

Kent County Library Board of Trustees

Minutes of the January 6, 2016 Meeting

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

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

The trustees introduced themselves.

Officer Elections

Mr. Harding nominated Ms. Macbeth for the position of president. Mr. Tolliver seconded the nomination, which was approved unanimously.

Ms. Costa nominated Ms. Birkmire for the position of vice president. Mr. Lerner nominated Mr. Harding for Vice President, Mr. Tolliver seconded the nomination. The vote for Ms. Birkmire's nomination was called. Ms. Macbeth, Ms. Costa, Mr. Harding, Mr. Lerner, Ms. Schut, and Mr. Tolliver voted in favor of the motion, Ms. Birkmire abstained.

Mr. Harding nominated Mr. Lerner for the position of treasurer. Ms. Birkmire seconded the nomination. Ms. Macbeth, Ms. Birkmire, Ms. Costa, Mr. Harding, Ms. Schut, and Mr. Tolliver voted in favor of the nomination, Mr. Lerner voted against the nomination.

Mr. Lerner nominated Ms. Costa for the position of secretary. Mr. Harding seconded the motion, which was approved unanimously.

Meeting Schedule

The trustees discussed the meeting schedule. Trustee meetings were scheduled for January 21, February 25, March 24, April 28, May 26, June 23, July 28, August 25, September 22, October 27, and November 17, to be at 10:30 am.

Further Business

The bonding of officers was discussed by the trustees.

Ms. Adams informed the trustees that the renovations were scheduled to be complete by January 25, and that Library staff was planning a ribbon cutting ceremony.

The meeting resumed on January 21, 2016.

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

The meeting was called to order at 10:15 am.

The agenda of the meeting was reviewed. Ms. Macbeth added salary discussion and project 2020 to the agenda.

The minutes of the November 2015 meeting were reviewed. Mr. Lerner moved to approve the minutes as submitted. Mr. Harding seconded the motion, which was approved unanimously.

Financial Reporting

Mr. Lerner reviewed the bank account balance and checks signed, noting that there were no anomalies.

Ms. Birkmire informed the trustees that the Library was anticipating to end the year ahead of expenses in revenue, and that the donations received were greater than had been budgeted.

Ms. Birkmire reviewed the Finance Committee Charter with the trustees, and moved to approve the Finance Committee recommendation to readopt the Finance Committee Charter. Mr. Lerner seconded the motion, which was approved unanimously.

Ms. Birkmire informed the trustees that the Foundation for the Kent County Public Library had received checks made out to the Library. Ms. Birkmire moved that the treasurer sign the checks over to the Foundation as recommended by the Finance Committee. Mr. Harding seconded the motion. The trustees discussed the donor's previous financial commitment to The Foundation. The motion was approved unanimously.

Ms. Birkmire reviewed the procurement policy and moved to approve the procurement policy as recommended by the Finance Committee. Mr. Lerner seconded the motion, which was approved unanimously.

Ms. Birkmire informed the trustees that the budget cycle was beginning, and that Ms. Adams would present a budget at the February meeting for approval.

Ms. Birkmire informed the trustees that the Finance Committee would look into a policy for handling gifts to the library.

The Birkmire reviewed the current library reserve fund with the trustees.

Funding Partner Reports

Ms. Birkmire reported that the Foundation for the Kent County Public Library executive committee had been meeting to discuss the mission statement of the Foundation and were anticipating an additional meeting of the full Foundation board during the year.

Mr. Harding reported that the Friends of the Library had scheduled two book sales for 2016, and that there had been an increase in donated materials recently.

Ms. Birkmire informed the trustees that a letter was being drafted for the president of the Friends of the Library reiterating thanks for the previous year's funding commitment and requesting a commitment for the upcoming fiscal year.

Director's Report

Ms. Adams discussed the capital grant submissions with the trustees.

