

Onslow County Public Library  
Board of Trustees Minutes  
Meeting of September 9, 2008

Members present: Dr. Mel Berlin, Howard Funk, Deborah Gibson, Bill Hemmingway, Linda Hopkins, Barbara Marapoti, Kathy Morgan and Susan Thomas

Also present: Philip Cherry, Library Director; Estell Carter, Assistant Library Director; and Angela Cole, Deputy County Manager

Susan Thomas, Chair, called the meeting to order at 4:00. She announced that she could not attend the October meeting of the Board of Trustees.

Philip corrected the August meeting to read: "LSTA EZ Grant. Mr. Alvin Barrett informed the Library that acceptance could be by budget amendment". Bill moved that the minutes be approved as corrected. Barbara seconded the motion. The motion passed.

### **Director's Report:**

**A copy of the Director's Report is attached.** Upon questioning by Kathy about #10, Philip said that the Family Film has been rescheduled in December

### **Old Business:**

- Board Development.
  - Amended By-Laws. Philip has added the "duties of the treasurer" section and made minor cosmetic grammar adjustments. The amended document has been received by the Acting Clerk of the BOC and approved by the County Attorney. Adoption of this document is on the agenda of the September 15<sup>th</sup> meeting of the BOC
  - BOC Proclamation Honoring Debora Gibson. This is also on the agenda of the September 15<sup>th</sup> meeting of the BOC.
  - BOC Proclamation for Library Sign Up Month. This is also on the agenda of the September 15<sup>th</sup> meeting. Susan encouraged each trustee to attend this meeting and to wear their library name badge. Philip said that there will be many proclamations at this meeting and they will be at the beginning of the agenda. Susan will accept the proclamation.
  - Reports of Trustees Community Outreach Activities. Susan read "The Trustee in the Community" section of the North Carolina Public Library Trustees Pocket Handbook. **She encouraged each trustee to attend The Campaign Kick Off of Grow Onslow September 30<sup>th</sup> at the Jacksonville Country Club at 5:00 pm, the Senior Expo and Music on the Lawn while wearing our library name badges.**
  - Library Web Page. Philip was asked if Deborah Wadleigh has added the links to the trustees' page of the library web site which were discussed at the July 2008 meeting of the BOT. **Philip stated that this will be done by the October meeting of the BOT.**

- Library Facilities Planning. Philip said that no additional work has been done on the Sneads Ferry Branch. The deadline for the County Commissioners is January 2009. Dr. Mel asked if any decision has been made concerning the naming of the building. Philip said that this was an opportunity for the BOT to show leadership. Dr. Mel asked if this is an either/or (name it or loose the gift of land) decision. Bill asked if the county has a Naming Ordinance. Philip replied “No”. Bill stated that a Naming Policy is needed. Philip said that any community asset should be named according to concrete rules. He spoke of incidences in the libraries he has headed. Dr. Mel stated that the BOT does not have enough information. He said that it seems that the BOT is being forced to accept a name, but he does not want to loose the land. Angela said that the county is only in the land evaluation phase, not the process phase. She stated that the county does have a Naming Policy for Facilities. Susan [asked that the BOT be able to look at this policy](#). Dr. Mel, Bill and Barbara all agreed that this is the county’s decision. Philip said that actually there is a role for the BOT. He said that in Durham the Library Policy became the County Policy. Dr. Mel suggested that this matter be tabled until some research is done. Kathy stated that she felt the person for whom a facility is named should be a community library leader. Angela stated that there will be lots of opportunities for input but that this is a large monetary (about \$800,000) decision. [Information will be provided to the board at the next meeting.](#)
- Library Statistics Report. **The statistical report is attached.** The door count for the system is up 5%. Estelle asked that the Board play special attention to the stats for the Richlands Branch. Philip said that older technologies give way to newer once; thus cassette usage is down and the library must invest in a newer format. Susan congratulated the staff on the fabulous job done with system collection development. (She still would like to see a coffee bar in the libraries.) Estelle stated that there is a need for increasing the budget line item. Philip said that the design of the Sneads Ferry Branch will be radically different. There will be internal wireless systems; larger open spaces defined rather by bookcases and furniture than by walls; and the power of the collection will be defined by access and participation. The theme of the Staff Day will be Change and Technology. [Susan asked that each trustee be a secret shopper at main and the branches.](#)
- Summer Reading Report. Jose has created a great eye-catching newspaper advertisement congratulating the winners of the Summer Reading Program and also thanking donors. [Susan said that major donors should be thanked individually.](#)
- Financial Report.  
Financial Securities Report. Barbara reported no change from the last report.  
FY08-09 State Aid Application Submitted to the State Library. This application has not only been sent. It has also been received. See #2 in the Director’s report.  
LSTA EZ Grant Agreement Submitted to the State Library. See #1 in the Director’s Report..  
Foundation Update. No Report  
Miscellaneous Topic. [Susan asked if the letters to Russell Tucker and Robert Grady have been sent. They have not. Philip will talk about this next month.](#)

## **New Business:**

- OCPL Strategic Plan 2008-2013. **This document is attached**. Philip presented this document. This will be the tool used by the BOT to evaluate the Director's report, the Statistical Reports and all other reports.
- Correspondence from Joan E. Gerdson, President of Friends of Swansboro Library. **This letter is attached**. Dr. Mel had been asked by several members of the Friends of the Swansboro Library if they could attend this meeting. Dr. Mel said that he preferred to present their written grievances and thereby avoid confrontation. Deborah said that this is a public meeting and they can attend any time without permission. Dr. Mel read the letter aloud and then asked how this matter can be addressed. Deborah pointed out that from a professional standpoint, a letter must respond. Angela said that some of the issues are operational issues while others are programming issues. A suggestion was made that Dr. Mel, Deborah and Philip meet and formulate a response. Dr. Mel said that Philip should meet with Mrs. Gerdson. Estell said that she and Philip have met with her before. Philip said that he would write a letter to the BOT responding to the letter. Mrs. Gerdson would receive a copy of the letter and then she could have a meeting with Susan. Deborah made the following motion: **In receipt of a letter from the Friends of the Swansboro Library, Dr. Cherry will draft a letter to the BOT addressing the issues with a copy going the Mrs. Gerdson**. Howard seconded the motion. The motion passed.  
A general discussion concerning Friends groups was held. Estell stated that the Library has changed the way programming is handled in regard to the Friends. Philip said that there was a general rebellion of the Friends excluding the Branch Manager. **Linda asked if Guidelines exist concerning libraries and friends groups**. **Philip said yes on the State Library and ALA web sites**.

## **Adjournment:**

- Howard moved that the meeting be adjourned. Dr. Mel seconded the motion and the motion was passed.

Respectfully Submitted,

Kathy Morgan, Secretary