

Kent County Library Board of Trustees

Minutes of the February 23, 2017 Meeting

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

The meeting was called to order at 10:14 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. Costa seconded the motion, which was approved unanimously.

Secretary's Report

Ms. Costa reported that there were no correspondences or emails to report.

Finance & Treasurer's Report

Mr. Lerner reported that the current bank balance was \$286,803 with a working balance of \$149,004.

Ms. Schut presented the Fiscal Year 2018 budget draft and cover sheet. The trustees discussed the request for funding from the County.

Ms. Schut moved to approve the Fiscal Year 2018 Draft Budget with a total budget of \$875,214, with a county contribution of \$642,389, and the cover sheet as discussed and recommended by the Finance Committee. Ms. Tully seconded the motion, which was approved unanimously.

Ms. Schut informed the trustees that the Finance Committee had reviewed current salaries and salary increases, and noted that Ms. Adams would be reviewing positions in light of a potential reorganization of positions.

Ms. Schut noted that the committee was going to review the holiday schedule at a future meeting.

Director's Report

Ms. Adams informed the Trustees that new doors had been installed for the Calvert St. entrance of the Library.

Ms. Adams noted that the annual contribution from the Town of Galena would be received at the volunteer and community organization recognition dinner.

Ms. Adams informed the Board of Trustees that she had attended the legislative day in Annapolis and that a bill was under consideration by the state of Maryland to create the State Library Department and remove libraries from beneath the Department of Education.

Mr. Harding moved to submit a letter of support for the bill. Mr. Lerner seconded the motion, which was approved unanimously.

Ms. Adams reviewed upcoming programs and events with the Trustees.

Ms. Adams reviewed the Strategic Long Range Plan goals and progress with the Trustees.

Funding Partner's Reports

Friends of the Kent County Public Library

Ms. Adams informed the Trustees that the Friends of the Library had discussed book sale proceeds, and had donated funding to cover two months of the Imagination Library program.

Foundation for the Kent County Public Library

Mr. Lerner reported that the next Foundation meeting was scheduled for April 28.

Committee Reports

Facilities

Ms. Macbeth reported that Ms. Globus would be visiting the Library on February 27 at 11 am.

The Trustees reviewed the field trip to the Toms River, NJ library.

Advocacy

Ms. Costa reported that the Community Breakfast would be on Friday, March 31 from 8 until 10 am, and that the committee was intending to inform people about library services, and were reaching out to community members to invite them.

Ms. Costa informed the Trustees that the next Advocacy Committee meeting would be on March 6.

Announcements

Ms. Macbeth circulated updates to the Trustee Manual.

The Trustees discussed the holiday list, and Ms. Adams noted that she had requested holiday closings from other ESRL member libraries.

Ms. Adams noted that she and Natalie Lane were working on establishing a teen advisory board for the library.

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 11:33 am.

Barbara L. Macbeth, President