

Kent County Library Board of Trustees

Minutes of the August 26, 2019 Meeting

Present: Charles Lerner, President; Earl Runde, Treasurer; Sabina Minney, Trustee; John Queen, Trustee; Jackie Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 3:44 pm.

The agenda for the meeting was reviewed. The date of the next meeting was added under new business.

The minutes of the August 12 meeting were reviewed and adopted without change.

Treasurer's Report

Mr. Runde informed the trustees that the checking account balance was \$218,373.97, and the savings account balance was \$178,507.58.

Mr. Lerner reviewed adjustments to the Fiscal Year 2019 budget to close out the year. Ms. Minney moved to approve the adjustments as recommended by the Finance Committee. Mr. Queen seconded the motion, which was approved unanimously.

Mr. Runde moved to approve allocating \$15,000 of the health benefits reimbursement from FY2019 into the FY2020 budget as recommended by the Finance Committee. Ms. Minney seconded the motion, which was approved unanimously.

Director's Report

Ms. Adams reviewed the previous director's report from August 12.

Ms. Adams reviewed the WC Mellon grant with the trustees noting that the roles of partner organizations had not been defined, but that the library would be involved.

Ms. Adams reviewed the two open positions at the library and noted that several applications had been received for each position, and that interviews were being conducted.

Ms. Adam noted that the library senior staff would be attending management and supervisory training in the library. Ms. Adams continued that Ms. Alsup would begin LATI training for a certificate from Maryland Library Association.

Ms. Adams informed the trustees that the county was ready to install a fiber internet connection to the North County branch and were coordinating with the property owner to go forward with the upgrade.

Ms. Adams noted that she would be attending the Association for Rural and Small Libraries in Vermont in the month of September thanks to a grant from the Maryland Library Association.

Committee Reports

Facilities Committee

Mr. Runde noted that the committee would be meeting on September 16, 2019.

Strategic Planning

The trustees were informed that the mission and vision statements had been finalized and sent to the strategic planning consultant.

Mr. Lerner reviewed the chosen plan for the redesign of the main floor space within the library.

Ms. Adams reviewed the next steps with Ms. Globus, and some specifics needed to be worked out which would be discussed with the senior staff.

Policy & Procedures

Mr. Runde reviewed the rules of conduct policy.

The trustees discussed the policy. Ms. Adams noted that incident reports were being written by staff to record warnings and other incidents which occurred in the library, and that the policy had been regularly patrolling the library.

Mr. Runde moved to approve the policy as amended. Ms. Minney seconded the motion, which was approved unanimously.

New Business

Trustee Meeting Schedule

Mr. Lerner noted that the board was scheduled to meet on October 28, and the trustee discussed options for moving the meeting. The trustees settled on November 4 as a meeting date.

No further business was brought before the trustees.

The meeting was adjourned at 4:27 pm.