

Kent County Library Board of Trustees

Minutes of the August 27, 2018 Meeting

Present: Joe Harding, President; Charles Lerner, Vice President; Earl Runde, Treasurer; Elisabeth Tully, Secretary; Valerie Overton, Trustee; John Queen, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Sabina Minney

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

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

Mr. Runde added Trustee Recruitment under the committee reports.

Treasurer & Finance Report

Mr. Runde reported that the current bank balance was \$324,803, with a health reserve of \$36,087.

Ms. Adams reviewed final adjustments to the Fiscal Year 2018 budget including decreases of \$521 to legal, \$3,175 to software maintenance, \$2,251 to office space, \$265 to postage, and increases of \$60 to shredding, \$3,203 to building and grounds, \$25 to bank charges, \$50 to internet & telephone, \$2,636 to electric, \$213 to supplies and \$25 to periodicals within the general fund; decreases of \$908 to programming, \$1,636 to computer leases, \$34 to advertising, \$17 to computers, \$3,976 to books, and increases of \$3,913 to office space, \$647 to staff development, \$286 to travel, \$202 to periodicals, \$1,523 to audio visual within the ESRL fund; decreases of \$3,079 to programming, \$31 to audio visual, and increases of \$3,110 to books within the Friends of the Library fund. Mr. Lerner moved to approve these adjustments as recommended by the Finance Committee. Mr. Queen seconded the motion, which was approved unanimously.

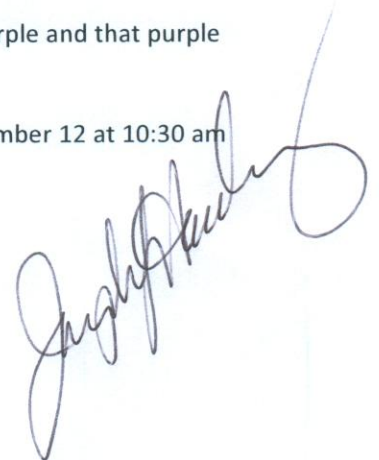
Director's Report

Ms. Adams reviewed the statement of expenditures, July checks and the Fiscal Year 2019 projection. Ms. Adams reminded the trustees of the reduced funding from the town of Chestertown, and that there would be costs related to the Polaris ILS in the current fiscal year.

Ms. Adams reviewed plans for Staff Development Day on October 26, noting that all library locations would be closed.

Ms. Adams informed the trustees that the library was participating in Kent Goes Purple and that purple lights were being purchased to illuminate the library at night.

Ms. Adams reminded the trustees that the ribbon cutting event would be on September 12 at 10:30 am with a funders thank you event on September 20 at 6:30 pm.



Ms. Adams informed the trustees that Mr. Sampson and Ms. Messick attended the Polaris circulation group meeting and were working with the other circulation representatives to establish consistent behaviors and practices across the shore libraries.

Ms. Adams reviewed upcoming programs and events with the trustees.

Approvals

Ms. Adams presented and reviewed the cooperative lending agreements with the trustees. Mr. Lerner moved to authorize the signing of the cooperative lending agreements. Mr. Runde seconded the motion, which was approved unanimously.

Mr. Runde presented and reviewed a revised and updated privacy and confidentiality policy with the trustees. Mr. Runde moved to approve the policy as presented. Ms. Tully seconded the motion. Mr. Lerner suggested periodically advertising through the website that library event attendance was considered implied consent for photographs and videos to be taken. A vote was called and the motion was approved unanimously.

The trustees discussed the health benefits reserve. Mr. Lerner moved to approve allocating \$15,000 from the LGIT health benefits refund to the Fiscal Year 2019 budget with the remaining \$33,494 added to the health benefits reserve as recommended by the finance committee. Mr. Runde seconded the motion, which was approved unanimously.

Ms. Adams noted that the auditing process required a management letter which reviews the practices of the library and information provided. Mr. Lerner moved to authorize Mr. Harding to review and approve the management letter for the Fiscal Year 2018 audit. Ms. Overton seconded the motion, which was approved unanimously.

Funding Partner Reports

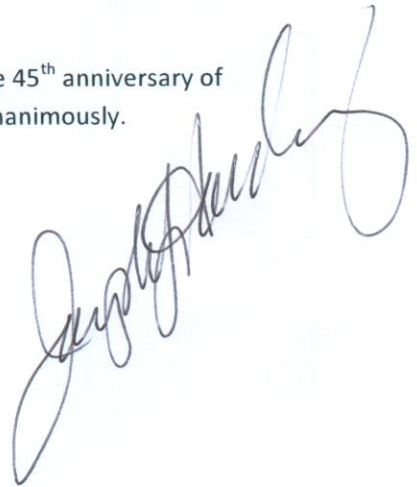
Foundation for the Kent County Public Library

Mr. Lerner noted that the Foundation would be sending out a contribution request letter.

Friends of the Kent County Public Library

Ms. Overton reported that the Friend of the Library had not met but would be meeting at their annual meeting in September.

Mr. Lerner moved to petition the Kent County Commissioners for recognition of the 45th anniversary of the Friends organization. Mr. Queen seconded the motion, which was approved unanimously.



Committee Reports

Facilities Committee

Ms. Tully and the trustees discussed the inadequate seating the in the children's department, and the needs and uses of the space. Ms. Adams noted that she was compiling a list of suggestions with the help of the children's librarian and that they were investigating what will work in the space.

Mr. Lerner noted that the TV had been hung in the teen/collaborative space, and that Ms. Lane had informed him that the console had arrived. Ms. Adams noted that procedures and guidelines were being developed for use of the console.

Strategic Planning

Ms. Tully reviewed the committee members, and what data and information the committee needed for developing the strategic plan.

Ms. Tully noted that future Strategic Planning Committee meetings should be advertised as open meetings so that all trustees could attend.

Trustee Recruitment

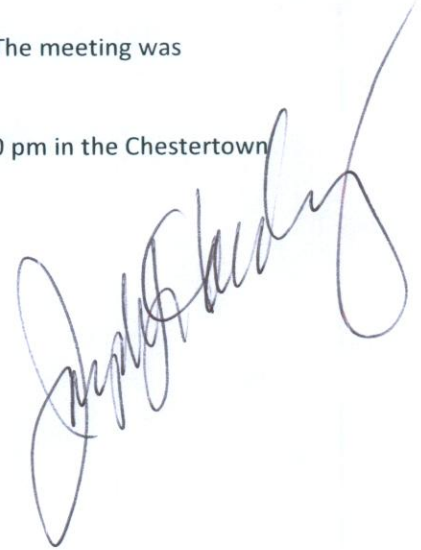
Mr. Runde noted that there would be one vacancy on the Board for the upcoming round of recruitment.

The trustees discussed advertisement and outreach and the requirements for advertising.

No further business was brought before the trustees.

Ms. Overton moved to adjourn the meeting. Mr. Runde seconded the motion. The meeting was adjourned at 5:41 pm.

The next meeting of the Board of Trustees will be on September 24, 2018 at 4:00 pm in the Chestertown Library Inc., building.

A handwritten signature in blue ink, appearing to be 'Joseph Runde', is written in the bottom right corner of the page. The signature is fluid and cursive, with a large loop at the end.