

## Kent County Library Board of Trustees

### Minutes of the September 24, 2018 Meeting

Present: Joe Harding, President; Charles Lerner, Vice President; Earl Runde, Treasurer; Elisabeth Tully, Secretary; Valerie Overton, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Sabina Minney

The meeting was called to order at 4:00 pm.

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

#### Treasurer's Report

Mr. Runde reviewed the decision from the September 6 meeting to set up a savings account to keep the balance of library accounts below the FDIC insurance level. Mr. Runde noted that the current checking account balance was \$176,947, with a savings account balance of \$147,264, and a health benefits reserve of \$69,581.

Mr. Harding noted that after the audit was complete, there would need to be a discussion concerning the level of the reserve.

#### Director's Report

Ms. Adams reviewed the August check register and budget statement.

Ms. Adams reviewed the ribbon cutting for the teen/collaborative space and the renovated children's area, noting that there was a good turnout and photos in the local newspaper.

Ms. Adams noted that 355 children had registered for the summer reading program, with 73% completing the program, which was up slightly from the previous year.

Ms. Adams informed the trustees that the library had conducted a fire drill on September 6 in coordination with the Kent County Emergency Services. Emergency services said that the library did very well. Ms. Adams noted that the procedure was being reviewed and adjusted related to the new areas and layout.

Ms. Adams reviewed programming for September and October with the trustees.

Ms. Adams noted that the library had applied for another grant from PNC Bank for the summer reading program, and that a grant for staff training had been received.

Ms. Adams reviewed a draft of the procedures related to the use of the console in the teen/collaborative space. The trustees discussed the procedure. Mr. Lerner moved to authorize use of the console draft procedures with potential changes from staff. Ms. Tully seconded the motion, which was approved unanimously.

### Funding Partner Reports

Mr. Harding reviewed the events for funders of the teen/collaborative space and children's area. Ms. Adams noted that a thank you had been received from the Friends of the Library to the library staff.

### Policy & Procedures Committee

Mr. Runde presented and reviewed a revised materials selection policy. Ms. Tully questioned if there was any consensus on collection development at the consortium level. The trustees discussed collection development and gift acceptance. Mr. Lerner proposed adding, "may" before "accept gifts" to reinforce that the library can refuse gifts. Ms. Tully moved to approve the policy as revised. Mr. Lerner seconded the motion, which was approved unanimously.

### Trustee Recruitment

Ms. Minney left the meeting.

Mr. Harding noted that the deadline for applicants was extended due to the deactivation of the trustee email account.

Mr. Runde reviewed the three applicants interviewed. The trustees discussed the committee recommendations.

Mr. Lerner moved to accept the recommendation of Ms. Sabina Minney by the Trustee Recruitment Committee. Ms. Overton seconded the motion, which was approved unanimously. Mr. Harding noted that he would inform the Kent County Commissioners of the recommendation.

### New Business

The trustees discussed meeting in December, and determined to establish a date at the next meeting.

The trustees discussed meeting at the branch locations. Ms. Tully moved to hold the November meeting of the Board of Trustees in the Rock Hall branch. Mr. Lerner seconded the motion. The trustees discussed the scheduling of meetings and decided to defer a decision until the October meeting.

Ms. Tully reiterated a discussion at a previous meeting related to the education of trustees and the strategic planning process. The trustees discussed the role of trustees in the planning process and if the full board should be involved. Mr. Lerner suggested that the next meeting contain a presentation related to trustee education and trustee involvement in the strategic planning process.

Ms. Tully left the meeting.

Ms. Adams reviewed a grant proposal related to hiring a consultant for the strategic planning process.

Mr. Lerner moved to adjourn the meeting. There was no second.



The trustees discussed the notice of closed session, the director evaluation, and the scheduling for the next meeting.

No further business was brought before the board of trustees.

Mr. Lerner moved to adjourn the meeting. Ms. Overton seconded the motion. The meeting was adjourned at 5:32 pm.

The next meeting of the Board of Trustees will be on October 26 at 4:00 pm in the Chestertown Library Inc., building.