

## Kent County Library Board of Trustees

Minutes of the August 30, 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; Cori Dulmage, Staff Member

The meeting was called to order at 9:56 am.

Ms. Dulmage reviewed an overview of the new catalog with the trustees, noting that there was a large increase in the holds and that a greater number of resources were available to patrons through the combined system. The trustees discussed holds being picked up by approved patrons, and Ms. Adams reviewed how the library had addressed this previously and ways in which it would be addressed within the Polaris ILS. Ms. Dulmage left the meeting.

The trustees discussed recording the trustee meetings with the intent of increased accuracy in the written minutes. Ms. Adams noted that she would investigate the legal requirements related to the creation and retention of recordings for meetings.

The September meeting time was discussed. Ms. Adams informed the trustees that she would be attending a conference at the currently scheduled time, and would not be present on September 26. The trustees rescheduled the meeting for September 28 at 2:00 pm, preceded by the Finance Committee at 1:00 pm.

The agenda of the meeting was reviewed. Ms. Macbeth noted that trustee recruitment would be discussed as part of the committee reports. Ms. Tully noted that there was no Friends of the Kent County Public Library meeting to report on.

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

### Secretary's Report

Ms. Costa noted that an incomplete trustee application had been received via email and that relevant information had been communicated to the committee for recruitment.

### Finance Committee & Treasurer's Report

Mr. Lerner reported that the current bank balance was \$331,852.56, with a health reserve of \$45,344. Mr. Lerner noted that the bank balance was higher than expected due to a delay in depositing funds which had been rectified.

Mr. Lerner noted that the Finance Committee was looking to establish an amount for the two month reserve pending the results of the Fiscal Year 2017 audit.

Ms. Schut reviewed a discussion of the Finance Committee of the need for a motion to transfer funds from the health reimbursement of the previous fiscal year. Mr. Lerner moved to transfer \$15,000 of the health reimbursement to the fiscal year 2018 budget with the remainder earmarked as a health and benefits reserve as recommended by the Finance Committee. Ms. Tully seconded the motion, which was approved unanimously.

Ms. Schut reviewed the financial report overview produced by Mr. Walmsley with the Trustees, noting that the report of grant funding had been removed from the projection to a separate report to better demonstrate the operating expenditures.

Ms. Schut reviewed a discussion related to the Reade and Mary Corr Grant funding, noting that the Fiscal Year 2018 funds had been sent to the Foundation for the Kent County Public Library instead of to the Library directly. The Trustees discussed if what if any action should be taken.

The Trustees discussed citizen representation on the Finance Committee.

#### Director's Report

Ms. Adams reviewed the statistics summary, noting that the report does not include the circulation of the library. Ms. Adams noted that visitors to the Library and program attendance rose despite having fewer programs total.

Ms. Adams presented a draft of the Fiscal Year 2018 strategic long range plan goals. Ms. Adams noted that she and Ms. Tully were working together to fine tune the goals and create a doable plan while keeping in mind the many upcoming renovations and changes to the library.

Ms. Adams gave an overview of the 2017 summer reading statistics and discussed the yearly comparison with the Trustees.

Ms. Adams noted that the Library had received a grant to create and distribute carts of materials to be used for homework and classroom related tasks, and that a cart would be present in each of the Kent County Public Library locations. Ms. Adams noted that a change in hours was being investigated for the Rock Hall branch to better serve students.

Ms. Adams informed the Trustees that Carol DeGennaro had resigned from the Library, and that staff scheduling was being reviewed as a result, due to the need for staffing in the Rock Hall branch.

Ms. Adams noted that a grant request had been submitted for \$6,500 to the PNC Bank for the 2018 summer reading program.

Ms. Adams reviewed the schedule for the HVAC renovations and discussed staff training. The Trustees discussed technology training and competencies. Ms. Adams noted that the technology competencies were tied to the position of the employee, and that the Library was looking at the needs of specific staff.

Ms. Adams reviewed the One Maryland One Book programming with the Trustees.

### Funding Partner Reports

#### Foundation for the Kent County Public Library

Mr. Lerner informed the Trustees that the Foundation was looking for members to be a part of their Trustee group.

