

# Kent County Public Library Board of Trustees

## Minutes of the August 27, 2012 Meeting

Present: Alice Ritchie, Board President; Richard Kalter, Vice President; Barbara Macbeth, Secretary; Chris Maxwell, Board Member; Clayton Newell, Board Member; Dick Hawkins, Board Member; Jacqueline Adams, Director; Chris Roseberry, Assistant Director; Chris Walmsley, Staff Member

Ms. Ritchie called the meeting to order at 10:00 am.

Agenda: Ms. Ritchie noted that the donation from the Friends of the Library would be discussed during the old business portion of the meeting. No further changes were made to the agenda.

Minutes: Mr. Kalter motioned to approve the minutes of the July 2 meeting as submitted. Mr. Newell seconded the motion, which was approved unanimously.

Treasurer's Report: Ms. Ritchie noted that due to the absence of Ms. Birkmire, there was no Treasurer's Report.

Community Relations: Mr. Hawkins noted that 83 people attended the August First Friday event. In addition, Mr. Hawkins had spoken with 163 individuals during Saturdays in Fountain Park, and handed out many library card applications.

Mr. Hawkins commented that Kent County Public Library was pursuing the Best Small Library in America award.

Finance Committee: Mr. Maxwell spoke to the Board regarding Fiscal Year 2013 budgeting, commenting that full year spending looked like it would come in below the budgeted amount. Mr. Maxwell further noted that financial reports would not be available from the county until October.

Mr. Maxwell discussed the reserve for the unemployment insurance with the Board of Trustees, noting that there had been a big hit in 2010 and 2011, and that the Library should be prepared if something similar happens again. Mr. Maxwell noted that the auditor recommended a reserve of \$5,000, which had been charged to Fiscal Year 2012. Mr. Maxwell recommended leaving the amount of \$3,600 in the Fiscal Year 2013 budget until more solid financial information was available.

Ms. Adams presented a revised staff salary grade to the Board of Trustees, noting that positions had been adjusted to account for the unfilled Public Services Librarian position. Ms. Adams informed the Board of Trustees that the positions of Children's Assistant, Assistant Director and Technical Services Librarian had been given additional responsibilities, with salary increases as fit the added responsibilities. Ms. Adams further noted the intention to hire a full time Circulation Staff member to provide more time for professional duties of other positions.

Mr. Hawkins moved to accept the proposed salary and staff changes. Ms. Ritchie questioned if there would be a change in the title for Children's Assistant to reflect added responsibilities. Ms. Adams confirmed that there would be, but it had not been decided yet. Ms. Macbeth seconded the motion, which was approved unanimously with no further discussion.

Personnel Committee: Ms. Macbeth commented that library employees should be commended.

Ms. Macbeth noted that the hiring process, while unsuccessful in filling the position, was successful in other aspects.

Evaluation Committee: Mr. Newell noted that the Evaluation Committee had met on July 11, and focused on developing a tool for the evaluation of the Board of Trustees. Mr. Newell further noted that the evaluation would occur before the end of the calendar year, prior to new members being brought into the Board. Mr. Newell commented that the evaluation would be distributed at the October meeting, with a review of the evaluation at the November meeting.

Librarian's Report: Ms. Adams spoke to the Board of Trustees about upcoming events, noting that Christopher Tilghman was speaking on September 7, to be preceded by a reception and book signing in the Library. Ms. Adams further noted that a plaque was to be placed at 335 High Street to commemorate the original location of the Chestertown Library, with the reception occurring on September 13.

Ms. Adams spoke to the Board of Trustees about the mini golf event, which was scheduled to occur on October 20, noting that the Friends of the Library had applied for a grant to help pay for the mini golf event.

Ms. Adams noted the success of the Summer Reading Program, with 2,000 attendees to various programs, over 400 children registered and over 100 attendees to adult programming.

Ms. Adams further noted that she was attending the Association for Rural and Small Libraries conference at the end of September, noting that the conference may be one at which Library staff could speak at in future.

Ms. Adams presented the circulation statistics for July to the Board of Trustees, noting some changes to the format, particularly the further delineation of the North County and Rock Hall branches circulation. Ms. Ritchie commented that the branches had lower circulation in July. Ms. Adams responded that the Library circulation was down in general in July, and that Library staff was looking into the reasons for the change. Ms. Adams also noted that she hoped to learn what could be changed at the locations to improve circulation.

Ms. Adams spoke to the Board of Trustees about allowing after hours programs in The Chestertown Library Inc., Building and main meeting room, citing a request from an organization to hold regularly scheduled meetings. Ms. Macbeth raised concerns about the management of the keys to the buildings and use of the space. Mr. Kalter noted that the charge for using Library meeting spaces after hours should include any costs associated with having a staff member visit and secure the building. Mr. Newell seconded Mr. Kalter's comment.

Ms. Adams questioned if a policy should be made for after hours use of meeting room spaces. Mr. Hawkins commented that a policy should be in place.

Nominations Committee: Ms. Ritchie appointed Mr. Newell as the chairman of the Nominations Committee, with the committee comprised of Ms. Adams, Ms. Ritchie and Mr. Hawkins.

