

Kent County Library Board of Trustees

Minutes of the January 14, 2019 Meeting

Present: Charles Lerner, Trustee; Sabina Minney, Trustee; Valerie Overton, Trustee; Earl Runde, Trustee; Elizabeth Tully, Trustee; Jackie Adams, Director; Chris Walmsley, Staff Member

Mr. Lerner called the meeting to order at 4:00 pm.

Mr. Lerner reviewed the bylaws of the Board of Trustees, noting that the former officers serve until the election of new officers.

Election of Officers

Ms. Tully nominated Mr. Lerner for the position of President. Ms. Minney seconded the nomination, which was approved unanimously.

Mr. Runde nominated Ms. Tully for the position of Vice President. Ms. Minney seconded the nomination, which was approved unanimously.

Mr. Lerner reviewed the responsibilities of the Secretary position. Ms. Minney nominated Ms. Overton for the position of Secretary. Ms. Tully seconded the nomination, which was approved unanimously.

Mr. Lerner reviewed the responsibilities of the Treasurer position. Ms. Tully nominated Mr. Runde for the position of Treasurer. Ms. Overton seconded the nomination, which was approved unanimously.

Committee Appointments

Mr. Lerner appointed Mr. Ferreira as the chair of the Finance Committee, with Mr. Runde and Ms. Minney as members. Mr. Runde noted that a public representative would be invited to join the committee.

Mr. Lerner appointed Mr. Runde as chair of the Facilities Committee, with Mr. Harding as a member, Mr. Ingersol as a representative of the Foundation, and with a representative from the Friends and the public to join the committee.

Mr. Lerner noted that training was available from the Maryland Attorney General related to the open meetings laws. Ms. Minney volunteered to take the training.

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

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

Finance & Treasurer's Report

Mr. Runde reported that the checking account balance was \$213,761, and the savings account had a balance of \$147,445. These amounts included the health benefits reserve of \$69,581.

Mr. Runde noted that he would have reserve level recommendations prepared for the February meeting.

Mr. Lerner reviewed the discussion related to the use of funds for capital improvements, and discussions related to banking services by the committee.

Director's Report

Ms. Adams reviewed the financial reports with the trustees, noting that the Fiscal Year 2020 budget would need to be approved at the February meeting for submission. Ms. Adams noted that Fiscal Year 2020 was the final year of the lease for the North County Library location.

Ms. Adams informed the trustees that the Systems Librarian position had been posted and that two resumes had been received and that interviews had been arranged for the candidates.

Ms. Adams reviewed the February programming schedule, including Fine Forgiveness in February.

Ms. Adams noted that the grant application for a consultant for the Strategic Long Range Plan had been approved and received, and that she was reviewing proposals from three consultants.

The trustees discussed the timing, previous experience and the process for approving a contract.

Mr. Runde moved to authorize Ms. Adams to enter a contract for up to \$20,000 for a strategic long range planning consultant. Ms. Tully seconded the motion, which was approved unanimously.

Ms. Adams informed the trustees that an economic impact study had been conducted by the Eastern Shore Regional Library, and the consultant was contracted to give two presentations. Ms. Adams wanted to review it with the county officials and present at the March 19 county commissioner meeting.

Ms. Adams noted that the annual report overview was being prepared.

Ms. Adams reviewed quotes related to the lighting upgrades within the library. Mr. Lerner noted that the finance committee had voted to recommend moving \$15,000 to the budget for capital improvements from reserve. Mr. Runde moved to approve the recommendation of the finance committee. Ms. Overton seconded the motion, which was approved unanimously.

Ms. Adams informed the trustees that the Kent County Chamber of Commerce would be holding an after-hours event at the library on February 20.

Establishment of Meeting Dates

The trustees discussed the timing of meetings and settled on the 4th Monday of the month with exceptions of March 19 and May 28 to accommodate special scheduling concerns.

The trustees deferred discussion related to meeting in the branch spaces.

Funding Partner Reports

Foundation for the Kent County Public Library

Mr. Lerner informed the trustees that the foundation had scheduled meetings and would be meeting in February to discuss fundraising and funding requests.

Friends of the Kent County Public Library

Ms. Overton noted that the friends had reviewed their book sale and were looking at ways to streamline future sales and reduce the effort involved.

Committee Reports

Policy and Procedures Committee

Mr. Runde reviewed the progress of the committee, noting that there were twelve policies remaining to be reviewed.

Ms. Adams noted that the programming policy and the unattended child policy were pcoming.

New Business

The trustees discussed trustee orientation.

No further business was brought before the trustees.

Ms. Minney moved to adjourn the meeting. Ms. Tully seconded the motion, which was approved unanimously. The meeting was adjourned at 5:38 pm.