

Kent County Library Board of Trustees

Minutes of the March 18, 2015 Meeting

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

The meeting was called to order at 10:30 am.

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

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

The Board of Trustees discussed library programs.

Finance & Treasurer's Report

Ms. Schut reviewed checks written and the bank balance with the Board of Trustees, noting that deposits had been received in a timely manner.

The Board of Trustees reviewed the projections.

Ms. Adams informed the Board of Trustees that a grant had been received from the Maryland State Department of Education to be used for staff development and training.

Ms. Birkmire reviewed and proposed budget adjustments as submitted by the Finance Committee. Mr. Harding seconded the motion, which was approved unanimously.

Ms. Adams noted that a representative of Benecon would be presenting at the April Board of Trustees about the benefits offered by the Library.

Fiscal Year 2016 Budget

The budget was reviewed and discussed by the Board of Trustees. Ms. Birkmire moved to approve the budget for Fiscal Year 2016 as recommended by the Finance Committee. Ms. Costa seconded the motion, which was approved unanimously.

Director's Report

Ms. Adams reported that the Wednesday evening hours were successful, and ongoing.

Ms. Adams informed the trustees that the contribution from the Town of Galena had been received.

Ms. Adams noted that the Eastern Shore Regional Library had purchased the Gale Learning Center for eastern shore libraries.

Staff Handbook

Ms. Adams informed the Board of Trustees that the suggestions from the circulated staff handbook had been reviewed and incorporated as necessary.

Ms. Macbeth thanked Ms. Adams and Ms. Roseberry for their work on the staff handbook.

The Board of Trustees discussed the revised staff handbook.

Mr. Lerner moved to amend the staff handbook to remove the exemption of library employees from fines and fees. Mr. Kalter seconded the motion. Mr. Lerner and Mr. Kalter voted in favor of the motion. Ms. Macbeth, Mr. Harding, Ms. Costa, Ms. Birkmire and Ms. Schut voted against the motion.

Ms. Costa moved to accept the staff handbook as amended. Mr. Harding seconded the motion, which was approved unanimously.

Facilities Committee Report

Mr. Harding reported that the committee had met with the architect and come to an agreement on the direction for the architect. Mr. Harding informed the Board of Trustees that a design development document was expected by April 10.

The Board of Trustees discussed progress with regard to the plans submitted by Globus Design Associates. Ms. Adams informed the Board of Trustees that a few companies had visited the site to develop plans for the new circulation desk.

Mr. Harding informed the Board of Trustees that the current renovations had been branded as Project 2020.

The Board of Trustees discussed the lease for the North County Branch location.

Friends of the Library

Ms. Birkmire informed the Board of Trustees that she had thanked the Friends of the Library for their commitment to the Fiscal Year 2016 Budget. Ms. Birkmire noted that the Friends of the Library were interested in regular updates about the facilities portion of the library.

Working Groups Reports

The Board of Trustees discussed the staff luncheon for National Library Workers Day.

Closed Session

The closed meeting was called to order at 10:35 am after an authorizing motion had been made and approved unanimously at the open meeting. A notice of the closed meeting had been publicly disclosed, "to discuss a library personnel matter affecting several specific individuals."

All seven trustees were present for the discussion of a personnel issue. A motion was made and seconded that no action was appropriate under the circumstances. The motion was unanimously approved.

In a unanimous decision, the closed meeting adjourned at 10:40 am.

The open meeting continued with a discussion of a purposeful April meeting location at the North Branch Library which could facilitate a pre-meeting (10 am) social with the Galena mayor and a council member.

No further business was brought before the Board of Trustees.

Mr. Lerner moved to adjourn the meeting. Mrs. Birkmire seconded the motion, which was approved unanimously. The meeting was adjourned at 10:55 am.

Barbara K. Macheth
president

**WRITTEN STATEMENT FOR CLOSING A MEETING
UNDER THE OPEN MEETINGS ACT**

Date: 3/18/15 Time: 11:35 Location: KCPK Library Inc. Building Motion to close meeting made by: Charles Lerner

Seconded by Beverly Birkmire, Members voting in favor: 7
Opposed: 0 Abstaining — Absent —

Macbeth ✓
Schut ✓
Birkmire ✓
Costa ✓
Harding ✓
Kalter ✓
Lerner ✓

STATUTORY AUTHORITY TO CLOSE SESSION, State Government Article, §10-508(a) (check all that apply):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

- (1) To discuss a KCPK personnel matter that affects specific individuals.
- (2) To protect the privacy/reputation of an individual.
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Persons attending closed session: Macbeth, Harding, Schut, Birkmire, Costa, Kalter, Lerner, Adams

This statement is made by Barbara Macbeth, Presiding Officer: Barbara Macbeth
KCPK Trustee, president SIGNATURE

***** FOR USE IN MINUTES OF NEXT REGULAR MEETING: *****

TOPICS DISCUSSED AND ACTION(S) TAKEN (IF ANY):

Review of the process involved in addressing a complaint of an employee.

Time closed session adjourned: 11:40

Appendix C