Onslow County Public Library
Board of Trustees Meeting
September 8, 2015

Members Present: Kathleen Dillingham, Lynn Duff, Brian Jackson, David Swinney, Rachel Waldron, Faye Waters, Deloris Wells and Sandra Wood.
Also present: Estell Carter-Library Director and five students majoring in Business Communication from Miller-Motte Business College.

Call to Order

Faye Waters, acting Chairman, called the meeting to order at 4:02 p.m. at the Onslow County Public Library.

Approval of Minutes

Sandra Wood made a motion to approve the July 14, 2015 minutes, motion was seconded by Brian Jackson and the minutes were accepted for approval.

Director's Report

1) Statistics show an 18 percent increase in program attendance but a small decrease across the board in other areas that are tracked monthly. Thinking maybe just attending programs but not checking out items. See how next month's number do.

2) Kronos Training-The County has implemented a new timekeeping software for all employees. It is electronic, has a mobile app and employees log in and out using their mobile phones in addition to a desktop PC. Employees are in training mode right now and will probably go through two payroll sessions before fully implemented.

3) Summer Reading Program for 2015 ended in August and was the most successful program yet. There was a total registration of 2,469 participants which is 277 more than 2014. The library's goal of 12,000 reading hours was surpassed with 13,255 total reading hours during the program. Our Youth Services Librarian, Ms. Valerie, had promised the participants that she would dye her hair blue if the goal was exceeded so she has been walking around with a blue streak in her hair.

4) The Youth Services Department also hosted a lock-in luau for about 30 of the teen volunteers that helped us get through summer reading. The volunteers are a source of valuable assistance for the library providing help monitoring and preparing the programs. Several local business donated food and movie passes for the volunteers.

5) 2nd and Charles hosted a donation drive for the library during the month of August. The library received about three full carts of high-quality donated books as well as $600 in gift cards towards the purchase of gaming systems for each branch location.

6) The Swansboro Branch had new ceramic floors installed in the restrooms in August.

7) The library staff has completed the required reporting for the Library Services and Technology Act grant that allowed the library to purchase 10 early literacy tablets all of our branches.

8) We received our application for State Aid to Public Libraries and it has been completed and submitted to the Board of Commissioners for approval at their next meeting which is tomorrow evening, September 9, and then it has to be submitted to State Library by September 15. We anticipate about $204,000 which should be allocated towards us but is dependent upon the number of qualifying libraries. If you have time, please send Representative Cleveland and Senator Brown an email stressing the importance of the work that the library does in the community.

9) The library staff has been working with Mr. Ross Frieble, the Director of Digital Learning and Technology Services for Onslow County Schools, to design and implement a professional development workshop for teachers. Because of the work they did with him, the attendees were granted four hours of

professional development credit. Have talked about doing more of these workshops and expanded them out to the branches so the teachers won't have so far to travel.

10) Two Comments & Feedback Forms were received showing the valuable assistance given to patrons by the library staff that resulted in one patron receiving a $1,000 continuing education grant and the other gained secondary employment after receiving help in updating his resume.

Board Development

There were no Trustee outreach activities to report.

Old Business

Deloris Wells was asked if she would be willing to be co-secretary with Rachel Waldron for the Board and she agreed. They will alternate taking the minutes for the meetings. Deloris will take the minutes for the next meeting in November.

New Business

1) The full balance in the OCPL Endowment as of June 30, 2015 is $49,930.58. There was a $2,260.00 grant from them that went straight into our programming resources through the County. Next quarter, should see some contributions on the statement from the
Sneads Ferry and Swansboro Friends of the Library and I will be approaching the Jacksonville branch for their donation.

2) Updated Trustee Roster was given to each Board member with up-to-date phone **number** and e-mails. Let Estell know if any corrections need to be made.

3) A. The Strategic Plan for the library system was updated in July because it was needed to send with the State Aid Application. A copy of the updated plan was given to each member. Some items have been completed and removed from the Plan.
B. We bumped the date up on the design construction of the Main Library and also any renovations that would go along with the outlying branches.
C. We completed a policy on revision cycle for our policies that the commissioners have to approve annually so we put a team together one time a year and they review and recommend any changes through the Board of Trustees first and then to the Commissioners for approval.

Facilities Update

1) Estell reported that at her last meeting with the Deputy County Director, she was told there is no committed funding or approval to move forward at the present time for a new Main Library but hopefully in 5-7 years. A new location will have to be found for a new library.

2) Nothing to report for the Sneads Ferry branch.

Additional Information

Faye Waters reported she has talked with a volunteer with the Northwoods Garden Club who is willing help with planting and maintaining flowers around the library.

Adjournment

With no further business, motion was made to adjourn the meeting at 4:41 p.m. by
Kathleen Dillingham, seconded by David Swinney and Sandra Wood and carried. Next meeting will be Tuesday, November 10, at 4 p.m.

Approved by the Onslow County Public Library Board of Trustees, November 10, 2015

Brock Ridge — November 2015

Brock Ridge, Chair — Date