Mr. Newell commented that notices of the open position had been posted, with a cutoff date of September 15. Mr. Newell further noted that two applications had been received so far, and that the committee anticipated replacing one Board member, which he hoped to have a nomination to the County Commissioners by November.

Friends of the Library Donation: The Board of Trustees discussed the contribution to the Library from the Friends of the Library. Mr. Kalter noted that the Friends of the Library had already committed to donating \$11,000 in undesignated funds to the Library. Ms. Ritchie noted a desire for both the Friends of the Library and the Foundation for the Kent County Public Library to contribute to the operational budget of the Library.

Ms. Ritchie further noted that the Friends of the Library have traditionally funded specific needs and not the operational budget of the Library.

Ms. Ritchie questioned if having Friends of the Library contributions and gifts come through the Library budget was working as intended. Mr. Maxwell confirmed that it was, commenting that doing so gave a more accurate representation of the costs associated with running the Library.

Mr. Maxwell mentioned keeping the branches open on a full-time basis as reasoning for a continued donation. Ms. Ritchie commented that the fund raising methods of the Friends of the Library might impair future contribution levels.

Mr. Maxwell commented that he would like to see the Library and branches return to previous hours of operation, and that doing so might not significantly impact the budget of the Library. Mr. Kalter noted that the previous hours of operation might not serve the needs of the community, and any future plans should approach Library hours with respect to the needs of the community. Ms. Ritchie commented that purchasing newer materials might be more advantageous than keeping the Library open more often.

Animals in the Library Policy: Ms. Adams reviewed the policy for animals in the Library. \*see attached

Mr. Kalter moved to approve the policy, which was seconded by Mr. Hawkins. Mr. Maxwell questioned if the Library would be changing the policy regarding animals in the Library if the County had not changed their policy. Ms. Adams confirmed that she would have done so due to complaints that had been received. The motion to approve the policy as proposed was approved unanimously.

Damaged and Lost Materials Policy: Ms. Adams reviewed proposed changes to the Lost and Damaged Materials Policy. \*see attached

Ms. Adams clarified that under the current policy, the patron is assessed for the cost of the material, plus a \$5 processing fee, and that the Library does not refund for found materials after the material has been paid for.

Mr. Kalter moved to adopt the revised policy. Mr. Newell seconded the motion, which was approved unanimously.

Staff Day Closing: Ms. Adams asked the Board of Trustees for permission to close the Library on October 3 for the purpose of a staff day. Ms. Macbeth noted that she would like to see an evaluation of what was achieved during the staff day. Mr. Hawkins moved to approve closing the Library on October 3 for the purpose of staff day. Mr. Newell seconded the motion, which was approved unanimously.

Strategic Plan: Mr. Maxwell questioned when the strategic plan needed to be completed. Ms. Adams stated that she intended to have a draft of the plan in December, with the plan submitted by the end of Fiscal Year 2013.

Mr. Maxwell commented that the Board of Trustees needs to consider the Library branches and how the Library could best serve the community. Ms. Ritchie noted that branches should be part of the strategic plan.

No further business was brought before the Board of Trustees.

Mr. Newell motioned to adjourn the meeting. Mr. Hawkins seconded the motion, which was approved unanimously. The meeting was adjourned at 12:08 pm.

Attachments:

Animals in the Library Policy

Damaged and Lost Materials Policy

*Barb Macheth*  
*secretary*



### **Animals in the Library**

This policy has been established to prevent possible damage to library facilities and property, and possible injury to library users and staff.

Animals, except assistive or service animals such as guide dogs, service animals and service-animal trainees in accordance with the Americans with Disabilities Act Title III Regulations, are prohibited within any Kent County Public Library premises.

The Library may request that a service animal be removed from the facility, and further deny access, if the animal is out of control and the handler cannot regain control of the animal, or poses a direct threat to the health and safety of others.

Exception is made for the use of animals supervised by a program presenter who is participating in a library programming activity or a library activity sponsored by the library and supervised by a library staff member.

Approved by the Board of Trustees 8/27/2012

A handwritten signature in blue ink that reads "Alice Ritchie".

Alice Ritchie  
President

**Effective January 1, 2012**  
Kent County Fee Schedule

**Current Policy :**

***Damaged Material***

*Borrowers, who return material damaged, and no longer usable, are billed for the replacement cost and \$5.00 per item processing fee.*

***Lost Material***

*Borrowers are billed for the replacement costs of the item plus \$5.00 per item processing fee, which is non-refundable.*

**Proposed:**

If items are lost or damaged (no longer usable), the individual responsible for the card used to check out the material must pay the replacement cost plus a non-refundable \$5.00 processing fee for each item.

If the borrower later returns the item, we will reimburse the replacement payment, minus the \$5.00 processing fee, up to 90 days after the payment was made.

The borrower may also choose to replace the lost or damaged item with an **exact** copy of the item within 90 days, but will still be charged the \$5.00 processing fee.

All refunds will be made with a check issued by the Kent County Public Library and mailed to the borrower.