I understand that I am solely liable and responsible for the laptop while it is signed out to me, and that removal of the laptop from the premises or failure to return the laptop on time will be considered theft and will be handled accordingly.**

Print Patron Name: \_\_\_\_\_

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Staff Use only

**Location (circle one):**      CHES      NCO      RH      KCCC

**Signed out**  
Laptop name \_\_\_\_\_ Date/Time \_\_\_\_\_ Staff Initials \_\_\_\_\_

**Signed in**  
Power cord included \_\_\_\_\_ Date/Time \_\_\_\_\_ Staff Initials \_\_\_\_\_





## Kent County Public Library Meeting Rooms

### Reservations and Scheduling Guidelines:

To check room availability or make a reservation, call 410-778-3636 x 2111 or email [kcowperthwait@kent.lib.md.us](mailto:kcowperthwait@kent.lib.md.us). Please provide details about your meeting including possible date/times and the size of your group. The Meeting Room Reservation Request form is available online at [www.kentcountylibrary.org](http://www.kentcountylibrary.org) under Services.

- To request use of the meeting room(s) complete the library's Meeting Room Reservation request form, ideally 60 days prior to the event.
- The individual responsible for reserving the meeting room must have a valid picture I.D.
- Upon approval, applicants will receive an email confirmation (or phone call) within 3 business days.
- No group may transfer use of rooms.
- Same-week-only reservations may be made subject to availability.

### Rules for the Use and Care of the Rooms:

- Groups may not exceed the stated capacity of the room.
- Prepaid fees for materials or meals and/or tuition for scheduled education courses are permitted with the approval of the Library Director.
- The library provides a limited number of tables and chairs, but does not set up or break down the room.
- Groups are responsible for leaving the facility in the condition in which it was found.
- Groups must transport their own supplies and equipment.
- The library is not responsible for security or storage of property, nor damage or loss of the property of others.
- Light refreshments, such as beverages and finger foods, may be served. The kitchen is accessible for refrigeration and clean up, but no cooking is permitted.
- Individuals may not smoke or consume alcoholic beverages on the premises.
- The rooms may not be used for purely social purposes, which include, but are not limited to, private birthday parties, baby showers or entertainment.
- Groups may not identify KCPL as a sponsor or use the library phone number/ mailing address as contact information.

KENT COUNTY PUBLIC LIBRARY ■ 408 HIGH STREET ■ CHESTERTOWN, MD 21620

PH: 410.778.3636 ■ FAX: 410.778.6756

[www.kentcountylibrary.org](http://www.kentcountylibrary.org)

**Fees:**

- Library groups, and non-profit organizations are exempt from fees.
- Other groups pay per use, payment due prior to or on the date of use.
- The current rate is \$25 for the first 4 hours and \$10 per additional hour.

**Notes:**

It is understood that the public will be welcome to all meetings for which no meeting room fee is charged. **If a meeting room fee has been paid**, the group reserving the meeting room determines whether the gathering will be open to the public.

In the event of an emergency or severe weather, the Library Director reserves the right to cancel meeting room reservations, and will notify the contact person. Check the library's website for closing announcements.

Groups are responsible for making their meeting accessible to individuals with disabilities.

Meeting Room fee: \$25 for first 4 hours/\$10 additional hour (For-profit groups only)
Organization/Contact person: _____
Contact phone: _____
Amount: _____ Date paid : _____ Staff initial: _____



**FORM OF STATEMENT FOR CLOSING A MEETING**

Location: **Kent County Public Library**  
**Chestertown Branch**  
**Yellow Building**

Date: Monday, Aug. 5, 2013  
Time: 11:04

Motion by: Barb Macbeth

Seconded by: Dick Hawkins

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Richard Katter	[X]	[ ]	[ ]	[ ]
Barbara Macbeth	[X]	[ ]	[ ]	[ ]
Wendy Costa	[X]	[ ]	[ ]	[ ]
Dick Hawkins	[X]	[ ]	[ ]	[ ]
Harry Packard	[X]	[ ]	[ ]	[ ]
Clayton Newell	[X]	[ ]	[ ]	[ ]
Beverly Birkmire	[X]	[ ]	[ ]	[ ]

**STATUTORY AUTHORITY TO CLOSE SESSION**

State Government Article 10-508(a):

- (1)  To Discuss:
- (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
  - (ii) Any other personnel matter that affects one or more specific individuals
- (2) [ ] To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) [ ] To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) [ ] To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State
- (5) [ ] To consider the investment of public funds.
- (6) [ ] To consider the marketing of public securities.
- (7) [ ] To consult with counsel to obtain legal advice on a legal matter.
- (8) [ ] To consult with staff, consultants, or other individuals about pending or potential litigation.
- (9) [ ] To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) [ ] To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
- [ ] (i) the deployment of fire and police services and staff, and

**FORM OF STATEMENT FOR CLOSING A MEETING**

- [ ] (ii) the development and implementation of emergency plans.
- (11) [ ] To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) [ ] To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) [ ] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) [ ] Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

*budget*  
As the FY2014<sup>1</sup> has been established, the timing is right to approve appropriate compensation for the KOPK Director's performance based on a positive review.

REASON FOR CLOSING:

The statute (1)(i) as it applies to the above.



Signature of Presiding Officer