Onslow County Public Library
Board of Trustees Meeting
November 10, 2015

Members Present: Kathleen Dillingham, Brian Jackson, Amelia Dees-Killette, Faye Waters, Deloris Wells, and Sandra Wood
Also Present: Estell Carter, Library Director

I. Call to Order

Amelia Dees-Killette, Assistant Board Chairperson, called the November 10, 2015 meeting to order at 4:00 pm at Onslow County Public Library.

II. Approval of minutes

Kathleen Dillingham made a motion to approve the September 2015 minutes. Sandra Wood seconded the motion. The minutes were accepted for approval.

III. Director's Report

1. There was a decline in visits, borrowed items, and cards. This is attributed to the library being closed on Sunday and closing early on Monday. Sunday is generally one of the busiest days. Program attendance was up almost 30%.
2. Hurricane Joaquin threatened the area in early October. Due to possible threat of inclement weather, Main Library was closed to the public on Sunday, October 5th. All branch locations closed early on Monday, October 5th due to inclement weather.
3. Richlands Branch Library closed to public on October 12, 13, and 14 to have carpeting installed. A search is underway for new tables and chairs.
4. Recipients of State Aid to Public Libraries funding were notified of a $1,000,00 recurring increase. As a result, Onslow County's allocation will increase to $222,981 for Fiscal Year 2016. A big thanks to Senator Harry Brown and Representative George Cleveland for their work on the budget.
5. County staff planned the first annual Emergency Responder's Appreciation Week dinner on October 16. Responders were treated to a catered dinner by Mission BBQ and Golden Corral. The generosity of local businesses, assistance from many volunteers and a $250.00 donation from Jacksonville Friends of the Library made this event possible.
6. The Youth Services staff in all branches worked to plan and implement Spooky Shenanigans on October 30. Over 550 attendees enjoyed an evening of games, snacks and family fun. The Main Library had about 300 participants.
7. A pilot program with Tumblebooks will operate through March 31, 2016 for all primary and elementary schools in the area. This is an upgrade to the existing Tumblebook product. The Library staff will monitor usage for the trial period and is working on obtaining quotes on what the new product will cost for the remainder of the fiscal year and for the fiscal year 2017.

IV. Board Development

a. Report on Trustee Outreach Activities
   - Brian Jackson attended Library Conference in Greensboro. He donated a book, <u>How I Shed My Skin</u> by Jim Grimsley to the library.
   - Amelia Killette-Dees attended Swansboro Friends meeting.

V. Old Business

a. State Aid Update
   - Onslow County Public Library will receive a total of $222,981.00 from the Aid to Public libraries Fund for FY2015-16.

b. Garden Club Assistance
   - Faye Waters will contact member of Garden Club. We are looking for ideas of what to do to make front of library more attractive and maintenance/upkeep of the back.

VI. New Business

a. Approval of 2016 Meeting Schedule
   - A schedule of meeting dates for 2016 was presented. Faye Waters motioned that we accept the presented schedule. Sandra Wood seconded. The schedule for 2016 meetings was approved. We will reassess visiting other branches at our January meeting.

b. Debt Write Off Update
   - Discussion of fines and fees account to be purged from library circulation system for FY 2004-2005. The total number of patron accounts to be purged is 1,706. The total value of the patron accounts to be purged is $29,909.07.
   - Once permission is obtained from the County Commissioner, the Library will proceed to purge uncollectable debt.
   - It would be beneficial if we could be on Camp Lejeune's check out system. We lose money when military transfer/leave area without clearing debt or returning materials.
   - Library has a collection agency that's geared to library. The library began utilizing this agency in 2010. We probably will not see any difference until the 2008-2009 records are purged.

c. Request for FY 17 budget items
   - Director Carter reported that she will ask for additional personnel for FY 2017
   - Looking at doing repairs and updates at all branches, focusing on one branch per year.

VII. Library Facility Updates

a. Main Library update
   - No updates

b. Sneads Ferry update facility
   - Working on Lead certification

IX. Additional Information

a. Next meeting on January 12, 2016 at 4:00 p.m. at Main Library.

X. Adjournment

Faye Waters motioned to adjourn the meeting. Sandra Wood seconded the motion. The meeting was adjourned.

Approved by the Onslow County Public Library Board of Trustees, January 12, 2016

Brock Ridge — 1-12-2016

Brock Ridge, Chairman — Date