Onslow County Public Library
Board of Trustees Meeting
May 10, 2016

Members Present: Kathleen Dillingham, Bryan Jackson, Rachel Waldron, Faye Waters, Deloris Wells and Sandra Wood.
Also Present: Estell Carter and Valerie Suttee

Call to Order

The meeting was called to order by Deloris Wells at 4:03 p.m. at the Main Branch Library.

Approval of Minutes

The minutes from the March 2016 meeting were submitted. Motion for approval was made by Kathleen Dillingham, seconded by Faye Waters, and the minutes were accepted for approval.

Director's Report

A. Statistics show that the Library is still growing. Our program attendance is up by almost 17 percent from last year and we have given out 31.5 percent more library cards than last year. The library is getting exposure through social media and community events where people can find out what kind of services the library offers.

B. Our Library Director, Estell Carter, is retiring June 1, 2016. A Director's Search for her replacement will begin soon. Several internal staff members talked with a third party company that helps do searches for department head levels and talked with them about what they wanted to see in a new director and the challenges facing the public library system. Estell also talked with them separately. Potential candidates will be put through an assessment process and will be given specific tasks to do. Valerie Suttee will most likely be the interim director until someone is hired.

C. As of May 2, 2016, Katie Lawson is the new branch for the Richlands Branch Library. Katie has a Master's Degree in literacy education, has previously worked in another library system in North Carolina and has over five years supervisory management experience. Her husband is the director of the USDA program here in Onslow County.

D. On April 19, 2016, Onslow County initiated a Reduction in Force to aid in balancing the upcoming budget. Sixteen positions were cut from the County payroll. The Library did not lose any positions but six vacancies were frozen as part of a hiring freeze initiated by County Administration. The vacancies include two part-time Library Technical Assistants for the Main Library Youth Services, one full-time and one part-time Library Assistant for Main library Public Services, one part-time Library Assistant at both the Sneads Ferry and Richlands branches. The hiring freeze presents real issues for the Summer Reading Program.

E. Jeffrey Hamilton, State Library Consultant for Onslow County, visited on April 23. Jeffrey talked about changes to e-rate filing and gave advice on how to best to handle the changes. He also conducted a brief survey regarding current and possible future initiatives sponsored by the State Library.

Board Development Nothing to report.

Old Business Several board members terms will be ending on June 30. Amelia Dees-Killette is not coming back as she is heavily involved in the Swansboro Historical Society project. We have not heard from David Swinney or Deloris Wells. After determining who is coming back, we are going to post through social media to see if anyone is interested in these openings.

New Business Estell reported that on April 11, all the Department heads had to sit in on the first Board of Commissioner's Budget Workshop which was an all-day affair. The biggest thing out of the workshop was that there is not enough money. We did go through a budget review meeting with the internal budget team. Later, we were asked to cut our budget by four percent below this year's budget. She took out some things for Swansboro, Richlands and software that was needed but was not able to meet their request for the four percent cut. The proposed budget will be out by June 1 and available for public review.

Facilities Update Nothing to report.

Additional Information Next meeting will be July 12, 2016 at 4 p.m. at the Swansboro Branch Library.

With no further business, motion made to adjourn by Faye Waters and seconded by Sandra Wood. Motion carried. Meeting adjourned at 4:35 p.m.

Approved by the Onslow County Public Library Board of Trustees
September 13, 2016

Rachel Waldron 4/23/18

Rachel Waldron Date