

Kent County Library Board of Trustees

Minutes of the July 13, 2017 Meeting

Present: Barbara Macbeth, President; Sarah Schut, Vice President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joseph Harding, Trustee; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 12:56 pm.

Ms. Macbeth reviewed the purpose of the meeting, relating to the closed session for discussion of the employee structure organization. Ms. Macbeth further extended a commendation to the Trustees for their engagement in the budgeting and employee structure review process.

The minutes of the June meeting were reviewed. Ms. Tully moved to approve the minutes as submitted. Ms. Schut seconded the motion, which was approved unanimously.

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

The packet for the meeting was reviewed. Ms. Adams reviewed the included organization proposals. No additional documents were requested.

Mr. Runde noted that he had requested the two previous annual evaluations for staff members related to the reorganization and that the request for the evaluations was formally withdrawn.

Ms. Costa moved to close the meeting to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. Mr. Harding seconded the motion, which was approved unanimously.

The meeting was reopened at 2:40 pm.

Mr. Harding moved to hire a full time or two part-time MLS qualified librarians, and one part time library associate with a BA or Associates Degree and early childhood training certifications, with all positions advertised to the public, and the part time associate position beginning at \$15,600 annual compensation. Ms. Costa seconded the motion, which was approved unanimously.

Mr. Runde moved to approve a 2% increase for all current library employees. Mr. Harding seconded the motion, which was approved unanimously.

Polaris ILS

Ms. Adams reviewed costs related to the future fiscal years for the Polaris ILS service, noting that the costs for Fiscal Years 17 and 18 were covered by the Eastern Shore Regional Library, with a cost of \$4,000 in Fiscal Year 19, and an estimated cost of \$4,345 for Fiscal Year 20, and \$4,555 for Fiscal Year 21.

Mr. Lerner questioned if the consortial agreement should be reviewed by the county attorney, and expressed that a letter of understanding should be obtained related to the costs and clarifications of the language involved.

Announcements

Ms. Macbeth reminded the Trustees that the August 30 meeting would be in open and closed session, and would include the performance review of the executive director.

Ms. Macbeth appointed Mr. Runde, Ms. Schut and Ms. Tully to the Trustee Recruitment Committee, noting that recommendations needed to be delivered to the October Trustee meeting.

No further business was brought before the Trustees.

Mr. Lerner moved to adjourn the meeting. Msc. Schut seconded the motion, which was approved unanimously. The meeting was adjourned at 2:54 pm.

The next meeting of the Board of Trustees will be on August 30, 2017 at 10:00 am in the Chestertown Library Inc., building.

Barb Macbeth, President

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

Instructions to presiding officer: The closing statement sets the agenda for the closed session by disclosing the topics that will be discussed, telling the public why the members are voting to exclude them from the discussion, and citing the statutory authority for closing the meeting. The closing statement must be available for public inspection at the time the meeting is closed and may not be changed later.

To meet in a closed session that is subject to the Act, the public body must first meet in an open session, after notice, and take steps to close that session. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.¹

This model form has two sides. In the open session, complete items 1 through 4 on this form or in any writing that gives that information. If someone pre-prepared the form for you, confirm that it reflects the public body's intended discussion and the reason(s) for closing the meeting. Also in the open session, conduct a recorded vote on a member's motion to close. In the closed session, it is helpful to use a copy of the closing statement as the agenda. If the public body might return to open session afterwards, be sure to tell the public that.

The public body must disclose the events of the closed session in its next open-session minutes. The worksheet that appears below item 4 provides a checklist of the required disclosures. The worksheet is not part of the closing statement.

1. **Recorded vote to close the meeting:** Date: 07/13/2017; Time: 1:09 PM; Location: Yellow Building; Motion to close meeting made by: COSTA Seconded by HAEDIN; Members in favor: All in Favor; Opposed: /; Abstaining: /; Absent: /.
2. **Statutory authority to close session (check all provisions that apply):** All Members present plus Librarian Direct

This meeting will be closed under General Provisions Art. § 3-305(b) only:

- (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) "To consider the investment of public funds"; (6) "To consider the marketing of public securities"; (7) "To consult with counsel to obtain legal advice"; (8) "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) "To prepare, administer, or grade a scholastic, licensing, or qualifying

¹ http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf

examination"; (12)___ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13)___ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14)___ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§ 3-305(b) (1)	Reorganization	To discuss staff restructuring and reorganization and personnel issues
§ 3-305(b) ()		
§ 3-305(b) ()		
§ 3-305(b) ()		
§ 3-305(b) ()		

4. This statement is made by Barbara Macbeth, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)

Time of closed session: 1:09 pm Place: Yellow Building
 Purpose(s): Discuss staff restructuring and personnel issues
 Members who voted to meet in closed session: All
 Persons attending closed session: All Board Members all Trustees p.c.w. Director
 Authority under § 3-305 for the closed session: Section(1)
 Topics actually discussed: Reorg and Personnel issues Reorg + personnel
 Actions taken: Voted on Restructuring Each recorded vote: _____
closed session ended: 2:40 pm
 For a meeting recessed to perform an administrative function (§ 3-104): Time: _____
 Place: _____ Persons present: All Board members
 Subject matter discussed: Staff restructuring an personnel issues