Onslow County Public Library
Board of Trustees Meeting
January 12, 2016

Members Present: Brock Ridge, Kathleen Dillingham, Sandra Wood, Deloris Wells, Faye Waters, Amelia Dees-Killette, David Swinney and Rachel Waldron.
Also Present: Estell Carter.

Call to Order

Brock Ridge, Board Chairperson, called the January 12, 2016 meeting to order at 4:05 p.m. at the Main Branch Library.

Approval of Minutes

The minutes from the November 2015 meeting were submitted. Motion for approval by Sandra Wood, Kathleen Dillingham seconded and the minutes were accepted for approval.

Director's Report

A. There was a decline in items borrowed and branch visits largely due the number of closure days in late November and December. Program attendance and new cards issued increased

B. New HVAC system installed in meeting room which closed it down for a week.

C. We received a N.C. Department of Labor Safety Award for the second consecutive year. It was a Gold Award which means we have a 50 percent below national average safely record.

D. Estell attended the Quarterly meeting of the North Carolina Public Library's Association in Chapel Hill which focused on recognizing and awarding exemplary programs that libraries do across the state. She was part of the awards committee and was able to see everyone's program proposals. She will be implementing some of them in the library in the coming year.

E. Budget proposals for the 2017 fiscal year were due in December 2015. She requested a new Main Library, needs assessment and possible future upgrades for the Richlands and Swansboro branches, carpet and paint for Swansboro, updated public seating for Swansboro, and parking lot maintenance for Swansboro. On the technology side, we have to upgrade the SQL server before we can have an upgrade to our integrated library system and catalog so this is something that has to be done next year. There were also several personnel change requests at all the branch libraries. As part of the annual budget, the cleaning contract for all branches will be re-bid. All budget requests are subject to review and approval by the Onslow County Board of Commissioners during the budget process.

F. Youth Services Staff planned and implemented the annual Pajama-rama program during the first two weeks of December. There were 580 attendees across all branch locations.

G. The Friends of the Swansboro Branch Library held a holiday bazaar and basket raffle in December to raise funds to help the Library. The Jacksonville Friends held a fundraiser raffling off six Kindle fires at the Pajama-rama event. The work these groups do to assist and support the library system is truly appreciated.

H. Library staff met with the new County IT director, Mr. Glenn Hasteadt, to discuss network issues, thin client issues, PCI compliance and the upcoming renegotiation of the existing broadband contract.

I. During the month of December, we conducted an adult services survey which was deployed both online and in print. Response to the survey was dismal receiving only seven responses. The Book

Club group filled out some, Estell filled out one but those were the only responses. Discussion on how to best get the survey out and into the community are being discussed and then will be sent out again.

J. In late 2015, the State Library presented each library director with a copy of the Aspen Institute report entitled *Rising to the Challenge: Re-Envisioning Public Libraries.* The report is available as a PDF or Estell has one copy. We will begin looking at our current strategic plan in March so if you have time, read this report and start thinking about things that would help our libraries be more community focused. Our Strategic plan is also available on online.

Board Development No report.

Old Business

Before submitting the 2016 Board of Trustees Meeting Schedule for approval, Estell asked if anyone would like to change any of the locations of our meetings as some members of the Board have expressed interest in meeting at other branches. Discussion was made that it would be interesting to visit other branches and see what is going on. Estell suggested that we visit either Richlands or Swansboro because Richlands has just received new carpet and paint whereas Swansboro is in need of improvements. Sandra Wood made a motion that our July 12 meeting be in Swansboro, Kathleen Dillingham seconded and motion was approved.

New Business

A. The library has implemented a program called A Thousand Books Before Kindergarten which is open to young people of any age. One of the rewards of reaching 1,000 books is that they received an award and their own library card. Our current policy prohibits giving a library card until you reach age 5. Estell would like to change the current policy to allow issuance of library cards at birth. Seconded by Sandra Wood and motion carried.

B. We have three members of the Board whose terms are expiring in July 2016 unless they want to remain on the Board. They are Amelia Dees-Killette, Deloris Wells and David Swinney. If you do not want to or cannot remain on Board, let Estell know so she can work on trying to find replacements.

Facilities Update

Estell had a meeting with Mr. Hudson who is starting to meet with departments heads every other month to see how things are going and to see if there if anything he can assist them with. And Estelle stated that we need a new Main Library. She had a good discussion about the Main Library. Talked about the need to purchase property since the property at The Commons is no longer available so property will have to be purchased which increases the budget for a new library. Now looking at the year 2020 but that could change if some other factors come into play. We are in an election year and that could change the timeline. The Court House is finished and once the Health and Human Services building is complete, we have the new government center and the new Sneads Ferry library, that there is nothing else we need to do but new library. She asked what the Friends and the trustees could do down the road to help get this going and he said the best thing we could do is come together and form a Capitol Campaign. He said that "if they were going to build new library now", it would be on Johnson Boulevard behind the Post Office on a piece of property that the County already owns and site improvements have already been done.

Additional Information Next meeting will be March 8, 2016 at 4 p.m. at Main Library.

Motion made to adjourn by Sandra Wood and seconded by Amelia Dees-Killette. Motion carried. Meeting adjourned at 4:52 p.m.

Estell had a meeting with Mr. Jeff Hudson, County Manager to discuss the library system and to see if there was any way Mr. Hudson could be of assistance. There was a good discussion about a new Main Library. It was noted that there are many factors that have influenced the timeline of building a new Main Library, including the completion of current projects, the availability of funding for the project, and the return of the Jacksonville Commons property to the City of Jacksonville.

A more realistic timeline for a Main Library project is 5-7 years from now. Some current County debt will be paid off and the new Court House, Consolidated Human Services Building, and the Vehicle Maintenance facility will be complete by that time.

Mr. Hudson suggested that it might be a good idea to form a capital campaign in the near future and to get the community involved in raising funds for a new Main Library. He also suggested that a new Main Library could be built on property that the County already owns, specifically the Johnson Boulevard site that had originally been prepared for the Onslow County Government center.

Approved by the Onslow County Public Library Board of Trustees
March 8, 2016

Rachel Waldron 4/23/18

Rachel Waldron Date