

## **Kent County Library Board of Trustees**

Minutes of the December 10, 2014 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Beverly Birkmire, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Clayton Newell, Trustee; Sarah Schut, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 10:00 am.

The agenda for the meeting was reviewed. No changes were made.

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

Mr. Kalter thanked Mr. Newell and Mr. Packard for their service, noting that the Board of Trustees had done extremely well for the library and gained the respect of the commissioners.

Mr. Kalter informed the Board of Trustees that the library had received a grant for \$6,000 from the Emmanuel Church to be used for children's department purchases.

### **Treasurer's Report**

Mr. Harding informed the Board of Trustees that the Finance Committee recommends approval for the Library to be open until 8 pm on Wednesday evenings. Ms. Macbeth moved to approve the Library being open until 8 pm Wednesday evenings. Ms. Costa seconded the motion, which was approved unanimously.

Ms. Birkmire and Mr. Harding reported that the Finance Committee was discussing appropriate financial reporting to the Board of Trustees.

### **Evaluation Committee**

Mr. Newell reported that he had passed the Evaluation committee records to the Board of Trustees.

### **Facilities Committee**

Ms. Adams reported that she had met with Susan Globus with regard to the second phase, and that talking points had been distributed to the Board of Trustees. Ms. Adams also noted that she had met with Jim Wright with regard to the projects. Mr. Wright suggested contacting Chesapeake Architects who had done the original bathroom designs.

Ms. Adams informed the Board of Trustees that the location and design of the new circulation desk had been discussed with the Eastern Shore Regional Library and the county public works department, and that desk designs would be further investigated.

#### Librarian's Report

Ms. Adams informed the Board of Trustees that a link to the new website would be circulated at the end of the week for Staff and Trustees to view the website on, with the expected launch at the beginning of January.

Ms. Adams noted that there would be a special First Friday Digital Drop In on January 2.

Ms. Adams informed the Board of Trustees that the staff was participating in the Adopt a Family program for Christmas.

Ms. Adams reported that over 300 people had visited the Library for the train display.

#### Strategic Long Range Plan Goals

Ms. Adams circulated and discussed the progress of the Strategic Long Range Plan Goals for Fiscal Year 2015.

#### New Business

The Board discussed the staff gift from the Board of Trustees.

Mr. Harding moved to adjourn the meeting. Mr. Newell seconded the motion, which was approved unanimously. The meeting was adjourned at 10:42 am.