

## Kent County Library Board of Trustees

### Minutes of the June 24, 2019 Meeting

Present: Charles Lerner, President; Elisabeth Tully, Vice President; Earl Runde, Treasurer; Sabina Minney, Trustee; John Queen, Trustee; Jackie Adams, Director; Chris Walmsley, Staff Member; Samantha Simmonds, Staff Member

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

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

Ms. Simmonds presented to the trustees about the computers needs of Kent County Public Library and how changes in Microsoft support would affect the needs. Ms. Simmonds informed the trustees that due to the end of support for the Windows 7 operating system, 11 laptops and 13 desktop computers throughout the library system would need to be replaced. The trustees discussed patron needs, preferences and how the spaces were used.

Ms. Tully moved to approve the purchase of required upgraded computers up to \$17,000. Ms. Minney seconded the motion, which was approved unanimously.

The minutes of the previous meeting were reviewed. A few corrections were noted to the minutes as presented. This minutes were approved unanimously as revised.

Mr. Lerner noted that an email had been received from Mr. Ferreira noting that he would not be present at this meeting. Mr. Lerner also noted that Ms. Overton had informed him of her absence.

#### Treasurer's Report

Mr. Runde reported that the library's checking account had a balance of \$226,421, and the savings account had a balance of \$178,182. Mr. Runde noted that he was working towards reducing the charges and fees, and having the library reimbursed for incorrect charges.

Mr. Lerner noted that the Finance Committee had discussed the revised Fiscal Year 2020 budget. Ms. Adams reviewed the revised budget, noting that the county funding had been reduced to reflect the actual funding, and fines had been reduced to reflect a more accurate projection. Ms. Adams informed the trustees that the reductions in income had been offset by a reduction in the health and benefits line to reflect a more accurate enrollment.

Ms. Tully moved to approve the budget for Fiscal Year 2020 as revised and recommended by the Finance Committee. Mr. Queen seconded the motion, which was approved unanimously.

#### Director's Report

Ms. Adams reported to the trustees that the summer reading kickoff had occurred, and that over 100 children had already signed up for summer reading.

Ms. Adams reviewed the strategic planning focus groups with the trustees, noting that there had been 10 attendees at the Rock Hall and North County groups, and 14 at the Chestertown group, with an additional focus group conducted with the library staff. Mr. Queen complimented Ms. Adams on the attendance at the focus groups.

Ms. Adams noted that the findings would be presented to the trustees in phase 3 of the process, with the completed plan presented in phase 4 of the process.

Ms. Adams informed the trustees that due to a rising use by tutors of the library space that development of a policy related to tutors was under consideration.

Ms. Adams reviewed the circulation statistics with the trustees, and compared them to nearby counties that were part of the consortium, noting similarities and that the library does quite well when population was considered.

Ms. Adams informed the trustees that Washington College had received a Mellon grant related to documenting African American history in Kent County, and the library was a partner in this effort. The trustees discussed the library's role in the execution of the program.

Ms. Adams noted that an audit of the human resources documents had been scheduled for June 27 and 28.

Ms. Adams informed the trustees that new security cameras had been installed to replace the old ones and that additional cameras had been placed around the building to give better coverage of the spaces outside. Ms. Adams continued that police officers had been conducting regular walkthroughs of the library and reviewed her efforts to work with the police.

Ms. Adams reviewed upcoming library programs with the trustees.

#### Funding Partner Reports

##### Foundation for the Kent County Public Library

Mr. Lerner reviewed the resolution from the Foundation related to capital funding for the library, noting that since the county had not provided funding, the resolution had been amended to match funding from the library reserve for capital renovation projects.

#### Committee Reports

##### Policy & Procedures Committee

Mr. Runde reviewed the programming policy with the trustees. The trustees discussed if registration and space limitations should be discussed in the policy.

Ms. Minney moved to adopt the policy as revised. Ms. Tully seconded the motion, which was approved unanimously.

### Facilities Committee

Mr. Lerner reported that the committee would be scheduling meetings now that funding had been secured for the final phase of the renovation.

### New Business

#### 2020 Holiday Schedule

The trustees reviewed the holiday closing schedule for calendar year 2020. Mr. Runde moved to approve the holiday closures for 2020. Ms. Minney seconded the motion, which was approved unanimously.

#### Meeting Dates

Ms. Tully clarified that the meeting schedule was for the 29<sup>th</sup> of July and the 26<sup>th</sup> of August.

Ms. Adams noted that she would be on vacation from July 15 through July 23.

No further business was brought before the Board of Trustees.

A motion was made and seconded to adjourn the meeting. The meeting was adjourned at 5:23 pm.

The next meeting of the Board of Trustees will be on August 2, 2019 at 12:00 pm.