



**Lee County Libraries Board of Trustees**

**APPROVED June 19<sup>th</sup>, 2019 Meeting Minutes**

*(rescheduled from June 5<sup>th</sup>, 2019)*

- I) Call to Order: Chairwoman Dutton called the meeting to order at 5:31 pm
- II) Roll Call
- a) Library Trustees Present: Chairwoman Mary Dutton, Trustee Bill Tannenbaum, Trustee Sue Porr, Trustee Rebecca Hunter, Trustee Cathy Griffith, Lee County Commissioner Chairwoman Amy Dalrymple
  - b) Library Trustees Absent: Vice-Chairman Jeff Hockaday
  - c) Staff present: Director Beth List
  - d) Public present: Beth Cockman-Wood

III) Adoption of Current Agenda:

**MOTION: Trustee Griffith motioned to adopt the agenda as presented for the June 19<sup>th</sup>, 2019 meeting. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith*

*NAY: 0/0*

IV) Approval of Previous Meeting Minutes as submitted:

**MOTION: Trustee Hunter motioned to approve the minutes of the May 2019 meeting as submitted. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith*

*NAY: 0/0*

V) Public Comments:

- a) Beth Cockman-Wood thanked the library for allowing her to intern for the last six weeks. She appreciated the opportunity to assist with programs, work with staff and be involved with the Summer Reading planning. She is in the last year of her Library Science Degree at ECU and looks forward to graduating in December.

VI) Library Director Report - (see attached)

- i) Safety Report – (see attached)
- ii) Friends Report



(1) The Friends have purchased the staff refrigerator and it will be delivered on Saturday, June 22<sup>nd</sup>, 2019. The old fridge will be removed and discarded by the delivery people.

VII) Old Business

- a) Five Year Plan – in progress, no action required.
- b) Joint Library Discussion – discussion ensued.

VIII) New Business

- a) NC Cardinal MOA – Director List updated board on the submission of the MOA for approval by the Commissioners at their July 15<sup>th</sup> meeting.
- b) Review Circulation Policy

**MOTION: Trustee Griffith motioned to approve the update to the Fines and Fees Schedule as presented in the 2020 Budget as well as the changes to the Circulation Policy as presented.**

*AYE: 5/5: Chairwoman Dutton, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith*

*NAY: 0/0*

IX) Other Business

- a) Gardening and Landscaping at Main Library – discussion ensued.

**MOTION: Trustee Tannenbaum motioned to approve Lee County General Services and the Library staff to clean up and landscape the main library property for ease of maintenance and future upkeep. Motion Carried.**

*AYE: 5/5: Chairwoman Dutton, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith*

*NAY: 0/0*

- b) August Board Meeting: The next library board meeting will conflict with Director List attending the NCPLDA Meeting and Trustee Porr will be out of town. Director List requested a reschedule date and the board agreed to review available dates for August. An email will be sent out confirming the date.
- c) Budget 2020: Director List informed the Board that the budget was passed at the Commissioner's meeting on Monday evening.
- d) Chairwoman Dutton asked if there were any needs of the library she could bring before the Sanford Women's Club to donate. A few ideas, including new blinds for the Matochik Board Room were mentioned. Director List agreed to create a small list of ideas and get back to Chairwoman Dutton soon.



# Lee County Libraries

X) Adjournment

**MOTION: Trustee Porr motioned to adjourn the meeting at 6:25 PM. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith*

*NAY: 0/0*

Important Dates:

- There will no meeting in July 2019.
- The next Library Board Meeting is TBD for August 2019.
- The Libraries will be closed Thursday, July 4<sup>th</sup>, 2019 for Independence Day.

Respectfully submitted by:

Beth List, Library Director

Accepted and approved:

Mary Dutton, Chairwoman