

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

Members present: Dr. Mel Berlin, Howard Funk, Debora Gibson, Linda Hopkins, Barbara Marapoti, Kathy Morgan and Susan Thomas

Absent: Bill Hemmingway

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

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

Philip pointed out the correct spelling of José's last name is Solomua. Dr. Mel moved that the minutes be approved as corrected. Howard seconded the motion. The motion passed.

Director's Report:

A copy of the Director's Report is attached. Comments were as follows:

The Summer Reading Program dominates the work accomplished this month. There have been 1500 participants. 1,785 people have attended 52 programs and events for an average of 40 people per event. The library is still getting contributions from vendors and other givers. More than 400 people attended the family event, "Stay"cation, given in conjunction with Jacksonville Parks and Recreation. The High Strung Band which supports libraries and reading will perform at Jacksonville High School. A local band will work with them to write a song to add to the repertoire of The High Strung Band. Internal activities have been annual evaluations and the end of fiscal year/beginning of new fiscal year tasks.

Susan commented that the photography program was wonderful!

Old Business:

- Board Development.
Board Term Reappointments. Philip talked about the process of choosing a person to serve on the Board of Trustees. He said that the role of each member of the board is to encourage people to apply. The County Board of Commissioners will select a person from the applications submitted. The role of each Branch Manager is to advertise that there is a vacancy. Angela pointed out that to serve a person must be a registered voter and a resident of the district that he/she is to represent. Howard named Bob and Ann McLaughlin as possible representatives of the Sneads Ferry district.
By-Laws Corrections/Revisions/Amendments. A copy of the document with revisions is attached. Deborah moved that all high-lighted changes be adopted. Howard seconded the motion. The motion passed. The By-Laws will be retyped and submitted to the County Commissioners. Susan asked that each trustee reread the duties of a trustee. She also encouraged each trustee to join the NCLA to

obtain and use information for board development. Philip pointed out ALA supports ALTA, the Association for Library Trustees and Advocates. One goal is for one or more trustees attend the National Conference at the end of June 2009. A second goal is to have future budgets include money for memberships for board development.

Board Information Posting on Library Web Site. Philip informed the board that Deborah Wadleigh is the expert on posting information on the library web site. It is possible to create links on the trustees' page. It is also possible to have a link to an on line course for trustees. The library staff is going to create an electronic Trustees' Notebook which will include the minutes of each meeting of the Board of Trustees.

- Library Facilities Planning. Philip said that the Sneads Ferry Land has been surveyed and an appraisal is expected by the middle of July. Angela said that the acquisition is on the "fast track" process. Then the official AIA contract will be given to the county attorney to possibly be altered. The contract will go back to the architect. Contract negotiations will occur. Then the commissioners will approve the contract. The project was originally valued at about \$2.5M. Angela stated that the original projection price will probably be doubled. Philip stated that we will have to have some combination of public and private funding. We need to form a cohesive strategy to seek substantial funds. One source is the Golden Leaf Foundation. Dr. Mel pointed out that election time is the best time to get commitments from elected officials. Susan inquired about the role of trustees in this process. Philip said that the library leadership, community leadership and county government must all work together. \$30,000 has been left by a benefactor to help create start a library in Holly Ridge. The new community building could include a store-front library. \$130,000-\$150,000 would be needed for this project. Philip said that he needs to sit down with the Museum Director to consider mutual expansion of both the library and the museum on the present site. Then perhaps money can be sought from National Endowments for the Arts. Also perhaps the museum can obtain more adjacent land. Susan asked about the Southwest land. Angela stated that the county is hampered by sewer capacity and money. The county is not holding land. A Dixon School/Library Colocation might be possible. Separate buildings may not be possible. Susan said that a representative for the Southwest area might be needed on the Board of Trustees. Dr. Mel pointed out that we need to energize local people. Philip said that maybe there is always the possibility of a donor.

- Library Statistics Report.

A copy of the statistical report is attached.

Estell asked the trustees to focus on the last page. The fabulous data there reflects the collection philosophy. The goal should now be one-half million circulations.

- Financial Report.

Financial Securities Report. The Marine Federal account has a balance of \$9,860.79. The balance of the Wachovia Securities account is \$11,201.81.

Budget Report. Philip reported that following items are in the approved budget. 1) The marketing position has been upgraded to a salaried position. 2) A new delivery van is provided. 3) Two courier/janitor positions are designated for the Main Library. Therefore the staff can concentrate on programming and the facilities will be clean and neat and provide the public with a great library facility. Howard said that the fountain needs to be repaired.

LSTA EZ Grant. The grant has been received. The library has until June 2009 to complete the requirements of the grant. On August 18th, the proposal will be put before the County Commissioners. Attendance by the trustees would be helpful. The Gates money to provide computers for the Swansboro Branch should arrive about April 2009

State Aid. The increase in State Aid requested has been reduced from \$5M to \$1M. If this amount stays in the state budget and the governor approves the budget, the library will get about \$17,500 in additional funds for print collection development. The total base amount of State Aid received before the additional \$17,500 is \$265,000.

Kathy moved that we sign letters written by the staff to thank our representatives Robert Grady and Russell Tucker for their work helping the library. Barbara seconded the motion. The motion passed.

Foundation Update. There has been no activity on the Library Foundation. There was discussion on the duties of the foundation.

New Business:

- Howard moved that Barbara be elected treasurer. Dr. Mel seconded the motion. The motion passed.
- A thank you note from Andrea Barrett was read.
- Deborah was presented with a gift from the Board to thank her for all her years of work serving as such a wonderful leader.
- Angela was wished a very happy birthday.

Adjournment:

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

Kathy Morgan, Secretary