

Kent County Library Board of Trustees

Minutes of the April 27, 2017 Meeting

Present: Barbara Macbeth, President; Sarah Schut, Vice President; Wendy Costa, Secretary; Joseph Harding, Trustee; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

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

Ms. Macbeth noted that Mr. Lerner was absent.

The agenda of the meeting was reviewed. A discussion of employee retirement was added under new business, and the facilities committee report was moved to after the finance committee report.

The minutes of the previous meeting were reviewed. Ms. Macbeth noted corrected amount of the bank balance should be \$247,809.28, with a correct working balance of \$117,809.28. Ms. Tully moved to approve the minutes as amended. Mr. Runde seconded the motion, which was approved unanimously.

Ms. Macbeth commended Ms. Costa for the staff appreciation luncheon.

Ms. Macbeth commended Ms. Lane for the successful application for a homework center grant.

Secretary's Report

Ms. Costa reported that there was no new significant communication for the Board of Trustees.

Ms. Macbeth informed the Trustees that a letter had been presented at the County Commissioner meeting in thanks for replacing the library's automatic doors.

Finance/Treasurer's Report

Ms. Schut noted that Mr. Lerner was absent but had submitted the bank balance as \$253,006.46, with a health reserve of \$45,344, and a working balance of \$77,662.46.

Ms. Schut reviewed the County Commissioners meeting with the Trustees, noting that no questions had been raised about the budget.

Facilities Committee

Mr. Harding reviewed the prebid meeting for the HVAC renovation with the Trustees, noting that bids were due on May 10, and that a contract would be awarded within 45 days of the bid.

Mr. Harding discussed the plan as presented by Globus Design Associates and costs related, noting that the estimated costs were \$150,000 and that \$75,000 had been awarded in grant money. Mr. Harding suggested requesting additional funding from the funding partners to match the current grant amount. The Board of Trustees concurred with the suggestion.

Director's Report

Ms. Adams informed the Trustees that the transition in security providers had been successful and that panic buttons were now installed in four locations throughout the library.

Ms. Adams reviewed meetings that had occurred and that she had attended on behalf of the library.

Ms. Adams reviewed upcoming programs with the Trustees.

Ms. Adams reviewed the Strategic Long Range Plan goals and progress for Fiscal Year 2017 with the Trustees.

Benefits Review

Mr. Jonathan Ebersol arrived and spoke to the Trustees about the health benefits offered to library employees.

Ms. Tully left the meeting.

Funding Partner Reports

Friends of the Library

Ms. Macbeth informed the Trustees that Ms. Tully had noted that the book sale was beginning.

Committee reports

Advocacy Committee

Ms. Costa reported that the planned community breakfast had been cancelled due to a low number of responses.

Ms. Costa noted that the committee was discussing other community events and outreach.

Holiday Working Group

Mr. Runde informed the Trustees that Ms. Adams had circulated recommendations for the holidays to the working group, and that more details would be made available at the next meeting of the Board of Trustees

Employee Retirement

Ms. Adams informed the Trustees that recommendations for staff reorganization would come to the Board of Trustees before the next meeting.

Mr. Harding moved to accept the letter of resignation dated September 8 from Ms. Chris Roseberry. Ms. Costa seconded the motion, which was approved unanimously.

Mr. Runde moved to adjourn the meeting. Ms. Schut seconded the motion, which was approved unanimously. The meeting was adjourned at 11:57 am.

The next meeting of the Board of Trustees will be on May 30 at 10:00 am in the Chestertown Library Inc., building.

Barbara K. Mabeth, president