

Kent County Library Board of Trustees

Minutes of the June 29, 2017 Meeting

Present: Barbara Macbeth, President; Sarah Schut, Vice President; Wendy Costa, Secretary; Joseph Harding, Trustee; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 10:11 am.

Ms. Macbeth noted that the next meeting of the Board of Trustees would be on July 13 at 1:00 pm, and would include an open and closed portion of the meeting. Mr. Runde requested the Fiscal Year 2017 salary schedule, the staff handbook and longevity documents, as well as the annual performance reviews of staff members slated for salary increases in Fiscal Year 2018 for the upcoming meeting. The trustees discussed the development of base salaries and a review of comparable positions.

The agenda of the upcoming meeting was reviewed. Ms. Macbeth added a discussion of trustee recruitment. Ms. Tully added a discussion and approval of the consortium agreement as part of the director's report.

The minutes of the previous meeting were reviewed. Ms. Tully noted that the minutes did not reflect discussion which occurred after the meeting but changed the outcome of the minutes. Ms. Tully moved to add a note to the minutes of the May 30 meeting stating: The minutes reflect the discussion at the time, however subsequent discussion added a meeting on June 29 with no closed component, and a second meeting on July 13 for open and then closed discussion for the purpose of discussing staff reorganization. Mr. Harding seconded the motion, which was approved unanimously.

Ms. Tully moved to approve the minutes as amended. Mr. Harding seconded the motion, which was approved unanimously.

Ms. Macbeth commended Ms. Adams for speaking at the County Commissioners meeting related to the budget for the upcoming fiscal year.

Secretary's Report

Ms. Costa reported that one email had been received related to a disruptive patron in the North County Library branch. Ms. Adams requested Ms. Costa forward the email to her so that she could respond.

Treasurer's & Finance Report

Ms. Schut informed the trustees that the current bank balance was \$286192.64, with a benefit reserve of \$35422, and a two month operating reserve of approximately \$142,000. Ms. Schut discussed the future reporting related to the bank balance.

Ms. Schut noted that the Finance Committee discussed the funding request submitted to the County Commissioners, noting that the request did not include anticipated grants, which can give the appearance that the library is spending in excess of the budget submission and request.

Ms. Schut reviewed a discussion by the Finance Committee of the financial impact of the consortial agreement, noting that for Fiscal Year 2018, there would be no costs related to the Polaris ILS; for Fiscal Year 2019, costs would be based on the costs for the current ILS; and that for Fiscal Year 2020, the cost would be 6.4% of the total charge due to the size of the Library.

The trustees discussed the purpose and services provided by the Eastern Shore Regional Library, and the agreement between the Library and the consortium.

Ms. Tully moved to approve the consortial contract as presented. Ms. Schut seconded the motion, which was approved unanimously.

Ms. Schut reviewed 10 budget adjustments presented to the Finance Committee. Ms. Schut moved to approve the adjustments to the Fiscal Year 2017 budget as recommended by the Finance Committee. Mr. Runde seconded the motion, which was approved unanimously.

The trustees reviewed the end of Fiscal Year 2017 projection. Ms. Adams noted that there was a slight error in the projection and that the estimated Fiscal Year 2017 total excess in the budget should be \$13,351 instead of \$14,911.

Director's Report

Ms. Adams reviewed the Fiscal Year 2017 Strategic Long Range Plan goals with the Trustees. Ms. Adams noted that the ILS change affected a few of the goals, however most of the others had been completed. The Trustees discussed the measurability of the goals and establishing a metric for how the goals will be met.

Ms. Adams reviewed the circulation and use statistics with the Trustees, noting that circulation was generally flat for the month of May.

Ms. Adams informed the Trustees of Polaris ILS training, noting that circulation staff had been trained and that several staff had attended training related to more advanced functions of the ILS.

Ms. Adams noted that the Summer Reading program signups had begun and that the summer reading kickoff event had been well attended.

Ms. Adams reviewed upcoming events with the Trustees, noting that the Library was working with the local writing group to build a collection of books by local authors.

Ms. Adams informed the Trustees that Kate Clifford Larson had been booked for May 11, 2018 for the Friends of the Library annual author event.

Ms. Adams informed the Trustees that Ms. Lane and Ms. Adams would be attending a training session related to 3d printing for educators, and that the Library would be receiving a printer as part of the event.

Mr. Harding asked if offline training would be available for Polaris. Ms. Adams replied that a training database would be set up allowing for the education of all interested individuals.

Funding Partner Reports

Foundation for the Kent County Public Library

Ms. Macbeth noted that Mr. Lerner was absent. Ms. Macbeth noted that the engagement of individuals with the Foundation was dwindling.

Friends of the Library

Ms. Tully noted that Mr. Harding had attended the previous meeting instead of her. Mr. Harding reported that the meeting was lightly attended, and that the Friends of the Library would not meet again until September.

Facilities Committee

Mr. Harding informed the Trustees that Ms. Adams and Mr. Harding had met with the contractor and set up a schedule of job meetings. Mr. Harding noted that the HVAC renovation would not be continuous, but would instead happen in bursts of activity. Mr. Harding further noted that the contractor had proposed a few substitutions, which would be reviewed but had not been approved yet.

Mr. Harding reviewed changes to the space, noting that the corral area where current equipment was would need to be enlarged to accommodate the new equipment, and that current underground piping would need to be elevated due to regulation changes.

Mr. Harding noted that Ms. Globus would be returning in the fall with a design for the children's and teen space, and that the Library should be in a position to proceed with the design in January of 2018.

Advocacy Committee

The Advocacy Committee reported that the summer reading initiative was going well.

Director Evaluation

Ms. Macbeth reviewed with the Trustees that a tool had been developed and distributed, but that the evaluation had been moved to the August 30 meeting. Ms. Macbeth noted that performance evaluations should be submitted to her.

Announcements

Ms. Adams noted that a Polaris demonstration would occur at the August 30 meeting.

Trustee Recruitment

Ms. Macbeth appointed Mr. Runde, Ms. Schut and Ms. Tully to the Trustee Recruitment Committee.

The Trustees discussed qualities that should be sought in potential trustees. Ms. Tully suggested an educator and creativity. Mr. Harding suggested an accountant. Ms. Adams suggested a human resources professional, or someone with an economic development background. Mr. Runde suggested an attorney.

Ms. Macbeth reviewed previous advertising efforts, noting that there would be an op ed related to the responsibility of Library trustees. The Trustees also discussed making library patrons aware of the recruitment effort and what the Board of Trustees does for the Library.

No further business was brought before the Trustees.

Ms. Costa moved to adjourn the meeting. Mr. Runde seconded the motion, which was approved unanimously. The meeting was adjourned at 12:15 pm.

The next meeting of the Board of Trustees will be on July 13, 2017 at 1:00 pm in the Chestertown Library Inc., building.

Barbara L. Macbeth