

Kent County Public Library Board of Trustees

Minutes of the March 19, 2014 Meeting

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

The meeting was called to order at 4:00 pm.

The minutes of the previous meeting were reviewed. Ms. Macbeth moved to approve the minutes as submitted. Ms. Costa seconded the motion, which was approved unanimously.

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

The Board of Trustees was informed that Mr. Harding had passed the open meeting act certification.

Mr. Kalter designated Ms. Macbeth as responsible for maintaining open meeting law compliance.

Treasurer's Report

Ms. Birkmire moved to approve budget adjustments as recommended by the Finance Committee for the Fiscal Year 2014 Budget of Targeted Grants increased to \$15,044, Targeted Fixed Assets to \$1,160, Targeted Programming to \$9,102, and Targeted Materials to \$4,812. Ms. Macbeth seconded the motion. The Board of Trustees discussed the motion, which was approved unanimously.

Mr. Harding informed the Board of Trustees that SB & Company, LLC had been engaged by Kent County to perform the audit for Fiscal Year 2014 & 2015.

Mr. Harding moved to approve that the Library mileage reimbursement rate be consistent with the IRS compensation rate going forward. Ms. Birkmire seconded the motion, which was approved unanimously.

Ms. Adams circulated the Fiscal Year 2015 Budget Submission. Ms. Macbeth moved to approve the Fiscal Year 2015 Budget Submission. Mr. Newell seconded the motion, which was approved unanimously.

Mr. Harding reviewed a letter to the Eastern Shore Regional Library Task Force with regard to the limitations on expenditures. The Board of Trustees discussed the contents of the letter.

Communications

Ms. Macbeth reported that the committee was working on developing a flow of information to better improve communication for and about the library.

Evaluation

Mr. Newell circulated the Board of Trustees self-evaluation. The Board of Trustees discussed the evaluation, as well as the method and execution of the evaluation.

Facilities

Mr. Packard informed the Board of Trustees that there would be a meeting of the Facilities Committee on April 2nd at 4 pm.

Internet Presence Work Group

Ms. Adams reported to the Board of Trustees that input and feedback about the website was being gathered. Ms. Adams noted that the group had met with the Eastern Shore Regional Library staff with regard to the website design.

Librarian's Report

Ms. Adams informed the Board of Trustees that Natalie Lane had been hired for the position of Children's and Youth Services Librarian.

Ms. Adams reported that she and Annie Woodall had attended the Public Library Association conference.

Ms. Adams commented that collection development was being more actively done at this time, with weeding and maintenance taking a larger role.

Ms. Adams reviewed the Strategic Long Range Plan goals for Fiscal Year 2014 with the Board of Trustees and provided updates with regard to progress.

Ms. Adams informed the Board of Trustees that programming at the North County branch was being expanded with digital drop in clinics scheduled for Saturdays.

No further business was brought before the Board of Trustees.

Mr. Newell moved to adjourn the meeting. Mr. Packard seconded the motion, which was approved unanimously.

The meeting was adjourned at 5:14 pm.

The image shows two handwritten signatures in black ink. The signature on the left is 'Wendy Adams' written in a cursive style. The signature on the right is more stylized and appears to be 'A. Adams' or similar.