

Kent County Public Library Board of Trustees

Minutes of the December 5th, 2011 Meeting

Present at the meeting were Alice Ritchie, President; Richard Kalter, Vice President; Beverly Birkmire, Treasurer; Barbara Macbeth, Secretary; Dick Hawkins, Board member; Chris Maxwell, Board member; Clayton Newell, Board member; Jackie Adams, Director; Chris Roseberry, Assistant Director; Karen Collier, Staff member; Christopher Walmsley, Staff member; Sandy Waugh, Friends of the Library Board member.

Ms. Ritchie requested Mr. Kalter lead the meeting. Mr. Kalter called the meeting to order at 10:05 am.

Minutes

Mr. Newell moved to approve the minutes of the October 24, 2011 meeting as submitted. Mr. Hawkins seconded the motion, which was approved unanimously.

Agenda

No changes were proposed or made to the agenda.

Treasurer's Report

Ms. Birkmire announced that the library was on track, reporting a surplus of \$17,000 in the first four months, however no surplus was expected for the remainder of the fiscal year.

Mr. Kalter moved the Finance Committee Report up as part of Treasurer's Report.

Ms. Birkmire has completed the form to renew her bonding as treasurer.

Ms. Birkmire announced that LGIT had offered the option of no-fault insurance up to \$5,000 or that the Library Board could make a decision on every claim. The Finance Committee recommended accepting the no-fault insurance up to \$5,000 with the understanding that the Board of Trustees would be notified of claims before they were paid. Ms. Birkmire moved that the Board approve the Finance Committee's recommendation of the no-fault coverage. This was seconded by Mr. Hawkins, and approved unanimously.

Ms. Birkmire informed that the first part of the unemployment claim had been paid, and another bill was expected in February. This money was expensed in the last fiscal year, however, and had no impact on the current fiscal year's budget.

Mr. Maxwell informed that the formatting of the presentation of financial data was being reviewed and evaluated. He has further requested a spreadsheet showing the approved budget, any adjustments that had been approved, and the final budget for auditing purposes and comparison.

Mr. Maxwell mentioned the comments appearing in the Kent County News, stating that he had discussed them with Ms. Merritt, and she had said the comments were taken out of context. Mr. Hawkins questioned the need to respond to the comments in the newspaper. Ms. Ritchie explained that she plans to meet with Ms. Hayman to discuss the comments. Mr. Maxwell said that the agreement with the County Finance Office needed to be revisited in a discussion of what they will and will not do. He reiterated that while the Board does not wish to be a burden upon this office, specific information is needed for proper fiscal management and planning.

Mr. Maxwell discussed opening a credit card in Ms. Adam's name for library use, pending documentation of procedures for effectively managing the use of the card.

Mr. Maxwell has asked Ms. Merritt to investigate the benefits and costs of switching the payroll from Radcliffe Corporate Services to the County. Ms. Macbeth moved to authorize the Finance Committee to act on the matter of moving the payroll to County control if the committee deemed it appropriate. Mr. Hawkins seconded this motion which was approved unanimously.

Community Relations Committee

Mr. Hawkins announced that the library had participated in First Friday, featuring the art of Angela Ranzoni. The event was deemed a success as 54 people attended. Mr. Hawkins also mentioned that books chosen by staff members were currently on display.

Development Committee

Mr. Kalter reminded the Board of its responsibility to raise funds now to cover a potential budget shortfall. He recommended that a subcommittee be appointed to explore the Friends of the Library (FOL) commitment to contribute towards budget shortfalls. Ms. Ritchie, Mr. Kalter and Mr. Hawkins agreed to meet with FOL Board members.

Mr. Kalter requested Ms. Adams provide him with information regarding the legally mandated contribution of funds from Kent County, as well as cost allocations for certain programming events such as story time, computer usage, Saturday openings and other programs for use in fundraising through sponsorships. All contributions would be placed in the library's general fund to support programs such as these. Concerns were expressed regarding library benefactor naming rights and the sponsorship of library services.

Ms. Macbeth commended the committee for the fundraising work that had been done so far.

Mr. Kalter discussed the expression of appreciation to donors, and how proper recognition might be given.

Government Relations Committee

Mr. Newell announced that he was scheduling the use of the Galena Town Hall for an upcoming board meeting. The February 27 meeting date was suggested for this change in venue to coincide with the quarterly report.

Personnel Committee

Ms. Macbeth introduced Christopher Walmsley to the board. Mr. Walmsley was hired in mid November as the administrative assistant.

Ms. Macbeth spoke of the brunch gathering prior to the board meeting. She suggested that semi-annual Board of Trustee hosted events should be scheduled to dutifully recognize the significant contribution of staff members and volunteers.

Ms. Macbeth explained that the accrual of vacation leave had been discussed by the committee. Currently, vacation leave is awarded in a lump amount and not given over time employed. The Personnel Committee recommended no change in the current policy but was open to consideration from the Finance Committee.

