

Kent County Public Library
Board of Library Trustees Meeting
March 9, 2009

The meeting was called to order by Rebecca Taylor at 3:00 pm. Board Members present were Jim Blake, Louise Durocher, Betty Spence, Jack Stenger, Hank Johnson and Rebecca Taylor. Jerry Keiser, Library Director, and Chris Roseberry, Acting Assistant Director were also present. Robin Kurwoski was absent.

The minutes of the January 2009 meeting were approved by the Board.

Specific library communications were reviewed by the Board: 1) Letter dated February 11, 2009, from Carol A. Brown, Kent County Day Care Inc. re: story time scheduling change; 2) Memo from Susan Munday, Media Specialist, KCPS, re: bookmobiles; Thank you note, dated 1.17.09, from Joy Eliason re: after-school book club; 4) Letter, dated 2.24.09, from Carolyn Sorge, Mayor of Betterton re: available space for a satellite library in Betterton; 5) a Letter, dated 2.18.09, from Delegate Mary Roe Walkup re: presentation of testimony by Nancy Bennington, President of Friends of the Library re: the sales tax-exemption bill charged on used books.

The Kent County News, March 5, 2009 edition, included a picture of Mr. Jerry Keiser accepting a contribution check on behalf of the Kent County Public Library in the amount of \$100.00 from Delegate Sossi as well as a contribution from Mayor of Galena in the amount of \$2500.00.

The Librarian's report included the following: progress on the construction project and the strategic plan. The FY08 audit is completed. Michael Sampson was promoted to Circulation Supervisor. Millington Mayor has made a verbal request for a satellite branch of the library. Mr. Keiser plans to submit a grant request to the State in FY2011 to replace the library's power plant; no capital budget requests were made for FY2010. A schedule of upcoming public programs for March and April 2009 were noted.

Mr. Keiser invited the Trustees to join several staff members who were driving to Baltimore County Public Library Dundalk Branch to tour a bookmobile on March 27, 2009. Betty Spence will check her calendar to see if she is available to join Jerry on the "field trip".

Hank Johnson requested Jerry to consider, or research if necessary, pertinent criteria or minimum requirements that a public body must meet before the Board will give formal consideration to a request for a satellite branch of the library.

Betty Spence requested that any further discussions about a bookmobile or new branch be addressed in a separate, specific discussion of that matter so that the Board would have ample time for a thorough discussion.

The February 2009 Circulation Report was reviewed by the Board and a significant increase in the number of large-print books circulating was noted.

Hank Johnson suggested that Ms Taylor meet with Nancy Bennington Pres FOL and Joan Horsey Pres Foundation and plan an Open House Event. However, the event has been postponed to an undetermined date, due to construction delays.

Old Business

An amendment to the By-Laws of the Library Board of Trustees that would permit an officer to serve for three consecutive terms was presented to the Board. Hank Johnson motioned to accept the amendment to the by-laws followed by a second from Jack Stenger. The Board voted unanimously to approve the amendment.

New Business

A revised Kent Fee Schedule was submitted for the Board's approval. Jim Blake motioned to accept with a second by Betty Spence. The Board voted unanimously to accept the revised Fee Schedule.

The 2010 Fiscal Year Budget Request for the Kent County Public Library was presented for the Board's approval by the Director. Jack Stenger motioned to accept the FY2010 Budget has presented and a second was forthcoming from Louise Durocher. The Board voted unanimously to accept the revised Fee Schedule.

Mr. Keiser advised the Board that the auditing firm of Pigg, Stern and Associated submitted a proposal for a three-year contract to conduct the Library's annual audit. The contract included a considerable savings in the cost of the annual audit as well as their assurance of timely audit reports. Jack Stenger motioned that the Board accept the audit contract as submitted by Pigg, Stern & Associates.

His motion was seconded by Jim Blake. The Board voted unanimously to approve that motion to accept the audit contract.

Karen Collier and Andrea Neiman will be attending "Computers in Libraries" in Arlington VA and doing a presentation on Evergreen Open Source Implementation on March 31, 2009. Jim Blake is planning to attend. Collier and Neiman will also attend an Evergreen conference in Georgia, representing Kent County Public Library as a innovative user of the Evergreen system.

At 4:30 pm, the Board went into Executive Session to discuss procedures for the Director's performance evaluation; appointment of the Assistant Library Directors; and the election of Board officers. Jack Stenger motioned that the Board return to open session. Louise Durocher seconded that motion and at 4:45 pm the Board unanimously voted to return to open session.

President Taylor reported in open session that a motion to elect the existing slate of officers was unanimously carried, re-appointing Rebecca Taylor, President; Louise Durocher, Vice-President; Jim Blake, Secretary and Jack Stenger, Treasurer. Secondly, the Board voted unanimously to develop standard operating procedures for the Library Director's Annual Performance Review and Salary Review. Moreover, the Board concurred with the Library Director's recommendation to fill the vacancy of an Assistant Library Director and applauded the Director for his selection of Christina Roseberry. Jack Stenger motioned to adjourn the meeting which was seconded by Betty Spence and unanimously approved by the Board. The meeting adjourned at 5:00 p.m.

ACTION ITEMS:

1. Hank Johnson will prepare a written draft that outlines the procedures for the Director's Annual Performance Review. He will circulate it to the Trustees for their comments so that the Board can take action at the next Trustees Meeting in May 2009.
2. Rebecca Taylor will gather information about salary ranges for Library Directors around the State of Maryland as well as other comparable rural jurisdictions for use in a salary review of the Library Directory.
3. The next meeting is scheduled for June 1, 2009.

