

## **Kent County Library Board of Trustees**

Minutes of the May 20, 2015 Meeting

Present: Barbara Macbeth, President; Joseph Harding, Vice President; Sarah Schut, Treasurer; Wendy Costa, Secretary; Beverly Birkmire, Trustee; Richard Kalter, Trustee; Charles Lerner, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Earl Runde

The meeting was called to order at 10:30 am.

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

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

### **Finance Committee & Treasurer's Report**

Ms. Schut reviewed the bank account balance and checks signed with the Trustees.

The bonding of Trustees was reviewed with the Trustees.

Ms. Birkmire moved to approve adjustments to the Fiscal Year 2015 budget as recommended by the Finance Committee. Mr. Lerner seconded the motion, which was approved unanimously.

Ms. Birkmire noted that the Finance Committee was in the process of reviewing and updating the Procurement Policy.

Ms. Adams reviewed a projection of the Library expenses for Fiscal Year 2015 with the Trustees. The Trustees discussed the end of year funds.

Ms. Adams informed the Board of Trustees that the proposed budget allocation for Fiscal Year 2016 from the County Commissioners was lower than the requested amount. The Trustees discussed options for addressing the unfunded portion of the request.

Ms. Birkmire moved that the Board of Trustees reduce the budget for Fiscal Year 2016 by \$6,000, continuing with a 3% pay increase for Library employees effective July 1, 2015, with the possibility of further raises later in the fiscal year. Mr. Lerner seconded the motion, which was approved unanimously.

### **Director's Report**

Ms. Adams circulated the staff handbook to the Trustees.

Ms. Adams reported to the Trustees about partnerships the Library had with businesses and organizations.

Ms. Adams circulated the library usage statistics. The trustees discussed the statistics.

The Strategic Long Range Plan Goals for Fiscal Year 2015 were reviewed. It was noted that goals for Fiscal Year 2016 were being developed.

Ms. Adams reviewed upcoming Library programs with the Trustees.

Ms. Adams requested permission to close the Library on August 18, 2015 for Staff Development Day. Ms. Adams noted that a presenter was going to be funded with the money from the LSTA Grant.

#### Friends of the Library Report

It was reported to the Trustees that the Friends of the Library annual meeting would be held on June 4, 2015.

#### Facilities Committee

Mr. Harding reviewed Project 2020 with the Trustees.

The Trustees reviewed and discussed the proposed circulation desk location.

Mr. Harding moved that the Library staff be given approval to move forward with Project 2020 as recommended by the Facilities Committee. Ms. Birkmire seconded the motion, which was approved unanimously.

Mr. Harding presented a letter from Mr. Haggerty proposing lease terms for the North County Library location beginning July 1, 2015, until June 30, 2020. Mr. Harding moved to accept the lease as recommended by the Facilities Committee. Ms. Birkmire seconded the motion. Mr. Kalter voted against the motion. Ms. Birkmire, Mr. Harding, Mr. Lerner and Ms. Macbeth voted in favor of the motion.

#### Director's Evaluation

Ms. Birkmire presented a revised Director Evaluation form. The Trustees discussed the form. Ms. Birkmire informed the Trustees that completed evaluations were to be returned by June 3, 2015, and that there would be a closed session at the June meeting to discuss the results.

Ms. Birkmire moved to adjourn the meeting. Mr. Lerner seconded the motion, which was approved unanimously. The meeting was adjourned at 12:21 pm.

