

## Kent County Library Board of Trustees

Minutes of the November 25, 2019 Meeting

Present: Charles Lerner, President; Elisabeth Tully, Vice President; Valerie Overton, Secretary; Earl Runde, Treasurer; Sabina Minney, Trustee; Jackie Adams, Director; Chris Walmsley, Staff Member; Jim Bogden, Staff Member; Dawn Jacobs, Rock Hall Mayor; Bob Resele, Rock Hall Town Manager; Bronwyn Jones

Mr. Lerner called the meeting to order at 4:00 pm.

Mr. Lerner introduced the Rock Hall representatives to the Board of Trustees, reviewed the renovation process and discussed the Rock Hall Branch space.

Ms. Jacobs noted that there was another tenant which had used another space in the building, but had ended their lease. The trustees toured the Rock Hall Municipal building with the mayor and town manager.

Ms. Jacobs and Mr. Resele left the meeting.

The agenda of the meeting was reviewed; no changes were made.

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

Ms. Adams introduced Jim Bogden to the trustees, noting that he was the public services associate working under Ms. Woodall.

Mr. Bogden reviewed his qualifications and history, and gave a brief overview of his duties and responsibilities within the library.

### Treasurer's & Finance Committee Report

Mr. Runde reported that the balance of the checking account was \$150,431.80, with a savings account balance of \$228,977.78.

Ms. Minney informed the trustees that the finance committee had reviewed the checks for October and discussed the regular monthly expenses.

Ms. Minney noted that there would be a meeting with the landlord of the North County Branch library space to discuss the lease renewal.

Ms. Minney informed the trustees that the county finance department was working up updating financials for the library.

## Director's Report

Mr. Lerner requested Ms. Adams review staff day with the trustees. Ms. Adams reviewed the enneagram program, noting that there was an emphasis on communication between personality types to promote harmony among staff.

Ms. Adams informed the trustees that a company capable of cleaning the new carpet had been found, and that a date had been set.

Ms. Adams reviewed the children's librarian assistant job posting with the trustees, noting that a few applications had been received.

Ms. Adams noted that many staff trainings and development opportunities had been taken by circulation and new staff. Mr. Bogden reviewed training he attended.

Ms. Adams informed the trustees that there had been issues related to the internet at both branch locations, but that alternatives were being investigated and pursued.

Ms. Adams reviewed circulation and usage statistics with the trustees.

## Committee Reports

### Strategic Planning

Ms. Adams circulated a draft of the strategic long range plan stages over the next five years, noting that the upper level of the stages had been developed with the help of senior staff. The trustee discussed the relationship between recommendations and goals.

Ms. Adams agreed to suggest dates for a meeting between the senior staff and trustees to determine goals for the stages.

### Facilities

Mr. Lerner informed the trustees that estimates received from Ms. Globus related to the costs for renovation in the adult areas of the library came in much higher than original anticipated. Alternatives for some options were being investigated to determine if there were lower cost alternatives.

Ms. Adams reviewed options related to the storage of the collection during the renovation process. The trustees discussed access to the collection during the renovation.

### New Business

### Trustee Meeting Schedule

Mr. Lerner informed the trustees that there would be a meeting on December 16.

The trustees discussed the date of the first meeting of the 2020 calendar year, settling on January 27, which would be communicated to the oncoming trustees.

Funding Partner Report

Friends of the Kent County Public Library

Ms. Overton noted that the Friends were focused on the sale and if a sale would be possible in the spring. The friends expressed concerns related to the sorting of donations, but were investigating alternatives.

No further business was brought before the trustees.

The meeting was adjourned at 5:35 pm.

The next meeting of the Board of Trustees will be on December 16, 2019 at 4:00 pm.