

Onslow County Public Library
Board of Trustees Minutes
Meeting of December 9, 2008

Members present: Howard Funk, Bill Hemmingway, Linda Hopkins, Barbara Marapoti, Kathy Morgan and Susan Thomas

Also present: Philip Cherry, Library Director; Estell Carter, Assistant Library Director; and Angela Cole, Deputy Country Manager

Visitors: Maureen Fiorello, Steve McGrane and Sandra White

Member absent: Debora Gibson

Susan Thomas, Chair, called the meeting to order at 4:00.

Bill moved that the minutes be accepted as written. Howard seconded the motion. The motion passed.

Director's Report:

A copy of the Director's Report is attached.

3. Philip noted that the library staff is very excited about the possibility that author John Hart might appear at the Library in May 2009. He is an author who is regarded as the next John Grisham. His fee is reasonable at this time—but not for long. This is great work by the Programming Committee.

#4. Philip was congratulated on his board appointments

Old Business:

- **Board Development.**

Susan commented on the great attendance for the Red Crooked Sky Indian Dance Troupe Program and also on the fact that the staff was able to schedule it in so many locations across the county. Howard pointed out that Estell and Jose were well-received by his Rotary Club. In fact, members said that this was one of the best programs in a long time. **Bill asked if they can come in January to his Lion's Club Meeting.**

- **Consideration of Rotating Meeting Locations.** After discussion, Linda moved that the Board of Trustees rotate meeting places so that each branch hosts at least one meeting per year. Bill seconded the motion. The motion passed. Bill asked when the Computer Room at the Richlands Branch will be ready. Philip replied at the beginning of February and suggested that March will be a good month for the trustees to meet there. **Philip will notify the Clerk to the Onslow County Board of Commissioners of the change in meeting place.** Sandra said that the space at the Sneads Ferry Branch is maxed out in April due to the Tax Preparation Assistance Program. **The schedule of meeting rooms for the Board of Trustees for 2009 will be worked out by Library Staff.**

- **Reports on Recruitment Efforts.** Bill reported that Southwest resident Theodore Cherry regretted that he is unable to consider the position of Trustee-at-Large at

this time. Susan reported that she had contacted Swansboro resident Louisa Ringo. Philip reported that on Thursday, December 4th the Clerk to the Board of Commissioners Office received a citizen participation form from Joy Branham for the Swansboro vacancy on the Library Board of Trustees. Mr. Steve McGrane said that he had been contacted by the Assistant County Clerk concerning the Stump Sound position. Kathy Morgan introduced Sandra White, also a potential Stump Sound representative. Sandra has completed her citizen participation form. Susan reminded the group present that the Commissioners select. The Board of Trustees only recommends. Bill said that he has another idea for the Southwest area (At-Large) position.

- **Library Trustees Website Space.** Philip announced that the Redesign Team (Deborah Wadleigh and Jose Solomua) for the website was still working on the website. Susan asked that the Trustees By-Laws be placed on it. Kathy asked that the citizen participation form be placed on it in an easily accessible position. **Philip asked the trustees to please look at the site as it is now.**
- **Library Facilities Planning.**
- **Sneads Ferry Branch Project Update.** Philip reported that the details for the contract for architectural services (the AIA standard contract) continue to be hammered out by Lora Jones, Angela Cole, Jeff Huberman and Philip. The contract will be presented to the County Commissioners in January. The geothermal evaluation of the site has been completed. The site presents a significant challenge because there is “bad soil” down about thirty-five feet so pilings would be necessary. A library is a very heavy building with heavy shelves. There is also a power easement over the property. There are on-going discussions with the school to swap sites within the tract. Kathy asked if the school property has been geothermally tested. Angela replied “Yes and it is more favorable for the library”. Philip stated that there would still be a colocation with the planned Onslow County Public School facility which is important. Bill replied that sometimes free property is not the answer. Angela asked that the board not circulate the information about these tentative discussions. Susan asked if board members should attend the commissioners meeting when the geothermal report is presented. Angela said that the Commissioners will discuss this matter in workshops. Then the Country Manager will have talks with the Superintendent of Education.
- **Richlands Computer Lab Update.** Philip gave the following report. The shelving for the present room has been moved out. Some went to the Swansboro Branch and the remaining to the Richlands Branch public floor. A purchase order for the county to do the new wiring has been written. The staff will paint the walls. Mr. Barbee of the Museum is ready to craft the countertops. The equipment will be purchased with the LST grant. In January everything will be tested and the room will be opened to the public in February.
- **Library Statistics Report.** **The statistical report is attached.** It was pointed out that the format and content of this report which created and fine-tuned by Estell will be a great help to the staff when writing the end-of- year State Aid Reports. Everyone noticed the healthy growth at the Main Branch and all the other branches. Philip said that when the economy is down, library usage goes up.
- **Distribution of Meeting Room Policy Study Materials.** **These materials are attached. The trustees are to study these materials to identify trends on meeting room policies. Staff will construct a redrafted policy based on these**

trends. This policy will be presented to the Board of Trustees at the January meeting. Susan said that the Board of Trustees will go back to the Naming Opportunities Policy at the February meeting.

- **Financial Report.**
- Marine Federal Accounts. At Susan's request, Barbara will give the financial report at the January meeting.
- FY08-09 State Aid Application Submitted to the State Library. Philip reported that the loss in aid amount for OCPL was \$10,000 less than anticipated. The new amount of aid is \$259,000.
- County Manager's Budget Reduction Instructions. **This document was distributed to the trustees to read at their leisure before the next meeting.**
- Other Grant Activity. The staff is about to fill out the paperwork for the Gate's Fund for the Swansboro branch.
- Foundation Update. No report.

New Business:

- **Meeting Room Requests**
- The John Locke Foundation has requested to use the Main Library Meeting Room on Tuesday January 13, 2009 for a US History Project. The staff says that there is no conflict. Bill moved that permission be granted. Barbara seconded the motion. The motion carried.
- AARP has requested to use the Main Library meeting room on the Wednesdays between and including February 4 – April 1, 2009. There is a conflict for one of these Wednesdays with a County Commissioners meeting. This conflict will have to be worked out by staff. Bill moved that permission be granted. Howard seconded the motion. The motion carried.

Adjournment:

- Howard moved that the meeting be adjourned. Barbara seconded the motion and the motion was passed.

Respectfully Submitted,

Kathy Morgan, Secretary