

Kent County Public Library
Board of Trustees Meeting
February 8, 2010

Kent County Public Library
Minutes from the Board of Trustees Meeting
On January 11, 2010

Call to order: Rebecca Taylor in the Hearse House called the meeting to order at 3 p.m., Monday, January 11, 2010. A quorum was present as the following trustees were in attendance: Rebecca Taylor, Jim Blake, Jack Stenger, Hank Johnson, Betty Spence, Louise Durocher, Robin Kurowski; library staff present were Jerry Keiser, Director and Chris Roseberry, Assistant Director. Nancy Bennington attended, representing the Friends of the Library; and Joan Horsey, representing the Library Foundation. Also present was Ann Hoon who briefly inquired about the condition and ownership of the property on Lawyers' Row on which a plaque identifies the building as the original Kent County Library.

Disposition of minutes: Minutes were reviewed of the meeting of December 7, 2009. Louise Durocher moved to accept the minutes as presented, seconded by Betty Spence, and approved unanimously.

Public Comment: Nancy Bennington of the Friends of the Library reported on the highlights of the FOL in 2009, which placed their membership at 388 and the total earned by membership & book sales at \$25, 772.42. She provided copies of a detailed handout and the letter to the membership. Nancy requested that the library include information about the FOL Membership drive in the February Constant Contact email. Jack Stenger moved that the Board officially thank the Friends for their hard work and generosity, and that motion was seconded by Jim Blake and approved unanimously. There was no input from Joan Horsey from the Library Foundation.

Communications: The Director reviewed the comments of the suggestion box, responding to each, whether it be an implementation of a good idea, a clarification of a current policy or procedure, the request for materials/programs already in place, or the justification of the soda machine.

Librarian's Report: The Director reported about the ongoing breaking of new windows. The library is trying to get funds from Dept. of Agriculture as well as a loan from the Dept. of Energy for upgrades to the HVAC system. The ILS system was successfully upgraded Jan.6, 2010. Staff and public computers are in the process of being upgraded to Windows 7 and Office 2007. The circulation report showed figures up by 7.7% over last YTD. In order to make up for the \$35,000 cut from Kent County's contribution, the library was able to save close to \$19,675 with the loss of one employee, \$500 cut from the A/V budget, and \$14,925 in donations added as income. Jack Stenger opened a discussion considering the division of operating expenses Staff Development and Travel into two separate lines.

Fundraising: There was discussion about the proposed draft fundraising letter to be sent to the 25 largest employers in the County. Betty Spence pointed out that most of these employers were either non-profits or government, and perhaps some other entities should be added to this list, such as large real estate company owners, and businesses that offer matching funds. Betty Spence recommended the business letter be rewritten and the recipients be re-thought. The letter would not be sent until after the FOL membership drive.

At 4:10 p.m., Jim Blake made a motion, seconded by Jack Stenger and approved unanimously to go into Executive Session to discuss: the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.

Personnel – Board Selection

It was agreed that the sample “Prospective Trustee Profile” application, needs revision to be more specific to the library. After the revision, the application will be sent, with a letter to potential new Trustees, as selected by the members of the current Board. The application would also be available on the library’s website and at the library by request.

Selection of Officers:

With the assumption that Becky, Louise and Robin would be leaving the Board, the next course of action seemed to be nominating new officers. However, Becky accepted another term, Robin made no indication of leaving, Hank seemed to think his tenure could be tentative, and Louise decided she is leaving.

That being said, Jim Blake nominated Jack Stenger as president, seconded by Louise and approved unanimously. However, before any further action can be taken, a letter must be written to the County Commissioners asking for the approval of Becky’s continuation on the Board.

Hank moved that all further discussion of nominations be tabled until the Commissioners approve Becky, which was seconded by Jim Blake and unanimously approved.

Names of various potential board members were mentioned, but no action will be taken until the trustee application is rewritten. The application could also be put online.

Dick Hawkins, Bill Blake, & Anne Sirna were names that were mentioned by the Board. Names mentioned by Jerry or Chris were Carter Stanton, Pat Starkey from Galena and possibly Richard Walters from Galena.

At 4:50 p.m., Louise Durocher moved for the adjournment of the Executive Session,

seconded by Rebecca Taylor and unanimously approved. At 4:52, Louise Durocher moved for the adjournment of the regular meeting, seconded by Jack Stenger and unanimously approved.