

KENT PUBLIC LIBRARY

Board of Trustees

Minutes of Meeting of March 20, 2018

The meeting was called to order at 7:00 PM by President Mike Mahoney

Present: Mike Mahoney, Board President, Marisa Lamb, Technology Specialist, Jessica McMath, Irene Rohde, Michele Ment, Katie D'Angio, Thomas Maxson, and Mike McDermott

Minutes: Motion was made by Mike Mahoney to accept the minutes of the Board Meeting held February 20, 2018. The motion was seconded by Mike McDermott, with all in favor.

Treasurer's Report: The report for the month of February was included in the package. The Board reviewed the Treasurer's Report showing that actual for February 2018 was 4% below budget. No special commentary was provided as Otto Romanino was absent. The Motion was made by Tom Maxson to accept the written report. This motion was seconded by Irene Rohde and all were in favor.

Check Register/Invoice Presentment: The check register as well as the invoices listed on the check registers were provided to the Board. A motion to approve this report was made by Mike McDermott, seconded by Irene Rohde, and all were in favor.

Report of the Library Director: The Report was presented by Marisa Lamb as Carol is on vacation.

Items for Discussion:

- The grant application was submitted to the PCSB Community Foundation
- Numbers show that people are attending the library more, but borrowing less for February
- The appropriation has been received from the Town of Kent and deposited with the bank

Item Discussion: Carol provided more due diligence behind why KPL appears to be disproportionately a net lender in the library system, rather than a net borrower. A breakdown of local libraries and their net borrow/net lend status was provided. Additionally noted is that KPL spends a larger portion of its budget on materials; 11% versus the average of 7%. She suggested that perhaps there is room to adjust expenses away from materials and move toward improving outside communication through advertising.

Items for Discussion:

- Mr. Davis will donate the teak bench for \$1,200 plus plaque for \$150. A copy of the agreement was supplied
- Nugent & Haeussler, PC completed audit and will be re-engaged for FY 2017 audit as well, although with an earlier finish date (see New Business below).

Report of Standing Committees:

A. Budget; B. Buildings and Grounds, and C. Friends committees had no report due to absent Committee Chair members and no new items for discussion.

D. Long-Range Plan of Service.

- Most immediate action is focused on beautification. Michele Ment has contacted Kent beautification committee (Erika) and Kent Police to arrange.
- A beautiful flyer is being circulated on line at the library for Kent Clean up day
- Welcome Wagon at KPL is still underway
 - Map is proving tough to figure out who is Kent Resident
 - Seems to be only purchasers and not renters
 - Focusing on 3x per year
 - Contact real estate agents and put information in packets given to prospective home owners
- Carol is sending the Community discussion to Bill Huestis and Town Board with summaries

E Nominations; F. Personnel; G. Policy; and H. Public Relations had no new reports, although KPL continues to get good press in the local newspapers

New Business:

A motion was made to engage Nugent & Haeussler, PC, to audit the Kent Library's 2017 financial statements. The motion was made by Irene Rohde and seconded by Mike MacDermott. All were in favor.

The next meeting will be held April 17, 2018.

At 7:45 PM, a motion to adjourn meeting was made by Tom Maxson, seconded by Irene Rohde, and favored by all.