Onslow County Public Library
Board of Trustees Meeting
October 8, 2013

Members Present: Lucy Booher, Kathleen Dillingham, Brock Ridge, Faye Waters, Deloris Wells
Also Present: Estell Carter, Library Director

I. Call to Order

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

II. Introduction - Board Shadow

The President of the Chamber of Commerce, Laurette Leagon, was to shadow the Board. She was unable to attend the meeting today.

III. Approval of Minutes

The minutes from the September 2013 meeting were reviewed. Brock Ridge made a motion for approval of the minutes. Kathleen Dillingham seconded the motion. The minutes were approved as presented.

IV. Director's Report

1. A comparison of key activities at all library branches was given for the month of September 2012 and September 2013. The reduction in programming numbers related to a school event that the library hosted in 2012 but did not do in 2013. Door counts and e-book counts are holding steady.
2. The application for State Aid to Public Libraries was approved by the Board of Commissioners and was submitted to the State Library for consideration. Notification regarding the amount of aid that will be allocated is generally received in October or November.
3. We are now able to accept credit card payments at all library locations. Thanks to Finance and County IT for their help. The next step is to integrate online payment software that will allow customers to log into their library account from home and pay their account balance.
4. Staff met with a representative from Eastern Carolina Workforce Development Board to discuss upcoming partnership to aid unemployed/underemployed citizens. The library will promote and provide access to and enroll students in the Worldwide Interactive Network (WIN) system. This courseware allows citizens to take pre-tests in core subject areas in order to prepare for Career Readiness Certification. Details are being finalized.
5. Director Estell Carter attended a new library directors orientation on September 17th and 18th. This was sponsored by the State Library.
6. Staff met with the Sneads Ferry project architects to finalize the color board.
7. The Sneads Ferry Friends of the Library agreed to fund the purchase of the outdoor and interior book returns for the new Sneads Ferry library. Friends also agreed to fund up to $25,000 in new material purchases for the facility. They will

meet again on October 31 to discuss options for funding other items for the branch.

8. Library employees participated in numerous trainings/events during September:
   a. Every Child Ready to Read Workshop....This will tie in with what schools do; the focus is on early literacy
   b. PCI compliance webinar
   c. Mobile device webinar
   d. Performance evaluation training
   e. Print Management system training
   f. Credit card processing training
   g. Affordable Care Act workshop...State Library put together a webpage with the basics
   h. Digital Services and NCLIVE webinars
   i. E-book workshop.....This was well attended
   j. Homelessness in the library webinar

V. Board Development

a. Faye Waters and Kathleen Dillingham attended Book Club.
b. Faye Waters worked at Friends of the Library Book Sale.
c. We may have someone interested in filling the military slot on the Board.

VI. Old Business

a. Oral History Project updates
   - Staff is starting to move forward with the Oral History Project. Kim Cowdrey is heading this up.
   - Genealogy meeting on November 6th at 2:00
   - Kim Cowdrey is presenting at NCLA Conference on African-American Civil War soldiers.
b. Meeting Schedule/By Law Changes

   Director Estell Carter presented information from other North Carolina libraries on meeting schedules. We will consider changing the meeting times from monthly to bi-monthly. We will discuss this and make a decision at the November meeting.
c. Digital Bookmobile Visit
   - The Digital Bookmobile, a 74" tractor-trailer, is scheduled to be here on October 28, 2013.

VII. New Business

a. Print Management System
   - Library has new copy machines. The contract has changed. This system charges for every page printed. It was previously charged as a quota. Then pay if we went over. This has caused consideration about what to print.

VIII. Library Facilities Updates

a. Sneads Ferry Branch Library
   - We viewed a slide presentation of the work in progress at the Environmental Education Center and Library in Sneads Ferry
   - Director Estell Carter brought in color board

b. Main Library
   There has been some thought about changing the library's floor plan. Students from Coastal Carolina are working on designs. These design ideas will be used to seek grant money.

IX. Library Statistics

- Door count is holding steady
- Book circulation is showing a bit of decline
- Better use of electronic resources

X. Adjournment

Brock Ridge made a motion for the meeting to adjourn. Lucy Booher seconded the motion. The meeting was adjourned.

Approved by the Onslow County Public Library Board of Trustees
November 12, 2013

Faye R. Waters Nov. 12, 2013

Faye Waters, Board Chair Date