

Kent County Library Board of Trustees

Minutes of the November 30, 2017 Meeting

Present: Barbara Macbeth, President; Sarah Schut, Vice President; Charles Lerner, Treasurer; Wendy Costa, Secretary; Joe Harding, Trustee; Earl Runde, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Ashley Fedele, Staff Member; Chris Walmsley, Staff Member; Karen O'Connor, Foundation President; Cynthia Saunders, Friends President; Patricia Clark, Staff Member

The meeting was called to order at 9:30 am.

Fiscal Year 2017 Annual Report

Ms. Adams presented the Fiscal Year 2017 Annual Report, reviewing the highlights with guests and trustees.

Introductions

Mr. Runde reviewed the oncoming trustees to fill vacant positions within the Board.

Ms. Clark was introduced to the Board of Trustees. Ms. Clark reviewed her qualifications and history with libraries.

Ms. Macbeth reviewed the agenda of the meeting, adding a Facilities Committee Report after the Funding Partner Reports. Mr. Runde added a policies and procedures update to follow the discussion of Board of Trustee goals.

The minutes of the previous meeting were reviewed. Ms. Macbeth noted a correction to the minutes as circulated. Mr. Lerner added the specific request for the Sunday *New York Times* subscription. Various typography errors were corrected.

Mr. Lerner moved to approve the minutes as revised. Ms. Tully seconded the motion, which was approved unanimously.

Secretary's Report

Ms. Macbeth informed the trustees that letters had been sent to the applicants for the Board, and that a phone call had been made to the unsuccessful applicants.

Finance & Treasurer's Report

Mr. Lerner reported that the current bank balance was \$260,100.00, with a health reserve of \$36,087.00, leaving a working balance of \$224,013.00.

Ms. Schut reviewed the financial reports with the trustees, noting that there was no unusual activity.

Ms. Schut noted that the committee had discussed the current reserve level as well as how to handle reserves in excess of the stated level. Mr. Harding noted that the trustees had passed a policy stating a reserve of two months of operating expenses.

The trustees discussed how to establish and state the desired reserve level. Ms. Adams suggested adding a statement to the managerial letter as a part of the audit related to the desired reserve level.

The trustees discussed establishing a written policy statement related to the reserve level, which Mr. Runde volunteered to develop.

Director's Report

Ms. Adams presented the proposed holidays for Calendar Year 2018. The trustees discussed terminology related to early closing and reduced hour days. Mr. Runde moved to approve the holiday schedule as revised. Mr. Harding seconded the motion, which was approved unanimously.

Ms. Adams presented a draft of the strategic long range plan for Fiscal Year 2018, noting that a plan needed to be filed with the state to apply for grants for future projects. Ms. Tully noted that the current plan had been concluded in 2016, and that it was essential to redo the process, and suggested retitling the document to, "Implementation of Strategic Long Range Plan."

Mr. Harding moved to approve the document as revised. Ms. Costa seconded the motion, which was approved unanimously.

Ms. Adams revised the statistics reports with the trustees, noting that due to the Polaris migration, some data for the beginning of the fiscal year had been lost. The trustees discussed the reports and the interpretation of the data presented.

Ms. Adams informed the trustees that the library would begin receiving the Sunday *New York Times*, the daily *Washington Post*, and a subscription to *The Week*.

Ms. Adams reviewed a meeting with the Millington town council with the trustees, noting that a recent article misrepresented the outcome of the meeting and the services requested and offered would need to be clarified.

Ms. Adams noted that an interview was upcoming for the position of children's assistant.

Ms. Adams informed the trustees that the HVAC work was mostly completed and that the heat was working in the library. Ms. Adams said that the work was expected to be completed in two weeks, followed by inspection and testing.

Ms. Adams reviewed the Foundation for the Kent County Public Library meet and greet, noting that Ms. Macbeth and she had attended.

Ms. Adams requested that as part of every board meeting the trustees note exactly what they expected from her with deadline dates for reports or documents.

Director's Job Description

Ms. Tully noted that she had circulated a draft among the trustees, and that Ms. Adams should review and discuss at the December Board of Trustees meeting.

Policy Updates

Mr. Runde informed the trustees that a draft of the fines and fees policy was being reviewed and that he was developing a format for policies to be put into going forward. Mr. Runde noted that he expected to present the Fines and Fees Policy at the January meeting.

Facilities Committee

Mr. Harding noted that the committee had met the previous day, and circulated a timeline for the renovation of the children's department.

Mr. Harding informed the trustees that the Friends of the Library had committed to purchasing the bench for the renovation process.

No further business was brought before the trustees.

Mr. Lerner moved to adjourn the meeting. Ms. Schut seconded the motion, which was approved unanimously.

The meeting was adjourned at 12:09 pm.

The next meeting of the Board of Trustees will be on December 11 at 1:15 pm in the Chestertown Library Inc., building.

Barbara K. Machoth, President