

Onslow County Public Library
Board of Trustees Minutes
Meeting of November 12, 2008

Members present: Debora Gibson, Bill Hemmingway, Linda Hopkins, Barbara Marapoti, Kathy Morgan and Susan Thomas

Also present: Philip Cherry, Library Director

Members absent: Dr. Mel Berlin, Howard Funk

Susan Thomas, Chair, called the meeting to order at 4:00. Ms. Lori Pringle, the OCPL Administrative Assistant was introduced to the Board.

Kathy announced that the minutes will henceforth be color coded. Red is to indicated items to be attached to the minutes before they are sent to the County Office. Blue indicates items on which Philip is working. Green indicates work that is suggested for the members of the Board. Hopefully this system will help each of us. Philip corrected page 3 of the minutes of the September meeting to read: "Mr. Cherry will draft a letter to the BOT addressing the issues with a copy going the Mrs. Gerdsen." Deborah moved that the minutes be approved as corrected. Bill seconded the motion. The motion passed.

Director's Report:

A copy of the Director's Report is attached. Philip noted that the emphasis of the work done the past two months was on building partnerships and following up on grants. Philip had good news to report: Marge Zima and Dr. Kathy Spencer, Superintendent of the Onslow County Public School System, have agreed to serve as honorary chairmen of the 2009 Summer Reading Program.

Item #6 was discussed at length. Philip said that the student, the teacher, the social worker and the parent will be involved with this program which will facilitate the student's transition and mental health. This program has the potential to serve as model for public library/military base partnerships. **Philip will let the Board see a kit when one is available.**

The Richlands Branch is prepping the room for the Gates computers.

Susan suggested that the Board of Trustees consider meeting at the branches from time to time. **Philip will let the trustees know the Friday before the next meeting where the next meeting will be held.**

The Book Drop at the Main Branch of the Library is old and rickety. The Friends of the Main Branch have agreed to donate \$4000 for a new one. The traffic pattern will be changed to promote safety and convenience. **Bill suggested that the County be asked for support.**

Old Business:

- Board Development.
Reports of Trustees Community Outreach Activities. **Susan encouraged each trustee to attend as many meetings of the County Commissioners as possible. It will be good free publicity and will make the Library "Visible".**

Resignation of Dr. Mel Berlin as Trustee. On a sadder note, Susan read the resignation letter of Dr. Mel Berlin as the representative on the Board of the Swansboro Township. Dr. Berlin has been a faithful and valued Board member and his absence will be a very great loss. It was mentioned that we currently have three vacant seats (Swansboro Township, Sneads Ferry Township and an At-Large seat) and will have two additional vacant seats this summer which makes it imperative that we recruit new members timely in order to transact our business efficiently. The citizen participation forms can be found on the county website.

Each trustee should ask persons of interest to fill in a form and bring the names of such persons to the next meeting. It was suggested that when the library web site is organized, openings along with the duties of a trustee and the By-Laws of the Board can be posted there.

- Library Facilities Planning.

Sneads Ferry Branch Project Update. Philip reported that the details for the contract for architectural services are being hammered out and the contract will probably be complete by December or January. The geothermal evaluation of the site is being done and the results should be available in thirty days.

- Response to Joan Gersden's Library Programming Concerns. Philip read his letter addressing this matter to the trustees. Several spelling and typing errors were changed and one formatting suggestion was made. The amended copy of this letter is attached. Kathy moved that Susan as Chairman will respond to Mrs. Gersden with a short letter and Philip's letter as an attachment. This letter will state that the Board of Trustees has looked into the issues and concerns. Furthermore, Mr. Cherry has been interviewed and a comprehensive review has been made. The Board supports Mr. Cherry. Bill seconded the motion. The motion passed.

After some discussion concerning the use of the Swansboro meeting room when it is available by citizen groups, it was decided that, for the time being, such groups will not be charged. Philip pointed out, at the least, we need to tighten up the language for "non-profit" in the Policy Manual. Philip will gather information from other libraries on meeting room usage and fees. He will create a spreadsheet similar to the one he did concerning "naming Policies". The Target date for this report is the January Board meeting. Bill moved that we get the information in mid December so that the Board can make a recommendation at the January 2009 meeting. Debora seconded the motion. The motion passed.

- Naming Opportunities Policy Recommendation. Bill moved that this topic be tabled due to lack of time. Debora seconded the motion. The motion passed.
- Library sign at the Commons. Bill pointed out that the sign at the Commons is down. Mr. Cherry will look into this matter.
- Library Statistics Report. The statistical report is attached.
- Financial Report.

Financial Securities Report. Barbara reported a balance of \$42,635.94 in the Marine Federal Account and \$10,621.82 in the Wachovia account.

County Manager's Budget Reduction Instructions. A 5% reduction in the budget below salaries has been requested. All travel and training funds are frozen. There is a "soft" hiring freeze. A discussion of the failure of the 1/4¢ sales tax took place.

Other Grant Activity. Philip stated that the library is going for the low-hanging fruit grants that the library can get soon.

Foundation Update. No report.

New Business:

- **Susan asked each trustee to please visit the branches and show our appreciation.**
- **Philip asked the trustees to please help convince community leaders to go to Washington and get \$2-3 M from the federal level. Philip said we will think on this and how to begin the dialog need to target individuals and educate them about the importance of the public library.**
- **The December board meeting will be short. The Friends will be asked to join the trustees at the annual Holiday Party. Bill will bring the fruitcake!!**
- **Tabs are being made for the OCPL Policy Manual Headings so that it will be a “Living Document”.**

Adjournment:

- Kathy moved that the meeting be adjourned. Bill seconded the motion and the motion was passed.

Respectfully Submitted,

Kathy Morgan, Secretary