

## Kent County Library Board of Trustees

Minutes of the March 19, 2019 Meeting

Present: Charles Lerner, President; Elisabeth Tully, Vice President; Earl Runde, Treasurer; Valerie Overton, Secretary; Sabina Minney, Trustee; John Queen, Trustee; Jackie Adams, Director; Ashley Fedele, Staff Member; Samantha Simmonds, Staff Member; Chris Walmsley, Staff Member; Bronwyn Jones, Finance Committee Member; Sarah Guy, BEACON; Aria Queen

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

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

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

Ms. Adams introduced Samantha Simmonds to the trustees, noting that Ms. Simmonds had accepted the position of Systems Librarian. Ms. Adams reviewed her qualifications and history with libraries.

Ms. Adams noted that Mr. Lerner had requested that the library investigate the presentation of educational courses in the wave room using the television. Ms. Fedele was asked to look into the content to be shown while Ms. Simmonds investigated the technological feasibility. Ms. Fedele reported that she had been in contact with several groups, with most universities refusing to allow their content to be presented to a group, and others required fees for licensing. Ms. Simmonds reported that it was possible to show the courses on the television through the Playstation 4, and that it was possible to support up to 20 sets of headphones.

Ms. Fedele and Ms. Simmonds left after delivering their report.

### BEACON Economic Impact Study

Ms. Adams introduced Sarah Guy to the trustees, noting that ESRL had hired BEACON to conduct an economic impact study for libraries on the eastern shore.

Ms. Guy noted that the study was comprised of all eight county library systems that are a part of the ESRL consortium. Ms. Guy reviewed the study results and the components that comprised the study.

Ms. Guy left the meeting after delivering her report.

### Open Meetings Act Presentation

Ms. Minney reviewed the Open Meetings Act with the trustees, noting the purpose, what it takes to make a meeting, how a meeting can be conducted, and the requirements of notice.

### Treasurer's Report

Mr. Runde reported to the committee that a review of the bank balances showed a checking balance in excess of \$250,000, so \$30,000 had been transferred to the savings account. Mr. Runde reported the balances prior to the transfer as \$271,169 in the checking account and \$147,707 in the savings, with a health benefit reserve of \$69,581.

Mr. Lerner noted that Mr. Ferreira was not present for the finance committee meeting, but that the committee had reviewed two policies which would be presented later in the meeting.

### Director's Report

Ms. Adams reviewed the financial reports with the trustees.

Ms. Adams reviewed the strategic planning retreat, noting that the surveys would be discussed with the consultant, and that this information would be used to create mission and vision statements.

Ms. Adams informed the trustees that the lighting upgrades were scheduled for April.

Ms. Adams noted that she would be meeting with the county with regard to upgrades to the security cameras and outdoor lighting on the library premises.

Ms. Adams informed the trustees that eight staff members would be attending some portion of the MLA conference, and that she and Mr. Walmsley had attended the Benecon Health Benefits Seminar. Ms. Adams concluded with Ms. Simmonds would be attending the Tableau statistics training.

Ms. Adams reviewed the programming for the upcoming month.

Ms. Adams informed the trustees that an individual had been banned from the library after multiple instances of harassment of patrons and staff were reported in the same day.

### Funding Partner Reports

#### Foundation for the Kent County Public Library

Mr. Lerner noted that the Foundation had approved \$90,000 for renovations if matching funds are available from the county, and the funding was to be expended in the 2019 calendar year.

Mr. Lerner informed the trustees that an agreement had been signed with Suzan Globus for the redesign of the adult area of the library.

#### Friends of the Kent County Public Library

Ms. Overton reported that the Friends did not meet, but would be meeting again on April 9 with the intent of reviewing their finances and how funds should be used.

## Committee Reports

### Strategic Planning Committee

Ms. Tully reported that the committee would be involved in the revision and creation of the vision and mission statements, but the meeting was yet to be scheduled.

### Facilities Committee

Mr. Lerner reported that the library had entered into an agreement with Suzan Globus, and a meeting had been set for April 22 to meet with Ms. Globus about the redesign.

### Policy & Procedure Committee

Mr. Runde presented the Animals in the Library Policy to the trustees. Ms. Adams noted that the new policy is completely different than the previous policy. The trustee discussed the policy, and decided to revisit it at the next meeting.

The Cash Advance Policy was reviewed by the trustees, who decided to revise and review the policy at the next meeting.

The Credit Card Policy was reviewed by the trustees, who decided to review and revisit the policy at the next board meeting.

No further business was brought before the trustees.

Ms. Minney moved to adjourn the meeting. Mr. Runde seconded the motion. The meeting was adjourned at 5:43 pm.

The next meeting of the Board of Trustees will be on April 22 at 4:00 pm in the Chestertown Library Inc., building.