

## Kent County Library Board of Trustees

Minutes of the June 23, 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; Earl Runde

The meeting was called to order at 10:00 am.

Ms. Macbeth extended thanks to the Library staff and Board of Trustees for their performance in Fiscal Year 2016.

Ms. Macbeth reviewed notable occurrences in Fiscal Year 2016 with the trustees.

Ms. Macbeth discussed a fundraising proposal with the trustees from JR Alfree. Ms. Birkmire informed the trustees that she would follow up with Mr. Alfree as the chairperson of the finance committee.

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

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

### Secretary's Report

Ms. Costa informed the trustees that there were no new correspondence to report.

### Finance Committee & Treasurer's Report

Mr. Lerner reviewed the current bank balance and the checks signed with the trustees.

Ms. Adams reviewed the projection with the trustees, noting that the Library expects to end the year ahead in revenues and under in expenses.

Ms. Birkmire discussed the state of the Library grounds with the trustees, and reviewed the budget and estimates for maintenance of the grounds.

Ms. Birkmire moved to increase the grounds and maintenance budget by \$1700 for Fiscal Year 2016, reducing the Health and Benefits line for the adjustment. Mr. Lerner seconded the motion, which was approved unanimously.

Ms. Birkmire informed the trustees that the budget allocation for Fiscal Year 2017 from the commissioners was lower than requested.

Ms. Birkmire moved to amend the Fiscal Year 2017 budget by lowering the Health and Benefits to match the reduction in funding from the Commissioners as recommended by the finance committee. Mr. Harding seconded the motion, which was approved unanimously.

Ms. Birkmire reviewed the Fiscal Year 2016 capital overview sheet with the Trustees. The trustees discussed the overview and upcoming grants.

Ms. Birkmire informed the trustees that the finance committee was looking to add a section to the procurement policy related to Board of Trustee involvement in the capital grant process.

The trustees discussed the reserves and the use of the reserves.

#### Director's Report

Ms. Adams reported that 200 children had signed up for the summer reading program to date.

Ms. Adams reviewed the 10<sup>th</sup> anniversary celebration of the North County Branch with the trustees.

Ms. Adams discussed upcoming events and the usage statistics with the trustees.

Ms. Adams noted that the Downtown Chestertown Association was looking into adding directional signs throughout Chestertown, and that the Library was looking to be involved.

Ms. Adams informed the trustees that the Bloomsday event was well attended.

Ms. Adams reviewed the Strategic Long Range Plan goals for Fiscal Year 2016 with the trustees and noted that the goals for Fiscal Year 2017 were being worked on with an emphasis on examining processes within the Library.

#### Funding Partners Reports

##### Foundation for the Kent County Public Library

Ms. Birkmire informed the trustees that there was nothing to report from the Foundation.

##### Friends of the Library

Mr. Harding reported that the Friends of the Library were recruiting for their Board, and would not be meeting again until September.

#### Committee Reports

##### Facilities

Mr. Harding reported that the facilities committee had not met but would be meeting after capital grant request status was known.

##### Advocacy

Mr. Tolliver informed the trustees that the committee was working on developing video testimonials for the library website and library outreach. The trustees discussed if written permission was required for the interviews and if a release was needed.

Ms. Costa informed the trustees that an op ed piece had been submitted to the Kent County News.

Ms. Costa noted that copies of the One Maryland, One Book selection had been distributed to the 10<sup>th</sup> and 11<sup>th</sup> graders in Kent County schools.

Ms. Birkmire asked if there should be a mission statement for the Facilities and Advocacy committees. Ms. Macbeth replied that if the committees became standing committees, it would be necessary, but that the committees were not standing committees yet.

#### Announcements

Ms. Macbeth noted that there would be a trustees meeting with Suzan Globus.

#### Closed Session

Mr. Lerner moved to close the meeting in order to discuss the director's evaluation. Ms. Birkmire seconded the motion, which was approved unanimously.

The meeting was reopened at 12:35 pm.

A motion was made to adjourn the meeting that was seconded and approved unanimously.

The meeting was adjourned at 12:40 pm.

The next meeting of the Board of Trustees will be on July 8, 2016 at 11:30 am in the Chestertown Library Inc., building.

*Barbara L. Macbeth*

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

Date: 6/23/16 Time: 11:20 am Location: Library Bldg Motion to close meeting made by: LERNER  
 Seconded by Birkmire, Members voting in favor: ALL Approves  
6 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) Discussion of Executive Director Evaluation  
 §3-305(b) ( ) \_\_\_\_\_  
 §3-305(b) ( ) \_\_\_\_\_

This statement is made by BARBARA MACBETH, Presiding Officer: Barbara Macbeth  
 SIGNATURE

**WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)**

PERSONS ATTENDING CLOSED SESSION: MACBETH, Birkmire, Lerner, Selig, Harding, Toliver, COSTA  
 TOPICS ACTUALLY DISCUSSED Executive Director's Evaluation  
 ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: \_\_\_\_\_

TIME CLOSED SESSION ADJOURNED: 12:35 PM  
 PLACE OF CLOSED SESSION Library Bldg  
 PURPOSE OF CLOSED SESSION: Executive Director Evaluation  
 STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (1); ( ) ; ( )  
 MEMBERS WHO VOTED TO CLOSE: All Members