

**Kent County Public Library Board of Trustees Meeting
January 9, 2006**

The following board members were present:

James A. Blake, President
Shirley Eckland
Jack Stenger
Hank Johnson
Rebecca K. Taylor, Secretary

The following staff was present:

Jerry Keiser

The following guest was present:

Mr. Bob Merritt, Building Maintenance
Supervisor Kent County Board of Public Works

The following board members were absent:

Louise Durocher, Vice President
Don Wierda, Treasurer

Meeting Called to Order With a quorum, Mr. Jim Blake called the meeting to order at 3:15 p.m.

Public Input. There were no members of the public present.

Approval of the Minutes for the Meeting of December 13, 2005 Mrs. Shirley Eckland motioned to accept the minutes of December 13, 2005, as presented. Mr. Blake seconded her motion. The board voted unanimously to accept the December 13, 2005 minutes.

President's Remarks Mr. Blake informed the Board that he had to leave the meeting by 4 pm to attend to a family obligation. Mr. Blake welcomed our two new Trustees to the Board. He invited the new Board Members to meet informally with him and the Library Director for lunch at 12 noon on Tuesday January 24, 2006 at The Blue Heron Restaurant in Chestertown, MD. The invitation was extended to all of the Board Members.

Mr. Blake announced to the Board that after careful deliberation he was stepping down as President of the Board. Mr. Don Wierda submitted a motion to the Board to nominate Rebecca Taylor as President of the Board of Trustees. Ms Shirley Eckland seconded his motion. Comments were discussed. The Board voted unanimously to appoint Rebecca K. Taylor as President.

Mr. Blake posited that since Mrs. Taylor has been duly elected there was a now vacancy for the position of Secretary. He requested nominations for Secretary and any comments from the Board. The Board was polled for nominees and one member was willing to service with the caveat that he could tape the meeting and after the minutes were approved he would promise to erase the tapes. By motion, Mrs. Eckland nominated Mr. Blake to serve as Secretary. Mrs. Taylor seconded her motion. The Board voted unanimously to appoint Mr. Jim Blake as Secretary to the Board.

Kent County Board of Public Works Mr. Bob Merritt, Building Maintenance Supervisor for Kent County Board of Public Works attended today's meeting on behalf of Carter Stanton, Director of Kent County Department of Public Works. He spoke to the Board about the County's Repair and Maintenance Plans for the library building and identified two priority projects for the remainder of Fiscal Year 2006 and Fiscal Year 2007: 1) Single-Paned Windows and Doors need to be replaced

with double-paned glass to boost the energy efficiency; and 2) Security System for Building Interior Upgrade and for Exterior of Library Building to include video cameras in the parking area, front entrance and rear entrances. Repair and Maintenance Items that are currently in the County's Budget include: 1) HVAC System; 2) Roof Repair (ongoing); 3) Rear Entrance Brickwork Repair; 4) Cleaning Contract; 5) Janitorial supplies and maintenance supplies.

Mr. Keiser reported to Mr. Merritt that a mishap occurred today as a result of not having handicap parking clearly identified. An agreement was struck that the County would re-stripe the designated area for handicap parking so that it would meet the dimension requirements; however, one parking space will be lost as a result.

Financial Report Mr. Keiser advised the Board that the Library owned a \$10,000 Certificate of Deposit at Sun Trust. He also advised that the Library also has a savings account at Centreville Bank with a balance of \$1,500. He recommended to the Board that both accounts be closed and the monies be transferred to Kent County Public Library's Endowment Account held by the Mid-Shore Community Foundation .

Mr. Blake motioned to accept Mr. Keiser's recommendation as stated. Mrs. Eckland seconded his motion. The Board unanimously voted to close both accounts and transfer those funds to Kent County's Public Library Endowment Account held by the Mid-Shore Community Foundation.

Librarian's Report The Librarian's Report dated January 9, 2006, was circulated and reviewed by each Board Member. Mrs. Eckland motioned to approve the Librarian's Report of January 9, 2006, as written. Mr. Blake seconded the motion and the Board voted unanimously to approve the Librarian's Report of January 9, 2006. See two-page attachment.

