

Onslow County Public Library
Board of Trustees
Minutes, September 12, 2006

Members present: Katherine Morgan, Bill Hemmingway, Linda Hopkins, Mel Berlin, Susan Thomas, and Andrea Barrett. Also present were Philip Cherry, Library Director, and Estell Carter, Assistant Director.

In the absence of Debora Gibson, Chair, and Howard Funk, Vice Chair, Andrea Barrett, Secretary opened the meeting at 4:00 pm.

Bill Hemmingway moved to accept the minutes of the August meeting, seconded by Mel Berlin. The motion passed.

Director's Report:

- The library has received a \$1,000 grant from the NC Humanities Council for the "Let's Talk About it Series." The topic will be World War I: America Becomes a World Power.
- Linda Branch has been hired as the new Circulation Department Administrator and will begin September 25.
- Tropical storm Ernesto did not damage the library, although the library closed early on Thursday evening, and reopened Friday morning.
- The Jacksonville Friends of the Library purchased some new tables for the meeting room.
- Mr. Cherry and Mrs. Carter are continuing to develop new tools for measuring library statistics, including ten year trends for several categories of the State Library Report.
- Erica Edmonston was hired to temporarily replace Carrie Meadows in the Children's Department while Carrie is on maternity leave.
- ADW will present the Facilities Master Plan to the county commissioners on September 19 at 4:00 pm. The event will be held at the Main Library meeting room, and trustees are urged to attend. Other departments will also be presenting their facility needs.
- The county is planning on replacing the carpeting in the Main Library with carpet squares. Currently the cost is approximately \$25,000, which is \$7,000 higher than the budgeted amount.
- During the weeks of September 11 and 18, the library staff will submit the annual State Aid packet.
- Woodman of the World held a flag and flagpole dedication at the Swansboro Branch Library on Sept. 11. Approximately 50 people attended including County Commissioners Collins, Buchanan, and Aragona.

Old Business:

- **Strategic Planning Process:** It is important for the trustees to think about ways to develop and plan such a process. Perhaps a retreat should be held with the library family, including members of the trustees, staff, building committee and friends of the library. Goals and objectives could be planned, including services, programs, and facilities.
- **Statistics:** Mrs. Carter displayed 10 year graphs of library patrons, circulation by location and total circulation. These will go to all of the department managers and will be used for future marketing plans. Estell is in the process of comparing circulation to materials and plans to have at least 80% – 100% of the books on best seller lists available for circulation.

New Business:

- **Financial securities:** Mr. Cherry informed the Board of Trustees that under North Carolina law, local government agencies may not hold securities. Bill Hemmingway suggested that the funds be placed in a Restricted Capital Reserve Fund. This will be discussed at a later date.
- Andrea Barrett distributed magnetic name tags for the trustees.

Katherine Morgan moved to adjourn the meeting, seconded by Susan Thomas. The motion passed, and the meeting was adjourned at 5:30 pm.

Andrea Barrett
Secretary