

Kent County Library Board of Trustees

Minutes of the September 16, 2015 Meeting

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

The meeting was called to order at 5:13 pm.

Ms. Macbeth noted that Mr. Kalter was excused from the meeting.

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

The minutes of the previous meeting were reviewed. Mr. Harding 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 balance and the checks signed in the previous month.

Ms. Birkmire reviewed financial reports with the trustees. Ms. Birkmire informed the trustees that the audit was in process and would be presented in October.

The trustees discussed the projection.

The trustees discussed the end of Fiscal Year 2015 financial position.

Ms. Birkmire informed the trustees that the finance committee discussed a draft of the budget and procurement policy.

Funding Partners Report

The trustees discussed the representation of the Board of Trustees to the Foundation for the Kent County Public Library.

Ms. Birkmire informed the trustees of the Friends of the Library officer elections, noting that Cynthia Saunders was now the president, Sue Turner, Treasurer, and Mary Celeste Alexander was appointed as a liaison between the Board of Trustees and the Friends of the Library.

Director's Report

Ms. Adams informed the Board of Trustees that the Library would be closed until noon on October 1 for the removal of the old circulation desk. Ms. Adams noted that staff was expected to report as usual.

Ms. Adams informed the Board of Trustees that she had met with Sheila Bair, the president of Washington College, and discussed library outreach to local businesses.

Ms. Adams reviewed the Strategic Long Range Plan goals for Fiscal Year 2016 with the Board of Trustees.

Ms. Adams noted that staff performance reviews for Fiscal Year 2015 had been completed.

Ms. Adams informed the Board of Trustees that library staff was working on collection development, and looking at the usage trends of the library collection.

Ms. Adams informed the Board of Trustees that the library was pursuing another grant from PNC Bank.

Ms. Adams reviewed the programming that had occurred and was scheduled for September and October.

Funding Proposals

Ms. Adams presented three funding proposals to the Board of Trustees. Mr. Lerner moved to approve submitting the funding proposals to the Foundation for the Kent County Public Library as presented. Ms. Costa seconded the motion, which was approved unanimously.

Facilities Committee

Mr. Harding reviewed the bids received for the bathroom renovations with the Board of Trustees. Mr. Harding recommended going to the County Commissioners to request additional funding for the library bathroom facilities.

Mr. Harding reviewed solutions to the problems with the Calvert Street entrance to the library with the Board of Trustees. Mr. Harding presented an estimate to the Board of Trustees with regard to having the doors replaced in the amount of \$18,000.

Mr. Lerner moved to approve submitting a request for funding to the Foundation for the Kent County Public Library for new doors on the Calvert Street entrance. Ms. Birkmire seconded the motion, which was approved unanimously.

Trustee Search

Ms. Macbeth informed the Board of Trustees that Mr. Kalter had submitted his intention to resign from the Board of Trustees effective at the end of 2015.

The Board of Trustees discussed the two open positions on the Board of Trustees.

Trustee Evaluation

Mr. Lerner presented the evaluation tool to the Trustees. Mr. Lerner informed the Trustees that the results would be presented at the November Trustees meeting.

Trustee Seminar

Attendance to the Trustee Seminar was discussed. Ms. Macbeth and Mr. Harding agreed to attend.

Outstanding Library Employee Award

Ms. Macbeth appointed Ms. Schut and Ms. Costa to lead the effort for this award.

No further business was brought before the Board of Trustees.

Mr. Lerner moved to adjourn the meeting. Ms. Schut seconded the motion, which was approved unanimously.

The meeting was adjourned at 6:48 pm.

Barb Macbeth, President