

## Kent County Public Library Board of Trustees

Minutes of the February 11, 2013 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Wendy Costa, Secretary; Richard Hawkins, Trustee; Clayton Newell, Trustee; Harry Packard, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 10 am.

Mr. Kalter stated that Ms. Birkmire was excused from the meeting due to jury duty obligations.

The minutes of the previous meeting were reviewed. Mr. Hawkins moved to approve the minutes as submitted. The motion was seconded and approved unanimously.

The agenda for the meeting was reviewed. Mr. Newell added the director evaluation under new business.

### Budget Submission Proposal

Ms. Adams presented a draft budget submission to the Board of Trustees, as approved by the Finance Committee. The Board of Trustees discussed the proposed budget. The budget as presented was revised to remove a targeted donation amount and adjust expenses as necessary.

The Board of Trustees discussed the budget narrative.

Mr. Kalter questioned when the Board of Trustees would be presenting to the County Commissioners. Ms. Adams said that she would find out from Mr. Crofoot.

Mr. Hawkins moved to approve the budget as discussed and revised. Mr. Newell seconded the motion, which was approved unanimously.

### Director Evaluation

Mr. Newell distributed the form for the evaluation of the director. Mr. Newell discussed the form with the Board of Trustees.

Mr. Newell noted that a portion of the next Board of Trustees meeting would be closed for the evaluation of the director.

Mr. Hawkins moved to adjourn the meeting. Mr. Packard seconded the motion, which was approved unanimously.

The meeting was adjourned at 10:45am.

The next meeting of the Board of Trustees will be on March 4, 2013 at 10 am in the Chestertown Library Inc. Building.

*Wendy Costa*