

Onslow County Public Library
Board of Trustees Minutes - November 15, 2006

Members present: Debora Gibson, Chair, Howard Funk, Bill Hemingway, Linda Hopkins, Barbara Marapoti and Kathy Morgan. Also present was Philip Cherry, Library Director.

Debora Gibson opened the meeting at 4:00 pm in the Main Library Meeting Room. Howard Funk moved to accept the minutes of the October meeting. Bill Hemmingway seconded the motion. The motion passed unanimously.

The Director's Report for October 2006 was presented.

There were several questions. Philip gave the following answers: The wireless Internet Access cost a little under \$400 per branch. The Swansboro branch was able to obtain the United States Ambassador to Berkina Faso, West Africa because she is the daughter-in-law of a member. Bill Hemingway commented that once the word is out about the free pizza for the Library Pages Book Club, attendance will surely improve. Bill also extended thanks to Philip for getting the Director's Report out to the members of the board prior to the November meeting. Everyone agreed.

Under old business, Debora announced that Onslow County Manager Mr. Frank Clifton, Assistance County Manager Ms. Lori Brill and Assistant Library Director Ms. Estelle Carter will be added to the list of those attending the meeting with Deputy County Manager Alvin Barrett for the purpose of discussing the opening of a Restricted Capital Library Reserve Fund for the monies presently in the Wachovia security account. Philip has already briefed Ms. Brill about this matter. She will brief Mr. Clifton.

Under new business:

Philip presented the 2007 Onslow County Public Library Proposed Closings and the reasons for each. Kathy Morgan proposed that the board give its approval to these requests. Bill Hemmingway seconded the motion. The motion passed unanimously.

Philip presented the new methodology guidelines to be a part of a larger circulation management plan. It is the "crew method", identified by Technical Services Librarian Deborah Wadleigh. All library staff in all branches is "on board" with these guidelines.

It was suggested that all circulation library staff place the "due-date" tape under the fly-leaf of a book being checked out.

Debora took the floor with suggestions for Board Development. See attachment below.

Howard moved that the meeting be adjourned. Barbara seconded. The motion passed.

NOTE: There is a homework assignment at the end of Debora's notes.

BOARD DEVELOPMENT
14 NOVEMBER 2006

PURPOSE: To move forward in developing strategies towards implementation of upgrading Onslow County Library Facilities.

ACTION PLANNING STEPS:

A) Education for Trustees.

It is imperative that the Library Board of Trustees engage in learning all that we can to lead our community in the library facility upgrades. We will attend workshops, conferences, bring in speakers from the NC Library Association, bring in Trustees from other communities who have been successful in similar endeavors, and read literature etc. Mr. Philip Cherry presented a handout of upcoming 2007 Seminars.

B) Commitment from Trustees.

As we move towards this phased facility planning, it is important that each member of our Board become re-energized and be prepared to work hard. It is not enough to attend monthly meetings only. It is also important that each Trustee Member recognize that although you represent a segment of the community (i.e., Minority Group, Seniors, Sneads Ferry, Richlands, Jacksonville, Swansboro... etc), you have a vital role on the Board as a whole.

Each Board Member is asked to conduct a self assessment of their commitment. If you are no longer interested in serving on the Board, it is vital that you step forward and bring that to the Chair's attention at this time.

C) Community Presence.

It is now time for the Board to take a more active role in promoting the Library as a resource for Economic Development in our community. A first step is to join our local area Chamber of Commerce. As a non-profit group, our membership dues are \$196 (perpetual year) plus \$25 processing fee. There is an application that can be downloaded from the Chamber website. Membership with the Chamber will provide us access to their on-line directory; we will obtain notable mention in the "Images Magazine" which is circulated in trade shows, relocation packages... etc. We will gain opportunities to attend workshops and have strong opportunities to network with other community leaders. This is a first step! Trustee Morgan volunteered to prepare the application and Trustee Gibson volunteered to get the money order.

D) Commissioner Liaison to the Board.

It is vital that the Library Board of Trustees continue to gain support from the County Commissioners. In an effort to move in that direction, we should seek a Commissioner Liaison to our Board. Although the Library Trustee Board serves in an advisory capacity vice a regulated Board, it can be beneficial to seek out a Commissioner to attend our regular meetings. There are two means to accomplish this, either write a letter to the Commissioners expressing our request or to target a commissioner and ask that person in person if they would consider serving in this capacity. Board decided to approach Mr. Midgett as a Primary Liaison and Mr. Aragona as an Alternate Liaison should Mr. Midgett decline.

E) Cohesive Auxiliary Groups.

Currently, the Trustee Board has auxiliary groups that function independently of the Board of Trustees. It is important that we as a Trustee Group provide a linkage with these groups (Friends of the Library & Building Board). We can no longer afford to operate independently. As a first step, it was suggested that we plan a "Recognition Reception" for the Friends Group to thank them for the many efforts they do to support the Library. We discussed providing each Friends President a Certificate of Appreciation. This event will be planned immediately following the holiday period.

Mr. Cherry will meet with the Building Fund President to obtain their status and see how we can reconnect with this vital group.

F) Trustee Goals.

In an effort to develop short-term and long-term Board Goals, we will facilitate a SWOT Analysis. The SWOT Analysis will help us to identify our Strengths, Weaknesses, Opportunities, and Threats. Upon completion, we can set some realistic goals and then later evaluate our successes. Goal development will become an annual activity of the Board.

G) Lunch and Learn Sessions.

Mr. Philip Cherry and Ms. Debora Gibson have committed to meeting 1-2 times per month, during the lunchtime hour to discuss ideas, brainstorm, and then present information to provide a leadership direction to the entire Library family. Our first lunch meeting is scheduled for Tuesday, 21 November 2006 at the Naval Hospital Cafeteria.

BOARD HOMEWORK ASSIGNMENT:

- A) Visit the website www.nclaonline.org and review the segment on "Business Librarianship in North Carolina."
- B) Review your individual commitment to the Board

Kathy Morgan, Acting Secretary