

Onslow County Public Library  
Board of Trustees Minutes  
Meeting of January 8, 2008

Members present: Debora Gibson, chair, Andrea Barrett, Dr. Mel Berlin, Howard Funk, Bill Hemmingway, Barbara Marapoti, Kathy Morgan and Susan Thomas

Absent: Linda Hopkins

Also present: Philip Cherry, Library Director; Angela Cole, Deputy Country Manager and and Sheri Slater, a member of the Leadership Group from the Jacksonville Chamber of Commerce who will be shadowing the board until May 2008

The meeting was called to order by Vice-Chair Howard Funk as Chairperson Debora Gibson was delayed

Philip requested that the December minutes be amended in the following two ways to read as follows:

Director's Report: Philip said that perhaps the board members have heard a rumor that the law library is closing. He said, in actuality the library will be moving from the county courthouse *as part of the reallocation of space within the judicial concept*, but how this will be handled is being discussed by an internal county team. *There is no fixed timetable.*

Library Statistics report: Library Statistics Report. Estell reported that she is finally happy with the visual from for the library statistical reports. See attached. She pointed out that DVD and audio book circulation is really up. She felt that this is due to more funds being allocated in these areas and the popularity of these items. Deborah thanked Estell for all her hard work on this project and asked her if there is anything that can be done to help. Estell replied that an increase in the materials budget would help. Susan asked if the material purchased can be coordinated with the public school Accelerated Reading Program. Philip said that *Keba* Baldwin has already been contacted about this. Estell said that she is already working on having the materials ordered, including the AR labels.

Andrea moved to approve the amended minutes of the last meeting. Bill seconded the motion. The motion passed.

**Director's Report:**

A copy of the Director's Report is attached.

Andrea and Barbara stated that they were very pleased with the placement of automatic hand sanitizers at Main and the branches.

Susan inquired about the progress of the Accelerated Reading project. Philip replied that work is being done on this matter.

### **Old Business:**

- Board Development. No report
- Library Facilities Planning. Five architectural firms have submitted qualification papers. They are: ADW in Charlotte, Gant-Huberman in Charlotte, Little and Associates in Durham, Becker-Morgan in Wilmington and MBJA in Raleigh. Philip is familiar with the work of the first three. Laura Jones, Purchasing Agent for Onslow County, and Philip will meet tomorrow and decide the criteria by which the firms will be scored. Some or all of the firms will be invited to present before a panel. The name of the chosen firm will be submitted to the County Manager, Mr. Frank Clifton, who will negotiate the financial agreements. Philip informed that Board that the Country Manager prefers a fixed flat rate structure over a percentage structure. Bill asked that a senior representative of the chosen architectural firm be on site frequently. Angela stated that as Mr. Clifton is not patient with change orders, a “contractor at risk” clause will be probably be in the contract. A lively discussion followed. Andrea stated that we will learn a lot from the comparison of bids. Dr. Mel offered that we have learned from the mistakes made with the Swansboro branch. Philip replied that in questioning during the interview process the history of the firms will be investigated and that we will hold these architects to their word on the budget. Susan asked if we will get information about the most recent library projects of the firms. Philip replied that we would. Kathy asked if the county would pay for the project before the final inspection. Philip said “No. Usually partial payments are made based on markers which are set for substantial completion of work.” Barbara asked if there is a specific library that Philip would like to see duplicated in Jacksonville. Philip replied that there is not one particular library that could be taken as a model, blueprints and all, for Onslow County. However, there are components from many libraries that could be scaled down to the size required locally. Bill stated that the Onslow County school system has chosen to build many schools with the same blueprint. Bill thinks that this is a good idea. Philip replied that the Sneads Ferry branch will be the prototype model for all other county branches. Andrea inquired about the land on which the Sneads Ferry branch will be built. Philip replied that the county is still looking at potential sites..

At this point, Chair Debora thanked Howard for starting the meeting and took charge.

- Financial Report: See the attached New World System report. The Library is on tract. Half of the fiscal year has elapsed and the Library has spent about 52% of its budget. Philip pointed out that there are a few areas to tweak. The library has taken advantage of opportunities that have arisen. He stated that we will have to discuss material expenditures when the new budget is created. Philip also said that the library vehicles are aging and, due to road closings on Camp

Lejeune, these aging vehicles will be traveling more miles. A request for a new vehicle will be in the next budget. Also the marketing coordinator position will be submitted as a salaried position rather than an hourly position.

- Financial Securities: The Marine Federal account has a balance of \$9,402.84. The balance of the Wachovia Securities account is \$11,889.58.

### **New Business:**

- Library Closings. Andrea moved that the calendar request to be sent to the Onslow Board of Commissioners be amended to reflect a 6:00 PM closing of the Library on New Year's Even 2009. Bill seconded the motion and the motion passed.
- Conversion of the Richlands Branch Reference Room. Philip reported that the new Richlands Branch manager Valerie Suttee, when looking at the branch environment, noticed a small room (about 17X14 ft) that is lined with reference materials that are redundant due to the internet. It is a space that is a preservation of the way things used to be. To make this space productive, the youth room at main could be reproduced. Mr. Barbee could put in counters and approximately 14 work stations and 2 print stations could fit in the room, if the ADA allows. Later with additional money a flat TV teleconferencing station for that end of the county could be added. Bill asked how the computers could be paid for. Philip said that this project is within the window for the EZ Grant. This window closes at the end of February. He also pointed out that the youth room at main can be a template for computers, furniture and fixtures. Susan asked if the elderly could use this room for computer education. Sheri informed the group that there is a computer lab and computer instruction at Senior Services. Philip replied that there is a need for both. Andrea asked if there is enough staff. Philip said that the staff feels confident that they can do the job although they will need volunteer-partners to give computer instruction. Howard moved that the Board endorse the library suggestion that the Richland Branch's reference room be converted to a computer lab. Bill seconded the motion. The motion passed.
- Miscellaneous Topics. Bill asked about the "building" back of the library. Philip replied that it is a storage unit. The library is waiting for the city to give instructions and code approval for a ramp. Angela informed that group that a grant has been written for new wiring for light and sound for the main library media room.

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

Kathy Morgan, Secretary