Onslow County Public Library
Board of Trustees Meeting
March 11, 2014

Members Present: Lucy Booher, Kathleen Dillingham, Amelia Dees-Killette, Faye Waters, Deloris Wells, Sandra White
Also Present: Estell Carter, Library Director, Emery Ortiz, Assistant Director and Karen Moore, Public Service Librarian

I. **Call to Order**
Faye Waters, Board Chairperson, called the March 11, 2014 meeting to order at 4:00.

II. **Introduction of new Trustee members**
Sandra Wood filled the At-large position on the Board of Trustees. David Swinney filled the Military position on the Board. Sandra Wood had a prior engagement and was unable to attend the meeting today.

III. **Approval of minutes**
Under ***Old Business,*** the sentence should read: *With the By-Laws change, we are now meeting **bi-monthly**, six months instead of twelve months.* Sandra White made a motion to accept the amended minutes. Kathleen Dillingham seconded. The minutes were approved with the necessary correction.

IV. **Director's Report**

1. The budget proposal for fiscal year 2014 was completed and submitted on February 28.
2. The program numbers were down across the system due to inclement weather. The Main Library showed a significant decline.
3. Inclement weather during the month of February impacted the installation of new furnishings and the completion of punch list items for the Sneads Ferry EEC/Library project.
4. The old Sneads Ferry branch library was closed to the public on February 28 the move to the new building began on March 3. A soft opening is targeted for March 17. A grand opening for the facility is planned for April 4 and 5.
5. The Dr. Seuss celebration recorded record attendance. The Main Library had over 300 people in attendance, straining the building's capacity. Richlands branch reported 90 people in attendance, Swansboro 80, and Sneads Ferry 30.
6. Library staff completed and submitted a proposal for the FY 15 Library Services and Technology Act. In an effort to support the early literacy programming efforts, the proposal was built around the purchase of 10 early literacy tablets.
7. Library staff compiled and submitted information for the Edge Initiative project.
8. Main Library Youth services participated in the first outreach program geared towards senior citizens with Alzheimer's. Staff visited Premier Nursing where

they presented a story time complete with puppets and songs. This went over very well.

9. Silverdale Elementary School submitted 47 E-resource card applications. The E-resource card was designed to give students who do not have a traditional library card the ability to access and utilize online resources.

V. Board Development

a. Report on Trustees Outreach Activities
   - Kathleen Dillingham attended Book Club.
   - Sandra White visited libraries in another country. Sandra reported that their libraries offer a lot of volunteer opportunities

b. Recruitment of New Trustees
   - Three (3) Board members term expire on June 30, 2014---Lucy Booher, Brock Ridge, and Sandra White

VI. Old Business

a. Edge Initiative results

   The Edge initiative is an assessment tool for improvement. Scores are given as a planning tool.
   - Assistant Director Emery Ortiz reported that we received 500 out of 1000 points
   - The Initiative was broken down into three Benchmarks. The results indicate points achieved and possible points:
     Community Value.....180/310
     Engaging the Community.....155/295
     Organizational Management.....165/395
   - Improvements have already been made in some of the targeted areas.

VII. New Business

a. Fiscal Year 2015 Budget
   - Director Carter presented the Budget Worksheet Report

b. Report for Commissioners
   - The Commissioners wanted to know how Onslow County Library compares to other libraries. Director Carter compiled an overview of the Library facilities on February 3, 2014.

c. National Library Week Proclamation
   - The Commissioners will issue a Proclamation for National Library Week at the April 7th meeting.

d. North Carolina Community Foundation Grant
   - $2,120.00 is available for distribution from the Foundation. This was built into budget to be used for programs. Sandra White made a motion to accept Director Carter's recommendation that $2,120.00 to be used for

programming. Lucy Dillingham seconded the motion. The motion passed.

e. North Carolina Community Foundation Statement
   - $48,825.65 balance as of December 31, 2013
   - Jacksonville Friends made a contribution of $200.00. This is done annually to keep account active.
   - New software has been implemented that might help Endowment grow. This software allows you to log into library account to pay fines and fees. This software also has capability of taking donations online.

f. David Holt program

   Karen Moore, Public Service Librarian reported on upcoming event
   - David Holt will visit on May 31st at 2:00
   - Another musician will accompany him
   - Music program with a bit of storytelling
   - Onslow County Parks and Recreation allowing us to use the park and is helping in promoting it
   - Hope to get donations to help support this event
   - Fundraiser at Forkful on Western Boulevard on April 8 from 5:00-8:00. 10% of proceeds come back to the library.

VIII. Library Facility Updates

a. Sneads Ferry Branch Library – Soft opening and Grand Opening
   - Friday, April 4 from 6:00-9:00 Invitation only affair for Grand opening
   - April 5, from 10:00-3:00 the public opening.

XI. Additional Information

a. Next meeting on May 13, 2014 at 4:00 p.m.

X. Adjournment

Sandra White motioned to adjourn the meeting. Kathleen Dillingham seconded the motion. The meeting was adjourned.

Approved by the Onslow County Public Library Board of Trustees May 13, 2014

Faye R. Waters May 13, 2014

Faye Waters, Chairperson