

Kent County Library Board of Trustees

Minutes of the November 26, 2018 Meeting

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

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

Mr. Harding noted that this would be his final meeting as a member of the trustees and continued that he had enjoyed his time on the board, with this year being particularly enjoyable due to all that the trustee had accomplished during the year.

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

Mr. Runde extended praise to Mr. Walmsley on the quality of the prepared minutes.

Treasurer's Report

Mr. Runde reported that the balance of the library's checking account was \$138,841, with a savings balance of \$147,314, and a health benefits reserve of \$69,581. Mr. Runde reported that he would present a recommendation for the health reserve and operating reserve amounts at the January meeting.

The trustees discussed various ways to use excess reserve amounts, state grant funding, and the timing for the fiscal year 2020 budget.

Director's Report

Ms. Adams informed the trustees that Cornelia Dulmage had resigned from her full time position, but had agreed to stay on part time. Ms. Adams proposed promoting the children's assistant to full time and to hire a full time systems librarian position to assume Ms. Dulmage's technology-related responsibilities.

Mr. Lerner moved to authorize the promotion of the children's assistant to full time and advertising for a full time Librarian I, systems librarian position. Mr. Runde seconded the motion, which was approved unanimously.

Ms. Adams reviewed the circulation statistics with the trustees, noting that the senior staff was investigating trends for use in collection development.

Ms. Adams proposed a fine forgiveness month in February, noting that February was Love your Library month, and that the fines would not include charges for lost or damaged items, and no refunds would be issued for previous fines paid.

The trustees discussed expunging fines as opposed to forgiving fines. Mr. Lerner expressed interest in seeing the total amount of outstanding fines.

Ms. Overton moved to approve February Fine Forgiveness Month. Mr. Ferreira seconded the motion, which was approved unanimously.

Ms. Adams informed the trustees that the Eastern Shore Regional Library had funded and coordinated an economic impact study for the consortium member libraries. Ms. Adams and the trustees discussed the annual report and presenting the economic impact study.

Ms. Adams reviewed the procedures and guidelines for using the Playstation 4 in the library. The trustees discussed the need for a standard format for procedures, and discussed referring it to the Policy committee to decide if a format was needed.

Ms. Adams noted that the Eastern Shore Regional Library was sponsoring a contaminated materials workshop which she would be attending.

Ms. Adams presented revised Rules of Conduct. The trustees discussed the policy and added that the President of the Board of Trustees will be consulted before patrons are banned from the library and that the Board of Trustees would be informed.

Mr. Runde moved to approve the Rules of Conduct as revised. Ms. Tully seconded the motion, which was approved unanimously.

The holiday schedule for 2019 was reviewed. Mr. Lerner moved to approve the holiday schedule as presented. Mr. Ferreira seconded the motion, which was approved unanimously.

Funding Partner Reports

Foundation for the Kent County Public Library

Mr. Lerner reported that the Foundation would be sending out fundraising letters soon.

Friends of the Kent County Public Library

Ms. Overton reported that the Friends had discussed the book sale, and the timing of renovation plans and how the sale may be impacted.

Committee Reports

Strategic Planning Committee

Ms. Tully reported that the committee was waiting on approval of a grant to fund a consultant for the strategic planning process. Ms. Adams followed up that she was seeking proposals from consultants.

Facilities Committee

Mr. Harding reported that the committee had met to discuss options for utilizing a reserve surplus.

Policy & Procedure Committee

Mr. Harding extended congratulations to Mr. Runde for keeping the committee moving and reviewing and revising many policies in the previous year.

Mr. Runde extended thanks to Ms. Adams and the library staff for help in making progress with the policies and procedures.

New Business

Reorganization Meeting

The trustees discussed the timing for the reorganization meeting and settled on January 14, 2019 at 4:00 pm in the Main Meeting Room.

No further business was brought before the trustees.

Mr. Lerner moved to adjourn the meeting. Mr. Ferreira seconded the motion, which was approved unanimously. The meeting was adjourned at 5:25 pm.

The next meeting of the Board of Trustees will be on January 14, 2019 at 4:00 pm in the Main Meeting Room.