

KENT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING November 19, 2019

The meeting was called to order at 7:00 PM by President Mike Mahoney with the Pledge of Allegiance to the flag.

Present: Mike Mahoney, President, Carol Donick, Library Director, Tom Maxson, Michele Ment, Irene Rohde, Marty Collins, Jessica McMath, Mike McDermott, Jane Fowler, Friends Liaison and Flo Ratti

Mike McDermott advised that his daughter, Breanne Griffith was interested in becoming a board member and gave a resume letter to Carol and Mike Mahoney. Thanks were expressed and the letter will be turned over to the Nominating Committee who will be getting in touch in January.

Carol provided some celebratory non-alcoholic apple cider to thank the board and all volunteers who worked on the referendum. It was a wonderful outcome. Three cheers for the Kent Public Library!

Minutes: The minutes were reviewed and a motion was made to accept the October minutes by Michele Ment and seconded by Jessica McMath. All in favor.

Treasurer's Reports: Carol gave the report in Otto's absence. We are 4% under budget at the moment but some large outstanding bills will be paid shortly. We will probably remain slightly under budget for the balance of the year. A motion was made by Tom Maxson and seconded by Irene Rohde to accept the reports. All in favor.

Check Register Reports: Our Check Register and Bank America Credit Card Statement were reviewed. A motion was made by Mike McDermott and seconded by Marty Collins to authorize payment of the invoices reported. All in favor.

Library Directors Report: Carol advised that small increases in salaries were built into this year's budget for a few clerical positions. Carol would like to give a 4% increase to two specific employees who have taken on extra work this year. Since they both work part time the total increase would amount to under \$430 per year, a very nominal amount for the extra services they render. The increases would go into effect on January 1, 2020. **Item Discussion:** Carol is working on the tax cap forms we will need to file with the State. Now that we have passed a public vote for funding, we will need to file this form every year. **Item Discussion:** We have spent less than budgeted on health insurance and office supplies so far this year. Carol would like to use \$5,000 of the money we saved in this way on Programs and Library Materials in the last few months of the year. Our spending will increase next year due to our enhanced budget but it would be nice not to have to skimp now. **Item Discussion:** The library catalog has doubled in size since it now includes online titles available through Hoopla and Kanopy at the Kent Library site. In addition to the interest in this new offering, the auto-renewal feature has added to our 43% circulation increase for October. **Item Discussion:** Carol is still gathering information regarding AFLAC and similar organizations. She will get back to the board with her findings in January. **Item Discussion:** Carol received an email from Otto regarding the tree trimming. It should be done in the Spring but not too much. They provide good shade and water retention during the summer months. Otto is also waiting for a response from the Health Department regarding water/sump pump problem. An alarm has been installed on the pump but is very costly to have it monitored by our security company. Carol and Otto are investigating alternatives. **Item Discussion:** Two trustees have announced that they will be resigning at the end of this year. One other member's seat is still open and the president is coming to end of his two-year term. The Nominating Committee needs to try and fill these spots so as to have a quorum at meetings. Our next meeting will be at Cutillo's for our annual Christmas Party. Otto will be in touch with details. A motion was made to accept the report of the Library Director by Marty Collins and seconded by Mike Mahoney. All in favor.

Report of Standing Committees:

- A. Budget – No report.
- B. Buildings and Grounds – Discussed earlier.
- C. Friends – Jane gave a detailed report of the financial support provided by the Friends organization:

Postage & Post Cards	\$518.30
Flags,Button,Yard Signs	310.58
Legal Fees	<u>450.00</u>
Total	1278.88

The November book sale netted over \$1,000 and the Veteran’s Day sale another \$\$160. So the money was made back almost immediately. During the first hour of the book sale some unsavory vendors invaded us and it was hoped that they do not return in the Spring. A plan will be formulated just in case they do return.

- D. – G : No report
- H. Public Relations: We will continue to submit articles, blurs, etc. to the paper on a weekly basis

Ad Hoc Sustainability Committee: Mike suggested that we record all that we did during this campaign to use for future reference when we again have to go for a referendum vote. It will be helpful to see what techniques worked and what was not effective.

Old Business: None

New Business:

1. A notion was made to approve the library director’s request to spend an additional \$5,000 on Programs and Library Materials before the end of 2019. The motion was made by Michele Ment and seconded by Mike McDermott. All in favor.
2. A motion was made to increase the hourly rate of two employees as stated above pending the approval of the treasurer who was absent at this meeting. The motion was made by Tom Maxson and seconded by Irene Rohde. All in favor.

The next board meeting will be December 17, 2019 at 6:00 PM at Cutillo’s.

A motion to adjourn the meeting was made by Flo Ratti and seconded by Michele Ment. All in favor

Meeting adjourned at 8:00 PM

Respectfully submitted,
Florence Ratti