

Kent County Public Library Board of Trustees

Minutes of the September 5, 2013 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Beverly Birkmire, Treasurer; Wendy Costa, Secretary; Richard Hawkins, Trustee; Clayton Newell, Trustee; Harry Packard, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

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

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

The agenda for the meeting was reviewed. Mr. Kalter added a discussion of a new hire under new business.

Treasurer and Finance Committee

Ms. Birkmire discussed Fiscal Year 2013 yearend financial statements with the Board of Trustees. Ms. Birkmire reviewed projections provided by the Library for year end.

Mr. Hawkins moved to adopt the federal rate for mileage reimbursement for Library travel. Ms. Birkmire seconded the motion, which was approved unanimously.

Community Relations

Ms. Costa reported to the Board of Trustees with regard to summer reading and teen programs. Ms. Costa informed the Board that the committee had discussed the exterior of the Library.

The Board of Trustees discussed outreach and how to effectively inform the community of services provided by the Library.

Development

Mr. Kalter presented a list of funding requests to be presented to the Friends of the Library. Ms. Adams informed the Board of Trustees that the Friends of the Library would be working on a strategic plan.

Mr. Hawkins moved to authorize Ms. Adams to make funding requests from the Friends of the Library. Ms. Macbeth seconded the motion, which was approved unanimously.

Evaluation

Mr. Newell informed the Board that the Board of Trustees evaluation would be circulated at the October meeting with results discussed at the November meeting.

The Board of Trustees discussed the process and progress for appointing a new trustee.

Facilities

Ms. Adams informed the Board of Trustees that the capital grants would be reviewed by the state on September 16.

Librarian's Report

Ms. Adams discussed the plans for Staff Day with the Board of Trustees.

Ms. Adams informed the Board of Trustees that performance reviews for all employees had been completed by August 30. Ms. Adams reviewed changes that had come about as part of the performance review process.

Ms. Adams reviewed programming and circulation statistics with the Board of Trustees. Ms. Adams noted that collection management and development was being investigated.

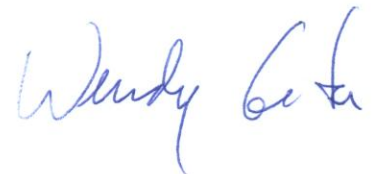
Ms. Adams presented a proposal to hire a new part time employee for Saturday staffing to the Board of Trustees. Mr. Hawkins moved to accept the recommendation. Ms. Costa seconded the motion, which was approved unanimously.

New Business

Board of Trustee Meeting Times

The Board of Trustees discussed the possibility of having future Board of Trustee meetings in the evenings. Mr. Newell discussed the possibility of having meetings in Rock Hall and Galena in the next calendar year.

Mr. Hawkins moved to adjourn the meeting. Ms. Birkmire seconded the motion, which was approved unanimously. The meeting was adjourned at 10:53 am.

A handwritten signature in blue ink, appearing to read "Wendy Costa".