

Kent County Public Library
Board of Trustees Meeting
October 5, 2009

Call to Order: The meeting was called to order at 3:05 p.m., Monday October 5, 2009 by Rebecca Taylor in the Hearse House. A quorum was present as the following Trustees were in attendance: Rebecca Taylor, Jack Stenger, Louise Durocher, and Betty Spence; library staff present were: Jerry Keiser and Chris Roseberry. Christina Showalter was in attendance representing the Friends of the Library (FOL).

Disposition of minutes: Minutes reviewed from Meeting of August 10, 2009. With one minor correction as noted ¹, Louise Durocher moved to accept the minutes of the previous meeting, seconded by Betty Spence and approved unanimously.

Public comment: Contents of the “Suggestion Box” were reviewed and discussed by the Board.

Communications: Chesapeake Architects sent a letter, dated 9/25/09, to Decker Contracting Inc. and copied the Library Director which comprised the final punch list for the Kent County Library renovation.

Librarian’s Report: Reviewed status of construction efforts at the Chestertown Library, including the final punch list, installing fiber, fencing on the north and south side of the building; eight additional security cameras and a redesign of the bathrooms, the addition of a new employee, circulation statistics, the budget in a new format, and summation of children’s summer programs and preview of adult programs.

Committee Reports: The Open House Committee did not meet, however Rebecca Taylor reported that plans are underway to have an open house at the library on Saturday, November 14th which is the day of the Chestertown Book Fest. We would like to have some library staff make and display signs that point out the many improvements, benefits and projected savings achieved as a result of the improvements from the library renovations. She further suggested that a dedicated PC be made available to promote the Chestertown Book Fest and as a tool for marketing library activities and/or announcements.

Friends of the Library: Christina Showalter listed new officers of the FOL: Nancy Bennington - president; Mark Glaze – vice president; Cynthia Saunders – secretary; Sandy Gent - treasurer. Book Sale scheduled beginning Nov. 12 or 13 and will tie in with Chestertown Book Fest on Nov. 14th. Book sale will run into the beginning of the following week.

Foundation: Rebecca Taylor reported that she attended the Foundation’s annual meeting in early September and reported that its Board will be expanded from nine members to twelve members. Moreover, Chairperson Joan Horsey is having a Foundation brochure developed for dissemination to estate planners and attorneys to capture bequests and charitable giving for the library’s benefit. It will be vetted through the Foundation and forwarded upon approval.

Action Items:

“No Solicitation” Policy: A draft policy was reviewed and discussed by the Board. The policy is tabled until it can be researched and re-worded by Rebecca Taylor.

Strategic Plan: The draft Strategic Plan was reviewed and discussed by the Board. Any action is tabled until the December meeting, pending rewrite by Jerry Keiser.

¹ Correction noted was that Rebecca Taylor cannot make a motion or second a motion as previously described in August 10, 2009 minutes. Correction made 10/14/09.

Thanksgiving Closing – Betty Spence moved that the Library be closed the Friday after Thanksgiving, seconded by Louise Durocher and it was unanimously approved. A second motion by Betty Spence and seconded by Louise Durocher, stated that it is stipulated that any future library closings for holidays will follow the status of the county offices on that day. That motion too, was unanimously approved by the Board.

Jack Stenger made a motion to re-instate the Board's monthly meeting schedule for the next calendar year. Discussion by the Board ensued and the purpose of the motion was clarified to accommodate the number of topics needing discussion and the amount of Board actions that are required. Louise Durocher seconded the motion and it was unanimously approved by the Board.

Jack made a second motion to develop a template for the Trustees of a calendar/schedule of annual required actions/documents, with deadlines. This was seconded by Betty Spence and unanimously approved.

At 4:20 pm, Louise Durocher moved that the Board 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. Jack Stenger seconded the motion and it was unanimously approved by the Board to go into closed session.

Action to approve the Director's FY09 evaluation as written was motioned by Betty Spence and seconded by Louise Durocher and unanimously approved by the Board.

At 4:30 pm, Louise Durocher moved to return to the regular meeting. Jack Stenger seconded the motion and it was unanimously approved by the Board to return to open session.

Rebecca Taylor announced the Trustees awarded Jerry Keiser a good performance evaluation for FY09 and signed said evaluation; furthermore would meet with Mr. Keiser about said evaluation and have him sign also.

Betty Spence moved that the regular meeting be adjourned at 4:45, seconded by Louise Durocher and unanimously approved.