Librarian's Informal Updates on Pending Issues Presented for Information Only

Chestertown Branch New desks for library staff have been installed.

Galena Branch A library book drop-box has been installed in Galena.

Circulation Report December 2005 usage reports for Chestertown.

Budget Status Report Some format changes are reflected in December 9th Report and the Board's comments and suggestions were solicited for further visual improvements.

Financial Audit Anthony, Judge and Ware have not been able to conduct the audit based on financial data submitted.

Board Adjourned Official business of the Board's ceased at 4 pm when Mr. Blake left. Board members continued informal discussions until 5 pm.

Next Board Meeting: February 12, 2006 at 3:15 p.m. in the Library's Yellow Building.

Librarian's Report
January 9, 2006

Galena

On January 3rd the library board went in front of the County Commissioners and requested funding for a 2250 square foot library in the Galena, Maryland. The Commissioners gave a favorable response and wanted more information concerning the rental agreement. They indicated that they would like to see the county have an equity position in Galena. They also indicated that they would like Galena to bring something to the table, perhaps the utilities. I will meet with the landlord and the Mayor of Galena over the next week to see if we can strengthen our position either by lowering the rent for the Galena space and/or getting a commitment from the Mayor for utilities.

Horizon

The current state of the catalog is the same. We are moving ahead with plans to integrate our current automation system with the Carroll County Consortia.

Fund Drive

The library annual fund drive has been successful. We have currently raised over \$9000.00 and it appears that we will reach approximately \$10-15000 before the drive is over.

Collection Development

We have started adding music to our collection. The library has always had music in our collection but it has always been donations and has always been classical music. We are now adding popular music, jazz, blues et al. In addition, we weeded the current collection well and purchased new display furniture. Circulation is up in this category.

Children's Area

Vera has created a Parent's Corner with early literacy tips. Includes such things as a book list of books, handouts, parenting books, alphabet letters. Soon to include early literacy backpacks. Vera has placed the board books in the attractive child friendly revolving book display shelf. Vera is doing outreach at the Kent Family Center about how the library can support early literacy efforts so every child can be ready to read.

Here are the January Upcoming Programs

Drop-In Craft

January 11, 6:45p.m.

Description

This is a winter drop-in craft activity for children four years old to eight years old. It is free of charge. The participants will make a pinecone bird feeder.

Punch and Judy Puppet Show

January 25, 2:00p.m.

Description

Puppeteer Professor Horn and his celebrated Punch & Judy puppet show will tickle everyone's funny bone at the Kent County Public Library, Chestertown. This humorous puppet play began more than 100 years ago in Baltimore and is now a small piece of Maryland History.

Pajama Story time

January 25, 6:45p.m.

Description

This is an evening story time for children two years old through five years old. Children are invited to wear their pajamas and bring a favorite stuffed animal sleeping friend. Refreshments will be served.

Public Services

We have recently posted advertisements for circulation staff to work Saturdays and are accepting applications. We have also applied for grants for educational assistance for staff members working toward their library science degree. We have created a new shelving policy with explanations and a quiz to train volunteers and community service workers to shelve materials correctly. Karen is in the process of updating the Web site to be more intuitive and useful for patrons. She has already added a page listing databases by subject and have more changes on the way. For patrons who are unfamiliar with using the Internet, Karen created an online tutorial to help them learn. This is at www.kent.lib.md.us/Tutorial. We are working toward providing free classes in the library to teach computer skills. These are useful in meeting our goal of assisting with information literacy within the community. We have also made an effort to highlight new and notable books and audiovisuals both in displays throughout the collection and at the circulation desk and on the Web site. This effort continues to grow. Karen and Liz are currently working on planning a party to honor our regular volunteers. We have introduced a new "product" we call book discussion kits to encourage book discussion groups in the community. Karen is also in the early stages of starting a library sponsored book discussion group to be open to the community at large. We are also looking into other programs and events for all ages.