

Kent County Public Library Board of Trustees

Minutes of the July 9, 2014 Meeting

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

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

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

Finance Committee/Treasurer's Report

Ms. Birkmire reported that the Finance Committee recommends the Board of Trustees approve two budget adjustments to the Fiscal Year 2014 budget: an increase of \$521 in the targeted revenue, and an increase of \$521 in the targeted programming. Mr. Harding seconded the motion. Ms. Birkmire noted that the budget adjustment was for expenses related to staff attendance at the Maryland Library Association Conference. The motion was approved unanimously.

Ms. Birkmire discussed the projection and expenses with the Board of Trustees.

Mr. Harding informed the Board of Trustees that the Finance Committee was discussing the establishment of a capital trust and the rules relating to the use of funds and the purpose of the funds.

Committee Reports

Evaluation

Mr. Newell circulated the Director's annual evaluation to the members of the Board of Trustees. Mr. Newell informed the Board of Trustees that he would report the results at the September meeting.

The Board of Trustees discussed upcoming member changes.

Facilities

Mr. Packard informed the Board of Trustees that there would be a meeting following the Board of Trustees to discuss capital projects.

Mr. Kalter informed the Board of Trustees that he had met with Mr. Crofoot to discuss the purchasing and bidding process.

Working Groups

Communications

Ms. Macbeth informed the Board of Trustees that there would be a product to present to Ms. Adams with regard to communications and community commitment.

Librarian's Report

Ms. Adams reviewed and discussed the Fiscal Year 2014 Strategic Long Range Plan goals with the Board of Trustees.

Ms. Adams informed the Trustees that between June 5 and June 30, 317 children had attended programs, and 338 between July 1 and July 9.

Ms. Adams discussed meeting room use with the Trustees, noting that there were 92 reservations to use the meeting spaces in the 4th Quarter of Fiscal Year 2014.

Ms. Adams discussed staff changes with the Trustees, noting that a second part time employee had been hired, and that Kristin Peacock was leaving the Library.

Ms. Adams informed the Trustees that the senior staff members were working to identify strategic goals for Fiscal Year 2015.

No further business was brought before the Board of Trustees.

Ms. Birkmire moved to adjourn the meeting. Mr. Newell seconded the motion, which was approved unanimously. The meeting was adjourned at 4:44 pm.