

Kent County Library Board of Trustees

Minutes of the November 17, 2016 Meeting

Present: Barbara Macbeth, President; Beverly Birkmire, Vice President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Sarah Schut, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

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

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

The minutes of the previous meeting were reviewed. The minutes were amended to include that the reserve level of the library was at a desirable level. Ms. Birkmire moved to approve the minutes as amended. Mr. Harding seconded the motion, which was approved unanimously.

Secretary's Report

Ms. Costa reviewed email activity with the Trustees.

Ms. Macbeth informed the Trustees that a letter of thanks had been sent to the Foundation for the Kent County Public Library in recognition of the funding contributions for Fiscal Year 2017.

Finance/Treasurer's Report

Mr. Lerner reported that the bank balance as of November 16 was \$228,398, with a working balance of \$66,155.

Ms. Birkmire reviewed the projection with the Trustees.

Ms. Birkmire reviewed adjustments to the Fiscal Year 2017 budget with the Trustees. Ms. Birkmire moved to approve the adjustments as recommended by the finance committee. Mr. Lerner seconded the motion, which was approved unanimously.

Ms. Birkmire presented a draft of the educational assistance policy and application. Ms. Birkmire moved to approve the policy with the addition of other institutions and, "An employee may apply for advancement of the funds rather than seeking reimbursement to be approved by the executive director," as recommended by the finance committee. Ms. Schut seconded the motion. The Trustees discussed the policy, noting that the policy can be revised as needed. The funding for education was discussed. The motion was approved with Ms. Birkmire, Ms. Schut, Ms. Costa, Ms. Macbeth, and Mr. Harding voted in favor of the motion. Mr. Lerner voted against the motion.

Ms. Macbeth extended commendations to Ms. Birkmire in her position as vice president and chair of the finance committee.

Director's Report

See attached document.

Funding Partner Reports

Foundation for the Kent County Public Library

Mr. Lerner reported that the Foundation would be sending out letters seeking donations before the end of the calendar year with a focus on what the library has done.

Friends of the Kent County Public Library

The Trustees were informed that the fall book sale was occurring the following weekend.

Funding Partners Meeting

Ms. Macbeth noted that the agenda had been sent out. The Trustees discussed the agenda.

Committee Reports

Advocacy Committee

Ms. Costa informed the Trustees that a date was being selected for a community breakfast.

Trustee Evaluation

Ms. Macbeth reviewed the Trustee goals of the previous year, and noted that goals for the next year were being worked on.

Announcements

Ms. Macbeth informed the Trustees that the next Trustees meeting would be on December 15 at 10:00 am.

Closed Session

Mr. Lerner moved to close the meeting to discuss trustee recommendations to the Kent County Commissioners. Ms. Birkmire seconded the motion, which was approved unanimously. The meeting was closed at 11:20 am.

The meeting was reopened.

Mr. Lerner moved to recommend Elisabeth Tully for a five year term and Earl Runde for a four year term to the Kent County Commissioners. Mr. Harding seconded the motion, which was approved unanimously.

Ms. Birkmire move to adjourn the meeting. Ms. Schut seconded the motion, which was approved unanimously. The meeting was adjourned at 11:45 am.



Director's Report
Board of Trustees
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Conducted 5 interviews for the Librarian II Public Services for Technology position. Cori Dulmage, currently Librarian II at Baltimore County Public Library, has accepted the position. We are still in the process of determining the start date.

County has still not closed out FY2016, so official financial data reports are still not available.

Just received: Grant of \$3,787.43 from the Chestertown Library, Inc.

Still Confidential: ESRL received a set of draft contracts from the preferred ILS vendor last and made some minor language changes. ESRL sent documents to their legal team for review. Legal team is comfortable with the contract language as long as we develop a solid consortia agreement for ESRL and the partners. John Venditta has informed preferred vendor of our intention to sign and is waiting an updated contract from them. Once contract is signed, John will formally notify the other vendors and an official announcement will follow.

Rock Hall Town Hall is receiving a new HVAC system. Installation for the Library end of the building has been delayed. Good weather means we can stay open. Jeanne is keeping me updated.

Anthony's Landscaping has completed fall clean up. We have received an off of 250 daffodil bulbs from the People's Bank.

Reports on Adult and Youth Services: Emailed Natalie's report. November program activities have been limited due to election and FOL Book Sale.

SLRLP Report (handout)

Table at Dixon Benefits Fair November 15: At least 5 people stopped by the Library Table. Issued and renewed library cards and discussed library services including Rosetta Stone language database and HOOPLA streaming services.

Will attend the SRBC (Sassafras River Business Council) Annual Dinner on November 17.

Action Items:

- Approve Educational Assistance Policy