

Minutes  
Library Board of Trustees Meeting  
April 6, 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 was absent.

There were not any public comments. The minutes from the March 2, 2016 Library Board of Trustees meeting were presented. Vadrin Colvin-King made the motion to accept the minutes as written. Norma Piestrak 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 budget process for the new FY and stated some line item costs had gone up significantly. The Chair requested the dates for the public hearing on the entire budget.
2. The computer classes are going well. Jordan is helping the Director. Many new computer books have been purchased.
3. The Launchpads have been circulating since March 1, 2016 without issues.
4. The BOC gave permission to write the last LSTA grant for the new FY. I sent it to the County Manager for his signature. It will be submitted as soon as it is returned. This grant application is the easiest \$5,000 application to complete. The application is one page with only 1100 characters not words allowed.
5. The Director spoke to the Rotary Club on March 10, 2016 giving the group an update on the Library.
6. The Everyday Book Sale is doing very well. Volunteers are coming to put books up. The FOL quarterly report for January - March from George Barbour, the Treasurer was \$835 after paying the sales tax on the book sale. The books sold during the week of March 30th – April 6<sup>th</sup> totaled \$131.
7. General Services is getting estimates for the skylight repair in 2016-2017. They are looking at replacing the glass. It is unknown how this work will affect daily operations. A report on the Lee County CIP for 2017-2021 was given at the BOC meeting Monday night and is available at the library for public viewing. There are many CIP projects on the list.
8. The library clean-up continues after a few month's hiatus during the grants administration last fall. We are focusing on the room by the staff entrance and the work area where Nathan's desk used to be. Board members toured these areas and the old computer room after the meeting adjourned.
9. The Director gave an update on staff shortages and the vacancy. The staff is performing very well with the staff shortages.

**B. New Business**

1. The Board of Commissioners approved the Librarian III position on March 21, 2016. Applications have been coming in for the position. The application deadline was April 5, 2016. Interviews are scheduled for April 14<sup>th</sup>.
2. The Edge Initiative is doing a survey. The library was selected to have external stakeholders interviewed as well, my interviewer will be asking for names and contact information of people I believe would be best able to speak about the library's place in your community over the past couple of years.
3. Two walls in Nathan's old office area has been patched and painted. The room has been cleaned up and organized. A desk and chair was found by General Services. I have asked for an estimate on replacing the carpet tiles in the old computer room.
4. There was a Music Club in Sanford from 1927 – 1980's. They gave 8 copies of all the music/lyrics from their musical performances to the library. Only one copy each of the songbooks will be archived. This collection also includes scrapbooks. Debbie will organize the scrapbooks and one copy each of the music will be archived in the local history room.
5. A filing cabinet with all of the technology peripherals was placed in the old computer room.
6. The Director completed the Public Library Data Survey which was different than the State Library annual statistics.
7. The Outreach Library Policy was reviewed and discussed. A motion was made by Jeff Hockaday and seconded by Ernest Morgan to accept this policy. The Board voted aye to accept the Outreach Policy.
8. The Clerk to the Commissioners requested the Director to determine if there would be any other vacancies on the Library Board. Norma and Vadrin are resigning at the end of June.
9. The library now has Ancestry- Library Edition. This is a popular database for those searching their family trees. It can only be accessed within the library from the library website on the public computers or using a personal device on our Wi-Fi. There are billions of records available. A training webinar is being planned for Genealogical Society Club later this spring.
10. Four staffers are going to the International Evergreen Conference in Raleigh NC on April 21-23. Nathan had won a \$750 scholarship to go. NC Cardinal allowed us to transfer it to multiple staff so four people could go. \$660 for the conference registration. We are returning home each night. The parking will be \$14 a day. Staff have to buy their own lunches.
- 11 The Director had received many favorable comments about services at the library.
12. Trace Garden Club and a Master Gardener will take over doing the large planter by the parking lot. JJ's will donate the spring flowers for it. All pink flowers are being donated to honor breast cancer awareness. The last mural is nearing completion. The sidewalk project in downtown Sanford continues.
13. The Director has created a training manual notebook for new Board members. The Board of Commissioners had asked for this project to be completed by April 22, 2016. They also asked for a

PowerPoint. I have drafted one and submitted it to the Clerk to the Commissioners over at the Administration building before the deadline. The notebook contains:

- Ethics Statement
- Friends of the Library Contact List
- History of Lee County Library
- List of Lee County Board of Commissioners January 2016
- Lee County Library Mission Statement
- Lee County Library PowerPoint
- Library Board of Trustees Contact List
- Library Board of Trustees ByLaws
- Copies of all policies
  - Art Exhibit Policy
  - Bulletin Board Posting Policy
  - Collections Development Policy
  - Disruptive Behavior Policy
  - Five Year Plan
  - Information and Policies
  - Internet Access Policy
  - Launchpad Borrowing Policy
  - Library Safe Child Policy
  - Organizational chart CB-1 2016-17
  - Programming Policy
  - Letter to new Lee County Library Board Members
  - NC-Public-Library-Trustee-Pocket-Handbook

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.

With no further business, the meeting was adjourned.

\_\_\_\_\_  
Susan Alexander, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary to the Library Board of Trustees

\_\_\_\_\_  
Date