Onslow County Public Library
Board of Trustees Meeting
January 14, 2014

Members Present: Lucy Booher, Kathleen Dillingham, Amelia Dees-Killette, Brock Ridge, Faye Waters, Deloris Wells, Sandra White
Also Present: Emery Ortiz, Assistant Director and Valerie Suttee, Youth Services Librarian

I. Call to Order

Faye Waters, Board Chairperson, called the January 14, 2014, meeting to order at 4:00.

II. Approval of minutes

Brock Ridge motioned to approve the December 10, 2013, minutes. Sandra White seconded the motion. The minutes were approved as presented.

III. Director's Report

1. Assistant Director Emery Ortiz presented the Director's Report.
2. The library system continues to see notable increase in traffic.
3. Numerous meetings, events, and training meetings were attended this month. Most of them involved the Sneads Ferry EEC/Library project.
4. The Library staff worked on completing the first stages of the 2014-1015 budget proposal, the Capital Improvement Plan and personnel requests.
5. A great deal of time was spent this month coordinating with vendors and other county agencies who are involved with the Sneads Ferry project.
6. The Friends of the Swansboro Branch Library held a holiday bazaar during the month of December to raise funds to support the branch library.

IV. Board Development

a. Report on Trustees Outreach Activities
   - None Reported

b. Recruitment of New Trustees
   - Applications have been submitted to fill the Military and At-large positions on the Board of Trustees.

c. June 30, 2014 Expirations
   - Three Board members have terms expiring in June. These members have a desire to remain on the Board and will resubmit their applications.

V. Old Business

a. Meeting Schedule/Article IV
   - With the approval of the change in the By-Laws, consideration was given to the number of missed meetings as reflected in *Article IV: Meetings.* With the By-Laws change, we are now meeting bi-monthly, six months

instead of twelve months. Discussion was held considering the number of meetings a Board member could miss.

- The statement was changed to read, "Failure of a Board member to be present at four meetings in one year shall constitute resignation from the Board, unless additional absences are approved by the Board Chairperson."
- Sandra White motioned that we accept the change for the number of meetings a Board member could miss. Kathleen Dillingham seconded the motion. The motion carried.

VI. New Business

a. Teen Advisory Board Overview

- Valerie Suttee, The Youth Services Librarian, gave an overview of Teen Advisor Board. This Board is run by the young adult coordinator.
- They have met twice (December and January).
- This was sparked by the Catching Fire Program. The teens, with some guidance, planned, created, presented, and marketed this to their friends. Forty-two teens were in attendance.
- They are working on their next program which is based on Percy Jackson's novel, The Battle of the Labyrinth. They will meet every Wednesday to work on the new program.
- The teens are also planning to register for a Public Library Reading Video Challenge.
- One of the teens on the Board appear on G-10 to promote the Library and the program.

b. Overview of Edge Initiative

- Nationwide
- Piloted it with a few states
- Now being offered to all North Carolina libraries.
- This is an assessment tool for libraries; benchmarks mostly relate to technology and gauging whether you have appropriate bandwidth for high speed internet and enough computers to serve the population
- Scores are given, not as judgment but as a planning tool
- The three core areas in which benchmarks are given are community valves, engaging community and decision makers, and organization management
- Due on February 28
- There are twelve benchmarks overall
- Results should be back by March

c. Proposed Changes to Fines and Fees Schedule for 2014-2015

- A standard $.20 fee for copies & printing was proposed as well as $2.00 fee for a 2 hour computer-use pass for those without a library card, and a

proposed $.20 for overdue movies and magazine. Brock Ridge motioned that we accept the fee adjustments that were proposed. Amelia Dees-Killette seconded the motion. The motion carried.

- A print management kiosk is being placed. This takes away the need of a staff to handle printing. This kiosk is set up to take cash, coins, and credit for printing. This will hold people accountable and make things more orderly.

VII. Library Facilities Updates

a. Sneads Ferry Branch Library
   - Director Estell Carter is at meeting today. The pre-final inspections have been conducted. The architect and contractor are preparing a punch list. Part of the furnishing has been delivered.

VIII. Additional Information

a. Daily News Article on Book-less library
b. Next meeting is March 11, 2014 at 4:00 at Public Library

IX. Adjournment

Brock Ridge motioned to adjourn the meeting. Kathleen Dillingham seconded the motion. The meeting was adjourned.

Approved by the Onslow County Public Library Board of Trustees
March 11, 2014

Faye R. Waters May 13, 2014

Faye Waters, Chairperson Date