

Onslow County Public Library
Board of Trustees Minutes
Meeting of September 11, 2007

Members present: Debora Gibson, chair, Andrea Barrett, Dr. Mel Berlin, Bill Hemmingway, Linda Hopkins, Barbara Marapoti, Kathy Morgan and Susan Thomas

Absent: Howard Funk

Also present: Philip Cherry, Library Director; Estell Carter, Assistant Library Director and Sheri Slater, a member of the Leadership Group from the Jacksonville Chamber of Commerce who will be shadowing the board until May 2008

The meeting was called to order by Debora Gibson.

Sheri Slater was introduced and welcomed by each trustee. Ms. Slater works at the Onslow County Senior Center. She told the trustees a little bit about the Leadership Program. Ms. Gibson asked her to please help educate the public to the needs of the Library and to please be an advocate for the Library.

Andrea moved to approve the minutes of the last meeting. Susan Thomas seconded the motion. The motion passed.

Director's Report:

- Much of the month of August was spent filling key positions and making plans for next year.
- The week of September 2nd the Library conducted two programs in partnership with East Carolina University's Literary Homecoming Festival. There was great adult and youth participation.
- The new and redesigned library cards will be available by the end of the week of September 17th. A "key chain" card will be available. Children will be offered a dog or a goldfish or two frogs design.
- Because of the great success of the improved Polaris Circulation System's capabilities to notify patrons of overdue materials, the number of mail notifications has decreased from triple digits to double digits per week. Also the problem with lack of notification of overdue audiovisual materials has been corrected.
- Valarie Sutte has been promoted to Branch Manager of the Richlands Branch. Ms. Sutte was previously in Youth Services.

Old Business:

- Board Development. Chair Debora Gibson will continue to pass information to the Board members in a timely manner. She asked the trustees to help her with ways they can better serve the community as advocates for the Library.
- Library Foundation Update. Mail pertaining to the Foundation was given to Barbara Marapoti. The goal is to have the Foundation established in the next ninety days. Bill Hemmingway contacted Ron Singletary to be the interim head. Mr. Singletary declined. Bill suggested that a young person be selected and not as an interim head, but as a head. Philip said that new marketing, in particular when seeking funds for the summer reading program, has gotten the word out about the library and has resulted in a number of new young people interested in the library. He suggested a young person to organize the Foundation and actively head the Foundation be chosen and also a well-known senior person to be chosen as the honorary head. Philip and Estell will, using a soft approach, cultivate a person who was active in the Summer Reading Program as chair of the Library Foundation. There was a dynamic discussion. Barbara and Bill will help on the Foundation team, as will Lulu Conekin and the Friends of the Library.
- Library Facilities Planning. A meeting is being set up with Laura Jones, County Purchasing Manager, to create a Request For Proposal (RFP) for the purpose of selecting an architectural firm to design a new Sneads Ferry Branch Library. The firm that is selected will be given the task of creating a design that will become the prototype for future branch library projects. The selected architectural firm's final design will include the following elements:
 - A. 100 person meeting room capable of being subdivided into smaller spaces,
 - B. Expansion slot(s) that will allow the facility to possibly be co-joined to another structure,
 - C. At least one 8-10 person small group meeting space in addition to the main meeting room.The project team will explore the potential to co-locate library facilities near other community assets such as schools, parks, senior centers, etc. County staff members (primarily through the county manager's office) are still working to secure a site for the new Sneads Ferry Branch.
- Financial Securities. Barbara Marapoti and Susan Thomas were thanked for doing an excellent job on the audit of the books. As of August 31, 2007, \$8,967.20 was in the Marine Federal Account and \$11,604.46 in the Wachovia Account.
- Library Calendar. Andrea asked if the library is going to be open on Easter day. Philip said that it probably would be open on Easter Saturday and Easter Day. It will be closed on Good Friday.

New Business:

- NCLA Conference. The Conference will be held October 16-19 in Hickory, NC. It would be nice for at least one Board member to attend as much can be learned from this experience. The Library budget will pay for lodging, fees, and travel expenses. September 21st is the deadline for registration so Philip should be contacted no later than September 19th.

A card will be sent on behalf of the Board to Mrs. Kashiwa Funk.

Andrea moved that the meeting be adjourned. Linda seconded the motion and the motion was passed.