

Kent County Library Board of Trustees

Minutes of the September 22, 2016 Meeting

Present: Barbara Macbeth, President; Beverly Birkmire, Vice President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Ellsworth Tolliver, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; John Venditta, Director of the Eastern Shore Regional Library

The meeting was called to order at 9:30 am.

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

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

Secretary Report

Ms. Costa reported that no correspondence for the trustees had been received.

Treasurer's Report

Mr. Lerner reported that the bank balance as of September 21 was \$230,459.

Mr. Lerner reported that after the meeting with the auditor, the reserve was \$163,297 as of June 30, leaving a working balance of \$67,162.

The trustees discussed the library's reserve goal.

Finance Committee

Ms. Birkmire reported that the Finance Committee had not met.

Ms. Adams noted the gift of a digital white board from Washington College. Ms. Birkmire moved to approve the gift of a digital white board from Washington College for library use. Mr. Harding seconded the motion, which was approved unanimously.

The trustees discussed the audit review.

Ms. Birkmire noted that there would need to be a budget adjustment when the health care reimbursement is received by the library.

Director's Report

Ms. Adams informed the trustees that Andrea Neiman had resigned from the library, and that her last day would be on October 7. Ms. Adams noted that the senior staff had discussed Andrea Neiman's position and were working on a job description.

Ms. Adams reported that the auditor was going to present the audit to the trustees on October 27.

Ms. Adams noted that she would be attending a conference about data gathering and analysis using the Tableau software.

Ms. Adams reviewed the capital grant process document with the trustees.

Ms. Adams presented the Fiscal Year 2017 Strategic Long Range Plan goals to the trustees. Ms. Birkmire moved to approve the goals as presented. Ms. Costa seconded the motion, which was approved unanimously.

Ms. Adams informed the trustees that a grant had been requested from PNC Bank for children's programming.

Ms. Adams reviewed the library usage statistics and upcoming programming with the trustees.

Ms. Adams reviewed the staff development day agenda with the trustees.

Funding Partners Report

Foundation for the Kent County Public Library

Ms. Birkmire informed the trustees that the Foundation would be reviewing a new spending policy to reflect the current views of the board and executive committee of the Foundation.

Ms. Adams reviewed two funding proposals to be presented to the Foundation, one for programming and one for technology needs. The trustees discussed the proposals. Ms. Birkmire moved to approve presentation of the two funding proposals to the Foundation as discussed. Mr. Lerner seconded the motion, which was approved unanimously.

Committee Reports

Facilities

Mr. Harding reviewed progress on the capital grant for the teen area and HVAC replacement.

The trustees discussed the upcoming consultant visit.

Trustee Recruitment

Mr. Lerner reported that a press release had been circulated, but that no applications had been received yet.

Guest – John Venditta

Mr. Venditta reviewed the process and advantages of instituting a regional ILS.

Mr. Venditta informed the trustees that ESRL was looking to phase in the ILS in early calendar year 2017.

No further business was brought before the trustees.

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

The meeting was adjourned at 11:38 am.

The next meeting of the Board of Trustees will be on October 27, 2016 at 10:00 am in the Chestertown Library Inc., building.

Barbara K. Macbeth