

Kent County Library Board of Trustees

Minutes of the November 4, 2019 Meeting

Present: Charles Lerner, President; Elisabeth Tully, Vice President; Valerie Overton, Secretary; Earl Runde, Treasurer; Jackie Adams, Director; Chris Walmsley, Staff Member; Pat Merritt, County Finance Officer; Chris Lehman, Auditor; Bronwyn Jones

Mr. Lerner called the meeting to order at 4:00 pm.

FY 2019 Audit Review

Mr. Lehman introduced himself to the Board of Trustees and reviewed the audit process with the board.

Mr. Lehman noted that no instances of fraud were discovered, no material weaknesses were found, that management was fully cooperative and that no audit adjustments were noted, and issues a clean opinion of the library's financial statements.

Mr. Lehman informed the trustees that there had been a positive change in net position over the last three fiscal years.

Mr. Lehman reviewed a request from the Finance Committee to move an amount into an assigned fund balance, \$90,000 for renovations to the library, which was noted in the financial statements on page 18.

Mr. Lehman and Ms. Merritt left the meeting.

The minutes of the previous meeting were reviewed. Ms. Tully moved to approve them as presented. Mr. Runde seconded the motion, which was approved unanimously.

Treasurer's Report

Mr. Runde reported that the checking account balance was \$195,014.93, with a money market account balance of \$178,977.78. Mr. Runde noted that money had been transferred between accounts to keep the balance below FDIC insurance limits.

Mr. Lerner reviewed the Finance Committee meeting, noting that the committee had reviewed the checks and account statement.

Director's Report

Ms. Adams informed the Trustees that the library staff development day would be on Thursday, November 7 with a focus on communication and personality types, with a visit to Washington College library and archives in the afternoon.

Ms. Adams noted that Ms. Alsup had resigned from the library, effective November 6.

Ms. Adams stated that all staff had completed a webinar about homelessness and how homeless patrons interact with the library funded by the Maryland State Library.

Ms. Adams informed the trustees that the Chestertown Library, Inc. had awarded \$2,245.85 to be split between books and literary improvement.

Ms. Adams reviewed the statistics with the trustees, noting that circulation was steady, but door counts and computer use were down slightly.

Ms. Adams noted that the Mellon Grant was working on legal issues related to the ownership of scanned materials.

Ms. Adams reviewed the Children's Assistant job announcement. The trustees discussed salaries and the starting salary level of the position.

Ms. Adams reviewed upcoming programs and events with the trustees.

Funding Partner Reports

Foundation for the Kent County Public Library

Mr. Lerner reported that the Foundation had sent out its annual funding requests.

Friends of the Kent County Public Library

Ms. Overton reported that the Friends were preparing for the book sale, and discussing the timing of renovations and how the spring book sale would be affected.

Committee Reports

Facilities Committee

Mr. Lerner reviewed a meeting with the design consultant, noting that costs were much higher than initially estimated and that options to reduce the cost had been discussed.

Mr. Adams informed the trustees that she was looking into options related to cleaning the carpet in the children's area, noting that it required special equipment.

Strategic Planning

Ms. Tully reviewed the proposed strategic long range plan with the trustees. The trustees discussed language and the phrasing of the recommendations.

The trustees discussed recommendations and goals. Ms. Adams indicated that she would work on goals from the strategic planning recommendations.

Policy & Procedures

Mr. Runde stated that there would be a policy presented at the next meeting.

New Business

Meetings

The trustees discussed the November 25 meeting and requested that Ms. Adams ask the Rock Hall town manager to attend. It was decided to host the meeting in Rock Hall.

Ms. Jones left.

Trustee Recruitment

Mr. Runde circulated information about the trustee candidates and the process of interviewing and selection.

Mr. Runde moved to recommend Alan Austin and Bronwyn Jones for five year terms, and Jay Silcox for a three year term to the county commissioners. Ms. Tully seconded the motion, which was approved unanimously.

Mr. Lerner circulated a document related to hiring, job postings and evaluations, and the role of trustees and the director in those aspects of library management.

Mr. Lerner requested the following language be added to the minutes:

In accordance with the Maryland Code regarding Libraries the Trustees "shall select and appoint a professional librarian eligible for certification as director of the library to serve at the pleasure of the board" and may delegate "its authority to appoint any other necessary employees" for the Library. The Board some time ago delegated this authority to the Director. To ensure a good management oversight process the Director will notify and consult with the Board President prior to posting for any employee position and notify and consult with the Board President before any selection is made and communicated to the selectee.

To have proper management oversight the Director will provide to the Board President proposed appraisals for direct report for review and share on request the appraisals of other employees after provided to the employees.

Ms. Adams indicated her understanding of the language.

Mr. Lerner moved to adopt the language, and record the language and understanding into the minutes.

Ms. Overton seconded the motion, which was approved unanimously.

The timing of the December meeting was discussed. The trustees decided to have a meeting, if one was deemed necessary, preceding their holiday party on December 16.

No further business was brought before the Board of Trustees.

The meeting was adjourned at 5:56 pm.