

Minutes
Library Board of Trustees Meeting
May 4, 2016

Present were Susan Alexander, Ed Underwood, Vadrin Colvin-King, Jeff Hockaday, Ernest Morgan, and Norma Piestrak and Mary Dutton. Director Susan Benning attended. A quorum was present. Dr. Ricky Frazier attended.

There were not any public comments. The minutes from the April 6, 2016 Library Board of Trustees meeting were presented. Jeff Hockaday made the motion to accept the minutes as written. Ernest Morgan seconded the motion. The Board voted aye to accept the minutes as written.

The Director gave the following report:

A. Old Business

1. The Director gave an update on the recommended budget for the new fiscal year.
2. The estimate for the rug replacement in the old computer room was \$1700 so that project will be delayed. Russell Spivey thought an area carpet would be a good temporary solution. General Services changed that lock to Robert Manzo's office area to be a self-locking mechanism since it is surrounded by public area of the library.
3. Three library staff went to the Evergreen Conference in Raleigh. The library will be reimbursed the \$750 we paid for the registrations and parking for the conference. The library automation software will be having some major upgrades on May 25th.
4. Robert Manzo was hired May 3, 2016 as a Librarian III. The staff did a remarkable job during the staff shortage. The Director has created a training manual for Robert. Rhonda retires at the end of June. Katherine will train with Rhonda and then train Rhonda's replacement. Robert went to training about e-books. Rhonda and the Director prepared a training manual for the new hire.
5. The Everyday Book Sale continues to do well. Volunteers are coming to put books out for the sale. The signage at the street is bringing more people in to buy books.
6. The library won both of the LSTA grants.
7. The library is participating in the revived Literacy Council focusing on teens and adults who cannot read. The bylaws and non-profit status have now been completed.
8. The library staff has performed admirably dealing with the vacant position, staff vacations, staff sick days, and conferences. On some days they went above and beyond regular duty to be sure we had coverage.

B. New Business

1. Copies of the 5-year Plan were distributed and Board members were asked to review it for any changes or additions.
2. The Director is still looking for another person to fill out an application to be a Library Board member as there is one more vacancy on the Board to submit to the Board of Commissioners.

3. The Director is enrolled in the Leadership courses offered by International City/County Management Association Online Program.
4. The Director had one luncheon meeting with the Partnership for Children and two night meetings with the Genealogical Society and the Literacy Council.
5. The Director completed training for the LIBPAS, the software used for the Public Library Survey in Rocky Mount.
6. The Director created 3 training manual notebooks for new Board members. The State Library consultant will come and do a training session in August or September after the new Board members are appointed. The Library Board does not meet in July.
7. Programming continued in the month of April for children, adult and teens including story times, a poetry slam, movies, adult coloring club, book clubs and eight computer classes.
8. The issue of proctoring and the amount of time staff has to devote to it was discussed. The Director outlined some options on how to handle. It will be discussed at a future meeting.

The Director mentioned all of the upcoming Programs:

May 6, 2016 10 am Beginner computer class

May 6, 2016 3 pm Adult coloring

May 11, 2016 2 pm Planting a Garden A gardening program featuring the new horticulturalist, Minda Daughtry, as guest speaker is planned and seeds from the Seed Exchange will be given to attendees.

May 17, 2016 7 pm NC History Quiz Bowl

May 19, 2016 2:30-4:30 pm Movie "Book Thief"

May 26, 2016 2:30-3:30 PM Backyard Beekeeping

Susan B Alexander

Susan Alexander, Chair

1 Jun 2016

Date

Sue Bennett

Secretary to the Library Board of Trustees

Jun 1, 2016

Date