Mr. Lerner noted that a fundraising letter had been circulated, reviewing the past funding and upcoming challenges for the Library.

### Committee Reports

#### Facilities

Mr. Harding informed the Trustees that the HVAC renovation would begin on September 5 and was anticipated to be completed on December 5, and that the renovation would be done in spurts and stages of activity instead of a continuous stretch.

Ms. Macbeth noted that there would be a meeting with Globus Design Associates on Friday, October 13 at 10:00 am, which would be an open meeting.

### Trustee Recruitment

Mr. Runde noted that a number of applications had been received and that staff had been prompted in recording and communicating when the applications were received. Mr. Runde informed the Trustees that recommendations would be presented on October 26, and that the committee was also seeking a citizen representative for the finance committee.

### Director Evaluation

Mr. Harding moved to close the meeting for discussion of the director's performance evaluation. Ms. Tully seconded the motion, which was approved unanimously. The meeting was closed at 11:20 am.

The meeting reopened at 12:25 pm.

A motion was made to adjourn the meeting, which was seconded and approved unanimously. The meeting was adjourned at 12:25 pm.

The next meeting of the Board of Trustees will be on September 6, 2017 at 2:00 pm in the Chestertown Library Inc., building.

*Barbara K. Macbeth, President*

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")  
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

**Instructions to presiding officer:** The closing statement sets the agenda for the closed session by disclosing the topics that will be discussed, telling the public why the members are voting to exclude them from the discussion, and citing the statutory authority for closing the meeting. The closing statement must be available for public inspection at the time the meeting is closed and may not be changed later.

To meet in a closed session that is subject to the Act, the public body must first meet in an open session, after notice, and take steps to close that session. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.<sup>1</sup>

This model form has two sides. In the open session, complete items 1 through 4 on this form or in any writing that gives that information. If someone pre-prepared the form for you, confirm that it reflects the public body's intended discussion and the reason(s) for closing the meeting. Also in the open session, conduct a recorded vote on a member's motion to close. In the closed session, it is helpful to use a copy of the closing statement as the agenda. If the public body might return to open session afterwards, be sure to tell the public that.

The public body must disclose the events of the closed session in its next open-session minutes. The worksheet that appears below item 4 provides a checklist of the required disclosures. The worksheet is not part of the closing statement.

**1. Recorded vote to close the meeting:** Date: 8/30/17; Time: 11:20;  
Location: KCPL; (Harding)  
Motion to close meeting made by: Hardy Seconded by Tucci (Tully);  
Members in favor: All; Opposed: None;  
Abstaining: None; Absent: None.

All members present

**2. Statutory authority to close session (check all provisions that apply):**

**This meeting will be closed under General Provisions Art. § 3-305(b) only:**

- (1)  "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2)  "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3)  "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4)  "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5)  "To consider the investment of public funds"; (6)  "To consider the marketing of public securities"; (7)  "To consult with counsel to obtain legal advice"; (8)  "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9)  "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10)  "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of

<sup>1</sup> [http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE\\_CHECKLIST%20.pdf](http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf)

emergency plans"; (11)\_\_\_ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12)\_\_\_ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13)\_\_\_ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14)\_\_\_ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§ 3-305(b) ( 1 )	Director's Evaluation	Discuss Director's Evaluation
§ 3-305(b) ( )		
§ 3-305(b) ( )		
§ 3-305(b) ( )		
§ 3-305(b) ( )		

4. This statement is made by Barbara Macbeth, Presiding Officer.

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**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)**

Time of closed session: \_\_\_\_\_ Place: KCPL  
 Purpose(s): Discuss Director's evaluation  
 Members who voted to meet in closed session: ALL  
 Persons attending closed session: All board attended  
 Authority under § 3-305 for the closed session: \_\_\_\_\_  
 Topics actually discussed: Directors evaluation  
 Actions taken: \_\_\_\_\_ Each recorded vote: ALL

For a meeting recessed to perform an administrative function (§ 3-104): Time: 11:20  
 Place: Yeavor 54 Persons present: ALL Subject matter discussed: Director's Evaluation