Process Committee

Mr. Hawkins presented a library reimbursement process* which may be effectively used by the FOL. Mr. Maxwell asked if the policy was broad enough to cover requests by any organization. Mr. Hawkins moved to accept the policy as written. Mr. Newell seconded the motion, which was approved unanimously. *see attached

Librarian's Report

Ms. Adams announced that the Annual Report and the Audit had been posted to the website.

She also announced that she and Mr. Walmsley would be trained in the county financial system on the 15th of December. This will hopefully relieve some of the burden from the County.

Ms. Adams applauded the positive publicity that the library had received recently for programs such as First Friday receptions and the FOL book sale. Upcoming publicity included a display at the Homeports Symposium in April as well as general publicity for the library's 50th anniversary. With regard to the 50th anniversary, the committee is writing a County Commissioners' proclamation to be read at their meeting during National Library Week. A history of the FOL

will be included in February publicity. Other celebratory events, displays, and publicity are planned.

Ms. Adams noted that circulation had risen almost 8% since last November. Mr. Kalter asked if the library was delaying or avoiding purchases due to budget constraints and if the library could use funding for additional materials. Ms. Adams said that there were always more materials that the library would like to purchase.

Ms. Adams announced that staff members would be attending professional conferences: she attending an eBook summit, Mrs. Andrea Neiman attending the Evergreen Conference, and Mrs. Ann Woodall attending a Garfield Theatre children's story time workshop.

Ms. Adams discussed the amount being charged in overdue fees on children's materials, citing the fees other library systems charge. Mr. Hawkins suggested lowering the fee to \$.10 per overdue item. Mr. Kalter disagreed with lowering the fee, as patrons who were waiting to check out overdue materials were being unduly inconvenienced. Mr. Hawkins moved that the fee be lowered to \$.10 on children's materials. Mr. Maxwell questioned how much money the library would lose and how significant a portion of the budget it would be. Ms. Birkmire seconded the motion by Mr. Hawkins. The motion was approved with Mr. Kalter abstaining from the vote.

Ms. Adams requested that three heavily used Early Literacy Stations (which are now 4 to 5 years old) be replaced—maybe with FOL funding. Mr. Kalter was opposed to this until potential budget shortfalls had been met. Ms. Macbeth agreed with Mr. Kalter.

Unfinished Business

Ms. Ritchie reported that the unemployment insurance hearing did not take place due to the absence of a lawyer. Another hearing has been set in December.

The setting of dates for future Board of Trustees meetings was discussed, with the intent of aiming for the last Monday of the month for future meetings. The Finance Committee meeting for December 19th has been cancelled, with the proposal of quarterly meetings based upon need.

New Business

Mr. Newell announced the nominees for Board of Trustees offices for 2012. The nominations were Ms. Alice Ritchie for President, Mr. Richard Kalter for Vice President, Ms. Beverly Birkmire for Treasurer, and Ms. Barbara Macbeth for Secretary.

Mr. Kalter briefly thanked the Board of Trustees for a great year, mentioning the organization of the fiscal year, the hiring of the new Director, and the improvement of community relations and good press. Mr. Kalter also thanked Ms. Ritchie for the leadership she has shown as President of the Board of Trustees.

Mr. Newell mentioned that the meetings with the commissioners had been a lot more pleasant.

Ms. Ritchie congratulated the Board, as well.

Ms. Birkmire thanked every Board member for making an effort to understand the financials of the library.

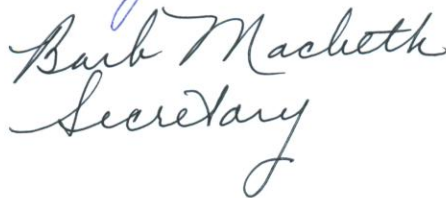
Mr. Hawkins moved to adjourn the meeting at 11:52 am. Ms. Macbeth seconded the motion, which was approved unanimously.

The next Board of Trustees meeting is scheduled for January 30, 2012 at 10:00 am in the Chestertown Library, Inc. building.

Respectfully Submitted,



Christopher Walmsley



Barb Macbeth
Secretary

Kent County Public Library

Board of Trustees

KCPL Policy for asking Requests of FOL

All requests for potential funding from the Friends of the Library (FOL) will go to the KCPL Director who will add her or his own requests, if any, and prioritize the complete list of requests. Those that are high enough on the Director's priority list will be taken by the Director to the KCPL Board for approval. Once approved by the Board, the Director will take the requests to FOL for that organization to determine if they would be willing to fund them or not. The Director shall report back to the Board the decision of the FOL.

APPROVED BY THE BOARD OF TRUSTEES

December 5, 2011

Alice Ritchie
President, Board of Trustees
Kent County Public Library