

## Kent County Library Board of Trustees

### Minutes of the December 16, 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; Suzan Globus, Consultant

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

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

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

#### Finance & Treasurer's Report

Mr. Runde reported that a visit would be needed to PNC Bank in January to change the authorizing signatures for the account.

Mr. Runde reported that the checking account balance was \$182,273.73, with a money market account balance of \$229,132.33.

Mr. Runde reviewed FDIC insurance coverage, noting that an account at another institution should be investigated.

#### Director's Report

Ms. Adams reported that 253 people visited the library for the trains display, and that 55 had participated in gingerbread houses in Chestertown, with 95 participating across the county. Ms. Adams continued that 23 people had attended the Trauma of Racism program.

Ms. Adams informed the trustees that interviews were being conducted for the Children & Youth Services position, with three candidates invited to interview.

Mr. Lerner noted that the statistics counts reported 222 controller checkouts.

#### Renovation Discussion

Mr. Lerner reviewed the funding for the renovation project, noting \$90,000 from the library reserve, \$90,000 from the Foundation for the Kent County Public Library, and \$25,000 from the Friends of the Kent County Public Library. The trustees reviewed what was purchasable under the previous funding amount, and how the design had been adjusted related to revised estimates.

The trustees discussed book storage and moving, and the costs associated with those.

Mr. Lerner reported that he and Mr. Runde had met with Mr. Ingersol of the Foundation, requesting more funding for the renovation. Mr. Lerner reviewed the fundraising by the Foundation, and said that a proposal would be sent to Mr. Ingersol if there was no objection.

Mr. Lerner noted that Ms. Saunders had requested recognition for the Friends of the Kent County Public Library on the glass enclosed space. The trustees discussed recognition of funders for the renovation project.

Ms. Tully moved to authorize up to \$181,700 in expenditures for the renovation of the adult collection area of the library. The trustee discussed quotes and purchase orders. Ms. Overton seconded the motion, which was approved unanimously.

Mr. Lerner introduced Ms. Globus to the trustees.

Ms. Globus reviewed the floor plan, noting that some furniture had been changed due to the funding available and estimates received.

Ms. Globus reviewed carpet samples, furnishings and the layout of the space with the trustees. Ms. Globus encouraged the trustees to revisit the glass room space due to the placement and size of the room.

Ms. Tully left the meeting.

The trustees determined to revisit the glass enclosed space at a later meeting.

No further business was brought before the trustees.

The meeting was adjourned at 5:45 pm.

The next meeting of the Board of Trustees will be on January 27, 2020 at 4:00 pm.