

Kent County Public Library Board of Trustees

Minutes of the November 4, 2013 Meeting

Present: Richard Kalter, President; Barbara Macbeth, Vice President; Beverly Birkmire, Treasurer; Wendy Costa, Secretary; Richard Hawkins, Trustee; Harry Packard, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 10:00 am.

The minutes of the previous meeting were reviewed and discussed. Ms. Birkmire proposed adjustments to the wording. Mr. Packard moved to approve the minutes as revised. Mr. Hawkins seconded the motion, which was approved unanimously.

Mr. Kalter noted that Mr. Newell's absence was excused.

The agenda for the meeting was reviewed. No changes were made.

Treasurer's Report & Finance

Mr. Hawkins reported that the issue of financial reporting was being resolved.

Ms. Birkmire reported to the Board of Trustees with regard to issues related to switching payroll companies.

Ms. Birkmire reported that the State and County payment issues had been resolved.

Community Relations

Ms. Costa reported that the Community Relations Committee would be moving to quarterly meetings.

Ms. Costa reported on press releases sent to various news outlets for the Library.

Development

Ms. Macbeth reported that there would be a reception Wednesday Nov. 6 to thank the Friends of the Library and Library Foundation for ongoing contributions.

Evaluation

Due to Mr. Newell's absence, the Evaluation report was delayed until the December meeting.

Librarian's Report

Ms. Adams reported that circulation for adult materials had risen, and that the Library was working to address declines in Children's material. Ms. Adams noted that door counts and other statistics had risen.

Ms. Adams noted that the Fiscal Year 2013 Audit had been completed and submitted.

Ms. Adams reported that the Evergreen ILS would be upgraded from 2.2 to 2.4 in the next couple months which would present an overhauled public interface and the ability to opt into hold and checkout tracking.

Ms. Adams noted that there was high adult and children's even attendance, and that efforts had been taken to improve event scheduling with a survey about programming being distributed. Ms. Adams commented that the monthly newsletter and announcements were being sent to the County Commissioners to make them aware of events and programs at the Library.

Old Business

Strategic Plan Goals

The Board of Trustees discussed the goals as set for Fiscal Year 2014 with regard to the Strategic Plan. Ms. Adams reported on the progress towards achieving these goals.

Ms. Macbeth requested that the Librarian's Report include an update on the Strategic Plan goals for the fiscal year.

Holiday Brunch

Ms. Macbeth notified the Trustees that the holiday brunch for Library staff and volunteers would be on December 4th.

New Business

Trustee Nomination

The updated terms for the Trustees are as follows:

Mr. Kalter – 1/1/2017

Ms. Macbeth – 12/31/2018

Ms. Costa – 12/31/2018

Ms. Birkmire – 12/31/2016

Mr. Hawkins – 12/31/2013

Mr. Newell – 1/1/2015

Mr. Packard – 12/31/2014

Ms. Macbeth presented a recommendation for Mr. Newell and the Committee to recommend the Board of Trustees recommend Mr. Joseph Harding to the County Commissioners for appointment to the Board of Trustees. Mr. Hawkins moved that the recommendation be approved. Ms. Birkmire seconded the motion, which was approved unanimously.

Public Comment

Ms. Patricia Hughes spoke to the Board of Trustees, asking about outreach to senior groups and services provided by the Library.

Ms. Ruth Brown spoke to the Board of Trustees with regard to the timely manner of receipt of books for book groups and how the Library was not fulfilling the needs of the book group in a timely manner. Mr. Kalter noted that the Board of Trustees was investigating the process of ordering and acquiring new materials, as well as looking at the activities of other Libraries in this regard.

Mr. Hawkins moved to adjourn the meeting. Ms. Macbeth seconded the motion, which was approved unanimously. The meeting was adjourned at 11:13 am.

The next meeting of the Board of Trustees will be on December 2, 2013 at 10:00 am in the Chestertown Library, Inc. Building.

A handwritten signature in cursive script, appearing to read "Wendy Gordon".