Onslow County Public Library
Board of Trustees Meeting
December 10, 2013

Members Present: Lucy Booher, Kathleen Dillingham, Brian Jackson, Amelia Dees-Killette, Faye Waters, Deloris Wells
Also Present were Jacksonville and Swansboro Friends of the Library: Maureen Fiorello, Mindy Rusch, Marge Graser, Joan Gerdsen, Mary Kay Gardener
Also Present: Estell Carter, Library Director and Emery Ortiz, Assistant Director

I. Call to Order

Faye Waters, Board Chairperson, called the December 10, 2013, meeting to order at 4:00. The Chairperson welcomed the Friends of the Library.

II. Introduction to Friends of the Library

III. Approval of Minutes

The minutes from the November 2013 meeting were reviewed. Amelia Dees-Killette made a motion for approval of the minutes. Kathleen Dillingham seconded the motion. The minutes were approved as presented.

IV. Director's Report

1. Director Estell Carter reported that the staff is working on a new format for gathering statistics. This format should be available in February or March. The usage attendance is up across the board. Program attendance shows the greatest increase. The early literacy programs account for this increase.
2. Numerous meetings, events, and training meetings were attended this month. Most of them involved the Sneads Ferry EEC/Library project.
3. The Library staff met with members of the Coastal Carolina Architectural Design class to review the final drawings for the relocation of the Main Library computer lab, adult services, and youth services areas. The drawings will give staff a blueprint to work from when applying for an LSTA grant to help fund portions of the initiative. The first phase, moving the computer lab, will hopefully be completed by the end of December. New lab tables and chairs were identified and ordered and electrical and data cabling work is currently being coordinated with the County maintenance and County IT. The Jacksonville Friends of the Library agreed to pay $2,475 towards furnishing for the lab.
4. The new outdoor identification sign, purchased by the Jacksonville Friends of the Library, was installed at the Main Library.
5. Furnishings have been finalized and ordered for the Sneads Ferry EEC/Library project. New materials and other opening necessities are arriving daily. It is anticipated that we will see a late December or early January building turnover.

6. Marge Graser, treasurer for the Swansboro Friends of the Library, was chosen to receive the Volunteer of the Year Award by the North Carolina Friends of Public Libraries, Southeastern division.
7. The Holiday Pajama-rama was an immense success. All branch locations reported excellent attendance. The Main Library had an after-hours event on Friday evening. There were well over 300 children and parents in attendance.

V. Board Development

a. Report on Trustees Outreach Activities
   - Amelia Dees-Killette shared information about Fall Dinner at Palo Alto sponsored by Swansboro Historical Society. She shared information about research she had done with grant monies she had received.

b. Recruitment of New Trustees
   - Slots are available for military and at-large Trustees. The citizen participation form will be placed on the Library's website.

VI. Old Business

a. Meeting Schedule/By-Laws Changes
   - By-law changes were approved at the December 2 Commissioners meeting. We will meet in January. Then we will meet again in March.

VII. New Business

a. North Carolina Community Foundation Statement
   - The ending fund balance as of September 30, 2013 is $46,206.54.

VIII. Library Facilities Updates

a. Sneads Ferry Branch Library
   - The facility is beautiful and we are all awaiting the opening date.

IX. Adjournment

Brian Jackson motioned to adjourn the meeting. Kathleen Dillingham seconded the motion. The meeting was adjourned. We enjoyed refreshments after the meeting adjourned.

Approved by the Onslow County Public Library Board of Trustees
January 14, 2014

Faye R. Waters Jan. 14, 2014

Faye Waters, Chair Date