

Kent County Public Library  
Board of Trustees Meeting  
December 7, 2009

Call to order: The meeting was called to order at 3 p.m., Monday, December 7, 2009 by Rebecca Taylor in the Hearse House. A quorum was present as the following trustees were in attendance: Rebecca Taylor, Jim Blake, Jack Stenger, Hank Johnson, Betty Spence, Louise Durocher; library staff present were: Jerry Keiser and Chris Roseberry. Christina Showalter attended, representing the FOL; and Joan Horsey, representing the library Foundation.

Disposition of minutes: Minutes were reviewed of the meeting of October 5, 2009. Louise Durocher moved to accept the minutes as presented, seconded by Jack Stenger, and approved unanimously.

Public Comment: Christina Showalter of the Friends of the Library reported a successful book sale which fell in conjunction with the first Chestertown Book Festival. An estimated 7K was earned in sales and new memberships (membership is up to about 388). The work of Sandy Gent and Wanda Sheriff was highly praised, as was the cooperation of the Kent County Detention center and their workers. The next book sale is scheduled for April 2010. Joan Horsey from the library Foundation said they are waiting for some potential opportunities, as well as the approval of the Strategic Plan for FY 2010-2015.

Communications: Director Jerry Keiser discussed a letter from Auto-graphics, requesting pricing information, “specifically a copy of the contract and pricing awarded to Equinox for data conversion and support and maintenance” for our Open Source ILS, Evergreen. The Director has contacted Funk & Bolton for legal advice as it relates to the Freedom of Information Act and our responsibility for providing this information. A letter was sent from the county attorney’s office to Equinox on December 7, 2009, requesting response with further information to be received within 10 days.

Librarian’s Report: Reviewed actions taken and planned to improve security around the perimeter of the library. Still waiting for certain punch list items to be completed (broken windows/blinds). The county and Johnson Controls will be assessing our location for the installation of a new HVAC system which may be located in such a way as to make the path between High St. and the rear parking area inaccessible without the construction of a fence. A study of the noise level measuring decibel levels created by the installation of new a HVAC system, be it inside or outside, and impacting the library and surrounding neighbors, was recommended by Hank Johnson.

The audit was submitted on time, and further discussion will be in order with Roger Brown, possibly in conjunction with a finance committee meeting.

The book festival was deemed a success, with hopes of bigger and better response next year.

We are working with the town to eliminate the increasing loitering occurring on library property, specifically the front steps, after regular library hours, and even during hours when the library remains open until 7:30. We will be posting a “No Trespassing after Hours” sign on the front of the building.

The library is working on redesigning the website, using electronic analysis to determine what a website visitor is actually searching for. The library’s ILS system is scheduled for an upgrade in January 2010.

Also reviewed were the circulation statistics and the once again re-formatted budget report which showed the library on target at halfway through the fiscal year.

Action Items:

Schedule of 2010 Board Meetings: After a recommendation that the November and December meetings be moved one week earlier in each month, to 11/15/10 and 12/13/09, respectively, the full 2010 schedule of meetings was approved unanimously after a motion by Jim Blake and a second by Hank Johnson.

No Solicitation Policy: After some discussion concerning what type of solicitation is or is not appropriate in the library, Betty Spence suggested changing the wording of the proposed policy, so that the final sentence reads: “Exceptions may be made for specific library or county projects with the express approval of the Library Director.” The policy, with these changes, was approved unanimously after a motion by Hank Johnson and a second by Jack Stenger.

Strategic Plan FY 2010-2015: The final approval of the Strategic Plan was discussed. The original author of the plan, Anita Gottlieb, has been paid for her work, and is aware of the changes made to her version of the plan. Hank Johnson wanted to be assured that the objectives would indeed be measurable, and requested that an implementation plan, with a schedule attached, would be in place in order to oversee and assess the progress of the plan. With this set of guidelines in place, the Strategic Plan was approved unanimously after a motion by Betty Spence and a second by Jack Stenger.

There was discussion pertaining to the change in board members, beginning in January, and a preliminary list of potential applicants was initiated. It was suggested that an application form be put in place so that individuals, interested in the position could be evaluated in a standardized way. Joan Horsey volunteered to provide this form available from the Foundation.

(Jerry Keiser will put together a calendar of important deadlines defined by the County Commissioners for budget planning purposes. Will provide something to the Board by the January 18, 2010 meeting.)

At 4:15 p.m., Louise Durocher moved to adjourn the meeting, seconded by Jim Blake and approved unanimously.