Onslow County Public Library
Board of Trustees Meeting
January 12, 2017

Members Present: Kathleen Dillingham, Brian Jackson, Brenda Johnson, Rachel Waldron and Sandra Wood.
Also Present: Virginia March, Library Director.

Call to Order

The meeting was called to order by Sandra Wood at 4:10 p.m. at the Main Branch Library.

Approval of Minutes

The minutes from the September 2016 meeting were submitted. Motion for approval was made by Brian Jackson, seconded by Kathleen Dillingham, and the minutes were accepted for approval.

Director's Report **Welcome to our new Library Director, Virginia March**

A. We have a new Public Services employee at the Main Library, Kelly Bloom. Matthew Mano transferred from part-time Programming Assistant at Main Library to full-time Programming Assistant at Swansboro Library. Full-time Programming Assistant at Richlands Library, Amanda Helms as well as Anna Watt, part-time Library Assistant at Main Library, resigned. We have open positions for a full-time Programming Assistant at Richlands Library and two part-time Library Assistants at Main Library. Branch Managers at Sneads Ferry and Richlands Libraries are on FMLA. I have been meeting One to One with each staff member to get to know them better.

B. Budget requests for fiscal year 2017-2018 include: 1) Full-time Technology Trainer to be shared throughout the library system and additional hours for part-time staff at all the Branch libraries, 2) Interior improvements at Swansboro Library including new seating, tables and carpet, 3) New exterior book return and furniture for Richlands. Returned books now come directly into the Branch Manager's office, 4) Circulation Desk, remodeling of Youth Services office and standing desks for the staff at Main Library, 5) Self-check equipment for Main, Richlands and Swansboro libraries, and 6) Requesting County employees perform housekeeping at all branches instead of contract workers for consistency, quality and accessibility to do other things as needed.

C. Storytimes were held throughout the whole library system in November and December. Special programs were presented by Youth Services and the Branch Staff for the birth to 18 year-old group including Pajamarama, Dance Party, Legos, STEAM programs and Art & More. On Friday, February 3, we are doing a Harry Potter event here at the Main Library. We are going to be issuing tickets for this since we are expecting a big turnout. We were just notified that we received funding for Let's Talk About It-Letters from Home Series which is a based on World War II Letters from Home.

D. Statistics Breakdown was included in today's meeting packet for the last two months as well as year to date.

E. Board of Trustee meeting dates for 2017 also included in today's meeting packet.

F. Will be checking to see if any applications for vacancies on the Board of Trustees.

G. North Carolina Poet Laureate will be coming to the Main Library on the last Saturday in April.

Board Development Brian Jackson attended a celebration of Jubilee Day held at First Baptist Church which is a celebration of the Emancipation Proclamation.

Old Business We again discussed the need for sprucing up the grounds around the Main Library. Jason Smith was invited to attend today's meeting to discuss this but did not come. Will try to contact him again. We have a contract to do the landscaping but if we want extra work done, County Parks and Recreation will come do that.

New Business Next meeting will be Tuesday, March 14, 2017 at the Main Library. We may visit other branches at future meetings. Each trustee gave a little information about themselves to get to know each other better.

Facilities Update Nothing to report.

With no further business, the meeting adjourned at 4:55 p.m.

Approved by the Onslow County Public Library Board of Trustees
March 14, 2017

Rachel Waldron 4/23/18

Rachel Waldron, Secretary Date