

Onslow County Public Library
Board of Trustees Minutes
October 10, 2006

Members present: Debora Gibson, Chair, Katherine Morgan, Mel Berlin, Bill Hemmingway, Howard Funk, Susan Thomas, and Andrea Barrett. Also present were Philip Cherry, Library Director, and Estell Carter, Assistant Library Director.

Debora Gibson opened the meeting at 4:02 pm. Mel Berlin moved to accept the minutes of the September meeting, seconded by Bill Hemmingway. The motion passed.

Director's Report:

- Linda Branch, the new Circulation Administrator began on September 25 and is doing well. She is evaluating current and new processes and procedures.
- Mr. Cherry will present a brief review of the ADW Facilities Master Plan to the County Commissioners on Monday, October 16, at the regular meeting, if the action agenda item is accepted. His goal is to have the commissioners commit to the ADW package. Trustees are urged to attend.
- The State Library Application for Aid was delivered to the State Library on September. State aid is expected to be \$263,000.
- The State Library statistical report was submitted on September 18. Among the statistics were the following: 319,000 items were circulated system-wide; 263,537 patrons and visitors came to the library; 12,628 persons attended library sponsored programs, and approximately 50,000 patrons used the internet.
- An additional 2,377 visitors have used the library since the introduction of Sunday hours in July, resulting in the circulation of 2,665 items.
- Some new technology applications are being examined to streamline library processes. In particular is the Polaris System's Telephone Notification Module, which will automatically notify patrons of reserves, overdue items, and also the collections and billing processes. The approximate cost for the highest level module is \$15,000.
- April Mendez, who coordinated library programming, left the library to move to Tennessee. It is anticipated her position will be expanded to that of marketing coordinator. This is part of an internal realignment of staff.

Old Business:

- Long Range Facilities Master Plan – It is very important to look at the proper sites for future library facilities.
- Statistics – Circulation has been decreasing, but library visits have been remaining about the same.

- Acquisitions – There will be a realignment of responsibilities with Estell Carter coordinating the development and management of the collection to better serve the public.

New Business:

Financial Securities – Andrea Barrett moved that a committee of Debora Gibson, Bill Hemmingway and Philip Cherry approach Deputy County Manager, Alvin Barrett, with the purpose of opening a Restricted Capital Library Reserve Fund and transferring the monies from the security account in Wachovia into the reserve fund. The motion was seconded by Katherine Morgan and approved.

Bill Hemmingway moved to adjourn the meeting, seconded by Howard Funk. The motion carried.

Andrea Barrett
Secretary