

Kent County Library Board of Trustees

Minutes of the October 21, 2015 Meeting

Present: Barbara Macbeth, President; Joseph Harding, Vice President; Sarah Schut, Treasurer; Wendy Costa, Secretary; Beverly Birkmire, Trustee; Richard Kalter, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Pat Merritt, Chief Finance Officer; Jeanne Edwards, Senior Accountant; Chris Lehman, Audit Presenter

The meeting was called to order at 4:30 pm.

Ms. Macbeth noted that Mr. Lerner was excused from the meeting.

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

Audit Presentation

Ms. Adams introduced Mr. Lehman from SB & Company to the Trustees.

Mr. Lehman reviewed the audit process and results with the trustees.

The Trustees discussed the representation of compensated absences in the audit.

Ms. Birkmire commented that the positive audit was due to the oversight of Ms. Adams, and the services provided by the county finance department.

Disposition of Minutes

The minutes of the previous meeting were reviewed. The trustees discussed the wording of the minutes. Mr. Harding moved to approve the minutes as revised. Ms. Birkmire seconded the motion, which was approved unanimously.

Treasurer's Report & Finance Committee

Ms. Schut reported on the bank balance and checks signed to the Trustees. Ms. Schut noted that there was no unusual activity.

Ms. Birkmire reviewed proposed budget adjustments with the Board of Trustees. Ms. Birkmire moved to approve the budget adjustments as submitted. Ms. Costa seconded the motion, which was approved unanimously.

Ms. Birkmire reviewed the budget projection with the trustees.

Funding Partner Report

Mr. Harding reported to the Trustees with regard to the Friends of the Library, noting that the fall book sale was upcoming and that the organization was considering moving to a single, annual book sale.

Ms. Macbeth informed the Trustees that a proclamation had been made at the County Commissioners meeting in recognition of Friends of the Library week.

Ms. Birkmire reported to the Trustees with regard to the Foundation for Kent County Public Library meeting, noting that officers had been elected. Ms. Birkmire informed the Trustees that the Foundation for Kent County Public Library had approved a grant of \$10,000 to funding shelving and seating for a browsing area and a computer for marketing and advertising.

Ms. Adams informed the Trustees that she expected the borrowing area to be completed before the end of the year.

Director's Report

Ms. Adams reviewed the Fiscal Year 2016 Strategic Long Range Plan goals with the Trustees, noting that the renovations were under way.

Ms. Adams informed the Trustees that the library was reaching out to local businesses, starting with a library day at Dixon Valve & Coupling Company.

Ms. Adams reviewed the circulation statistics and upcoming programs and events.

Facilities Committee

Mr. Harding informed the Trustees that the bathroom renovations were going to begin on November 9, 2015, and were expected to be completed by January 1, 2016.

Citizens for Maryland Libraries Seminar

Ms. Macbeth reviewed the seminar with the Trustees.

Ms. Birkmire moved to adjourn the meeting. Mr. Kalter seconded the motion, which was approved unanimously.

The meeting was adjourned at 5:34 pm.

A handwritten signature in black ink that reads "Barbara Macbeth". The signature is written in a cursive, flowing style.