Ms. Adams informed the trustees that the Eastern Shore Regional Library was looking into an integrated library system for all the county libraries covered by Eastern Shore Regional Library to share. Ms. Adams noted that Andrea Neiman, Ashley Fedele, and Ms. Adams were on committees related to the project.

Ms. Adams reviewed the Strategic Long Range Plan goals and progress towards the goals for Fiscal Year 2016.

The trustees discussed signs within the Library.

Ms. Adams reviewed the circulation and usage statistics with the trustees.

Ms. Adams noted that the 10th anniversary of the North County Branch Library was this year, and that she was working with the town of Galena to get directional signs placed, and seeking input from the community about the library.

Ms. Adams discussed the ribbon cutting ceremony with the trustees.

Ms. Adams informed the trustees of upcoming library programming, including a visit from Jack Gantos for the Ches Book Fest, and African Americans of Delmarva program during February.

The Trustees discussed library computer use and the usage statistics.

Mr. Lerner moved to enter closed session to discuss the resignation of a commissioner appointed trustee and current and future compensation of Kent County Public Library employees. Ms. Costa seconded the motion, which was approved unanimously.

The meeting was reopened at 11:45.

2016 Trustee Goals

Ms. Macbeth reviewed goals for the Board of Trustees for the 2016 calendar year.

2016 Meeting Schedule

Ms. Macbeth reviewed the 2016 meeting schedule with the Trustees.

Committee Creation and Appointment

Ms. Macbeth created a Finance Committee, appointing Ms. Birkmire as chair, Mr. Lerner and Ms. Schut as members, and Mr. Earl Runde as citizen representative.

Ms. Macbeth created a Facilities Committee, appointing Mr. Harding as chair, Mr. Bob Ingersoll and Mr. Andrew Price as Foundation Representatives, Ms. Mary Celeste Alexander and Mr. Owen Bailey as Friends of the Library Representatives, Chris Roseberry and Mr. Lerner as members.

Ms. Macbeth created a Marketing Committee, appointing Ms. Costa and Mr. Tolliver as co-chairs, Ms. Mackey Dutton as the Foundation Representative, Mr. Michael Herman as Friends of the Library Representative, Annie Woodall and Ms. Adams as members.

Ms. Macbeth created a Trustee Search and Evaluation Committee, appointing Mr. Lerner as chair, Ms. Costa and Mr. Tolliver as members.

Ms. Macbeth created a Director Evaluation Committee, appointing Mr. Lerner as chair, Mr. Harding and Mr. Tolliver as members.

Ms. Macbeth appointed Mr. Lerner as compliance officer.

Ms. Macbeth discussed a business timeline for 2016 with the trustees.

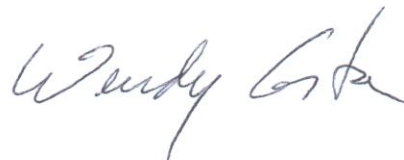
2017 Capital Improvement Plan

The Trustees discussed future capital projects that the Library was pursuing.

No further business was brought before the trustees.

Ms. Birkmire moved to adjourn the meeting. Mr. Tolliver seconded the motion, which was approved unanimously. The meeting was adjourned at 12:06 pm.

The next meeting of the Board of Trustees will be on February 25, 2016 at 10:30 am.

A handwritten signature in black ink, appearing to read "Wendy Costa". The signature is written in a cursive, flowing style.

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

Date: 1/21/16 Time: 11:15 Location: KCPH Motion to close meeting made by: Charles Lerner
Seconded by Wendy Costa Members voting in favor: Macbeth, Birkmire, Lerner, Costa,
Tolliver, Schut, Lerner Opposed: 0 Abstaining 0 Absent 0

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (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:

§3-305(b) (1) To discuss the resignation of a Commissioner
Appointed trustee.
§3-305(b) (1) To discuss the current +
future compensation of KCPH employees.
§3-305(b) () _____

This statement is made by Barb Macbeth, Presiding Officer: Barb Macbeth
President SIGNATURE