

Minutes APPROVED
Library Board of Trustees Meeting
June 7, 2017
Submitted by Susan Benning, Library Director

The Chair called the meeting to order and went into a Closed Session. The Library Board met in closed session pursuant to N.C.G.S § 143-318.9.

The Library Board returned from the closed session with a motion by Bill Tannenbaum and a second by Bill Cline. The Board voted aye to return to Open Session.

The Chair Susan Alexander called the meeting to order.

There were not any members of the public present nor any public comments.

The minutes from the April 2017 Library Board meeting were discussed. There was a motion by Bill Tannenbaum to accept the minutes. Bill Cline seconded the motion. The Board voted aye to accept the edits.

The minutes from the May 2017 meeting of the Library Board was discussed by the trustees. There was a motion by Bill Cline to accept the minutes. Sue Porr seconded the motion. The Board voted aye.

The Director distributed written copies of her Director's Report on old and new business to Board members to expedite and shorten the meeting which contained the following:

A. Old Business

1. Christy Allison Sills, a Librarian II, has been on the job a few weeks. She will be an asset to the library.
2. Update on the new library website. The work has begun by the website design team. This project will allow Lee County Library to share the cost of a \$6000 website development template within Springshare. Our part will be a one-time \$300 fee and the templates can be reused over and over again. Lee County Library will be billed in the new fiscal year. It will be ready in late summer.
3. Students and teachers statewide are using NC Digital Kids to download ebooks from the website, <https://nckids.overdrive.com/>. So far, over 46,667 e-books have checked out during the time period February – May 30, 2017.
4. The County Attorney and Mr. Crumpton are still in the process of reviewing Ike Spivey's cemetery database project. Six Volunteers from the Lee County Historical and Genealogical Society has agreed to bring the database current and will look up and record the obituaries from 2004 – present day. It should only take a couple of years to update the project.
5. The Bill Brown author program is set for June 20, 7:00 pm.
The Eclipse program is planned for June 29, 2017 at 3:30 pm
6. Landscaping update –The project has taken a lot of time, but there were many variables. There was a delay for General Services crew who were busy with the pool project. Time was needed for research on what type plants to buy, and the soil test was performed. Plants were ordered that were low maintenance and we had to wait for them to arrive. There was a lot of wet weather also. We found volunteers to plant the new plants, When General Services delivers the mulch, the Boy Scouts have offered to help spread it on a Tuesday night at 7:00 pm with supervision from a Master Gardener.
7. The Director discussed the recommended County Manager's budget going to the Commissioners for a vote in June. The requested additional funds in the temp salary line item after deducting the 2% COLA would allow the Broadway Library to be open four more hours a week. The other remaining funds would allow a temp to be used as a substitute during the day when the main branch was short-handed. The Director explained that on the previous day, the library was short five staff members out of 9 and the Broadway library could not be opened. Additionally, the Director said the longer Saturday hours

issue would need a decision at some point. It would be possible to use existing full time staff, one night part time staff and the daytime temp to cover the 9-5 pm Saturday hours with lunches. The full time staff would each work one Saturday a month. One temp part time person would also work 10-2 on Saturdays to cover the lunch breaks. Full time Public Library employees across the state work one night per week and one weekend a month. a sample schedule would look like this:

8.

Sat. Week 1	Sat. Week 2	Sat Week 3	Sat Week 4
FT,FT	FT,FT	FT,FT	Ft, Day Time PT
1 four hr PT	1 four hr PT	1 four hr PT	1 four hr PT

The Library Board discussed the need and public demand for the library to be open longer on Saturdays at length. If the Commissioners approve the library budget with the requested amount of temp salary line item in the budget; Jeff Hockaday made a motion that the Library Board approve the Director's recommendation to use the extra funds in the temp salary line item to give Broadway four more hours of operation a week, to use part time temp hours as substitute hours when short-handed and to use full time staff to be open 9-5 on Saturdays effective September 1, 2017. Bill Tannenbaum seconded the motion. The Board voted aye.

B. New Business

1 The Director requested a change to the Bulletin Board policy because the area looked so messy. After discussion, a motion was made by Bill Cline and seconded by Sue Porr to accept the revised bulletin Board Policy as written. The Board voted aye.

2. The updated Five Year Plan of the Library was provided to the Board. The Five Year Plan has to be approved by the Commissioners as part of the State Aid package in August 2017. Following a discussion, Bill Tannenbaum made a Motion to approve the Five Year Plan as written and Mary Dutton seconded the motion. The Board voted aye.

3. The topic of a new public library came up and the director talked about ways it could be achieved. Board members were given an article from the Sanford Herald dated 10 years ago asking the county to plan for a new library. A planning document written by the Director was given to the Board members. The new Director should consider starting a Foundation in 2018 to begin fundraising in earnest. The Friends of the Library have \$94,000 saved for a new library. .

4. The director gave a Technology update: There are four new adult brain game Launchpad tablets available for checkout. The 47 "digital sign was installed on Tuesday. The new 32 inch tv for Children's programs was installed in the auditorium on Tuesday

5. Interviews are being conducted for the daytime part time position.

6. The monthly Safety report was in the Board members packet for review.

7. The next Ancestry class is scheduled for Monday, June 19, 2017 at 10:00 -11:15 am. There are usually six students. Allison will take over these monthly classes and volunteer Judy Knight will assist.

8. The Director gave General Services and Mr. Crumpton a wish list for repairs in the new fiscal year including the following items:

- Repair the broken concrete sidewalks areas and the ramp near the front walkway. Consider sign, painted lines, or a post to prevent people from using that area to turn their cars around.
- Paint the pergola beams outside the front of the library
- Paint the female staff bathroom
- Repair the holes in the men's bathrooms when the larger stall was installed

- e. Repair the joints in the gutters that are leaking in heavy rain storms running down the top and side of the brick
- f. Sand and paint the of the two public bathroom doors (side inside the bathrooms)
- g. Caulk the places in the skylight, roof, and windows that are leaking when it rains hard – brick wall by DVDs, over the YA new books
- h. Strip and seal all linoleum floors- kitchenette, staff rear entrance, Lisa’s office area
- i. Check on the wood poles (telephone) by side entrance for rot. I believe I could push the whole thing over with not much effort. This garden on Wenger’s side of the building is only being maintained by staff.

9. The Friends of the Library was presented with a wish list for FY2017-2018 by the library staff including the following items:

a. four small narrow tables for the laptop lab \$67 each

b. sanitizer dispenser like hospital has

c. toaster oven for staff kitchenette

d. buy the replacement carpet tiles behind the circ desk with solid color 28 tiles. Solid color 24 inches x 24 inch tiles that get glued down would be ideal.

e. signs for the library’s collections

A. Other Business

To date one person has applied for the vacancy on the Library Board. The Commissioners will vote on Board vacancies in July. Susan Alexander was thanked for her many years of service on the Board. The Board thanked the Director for the achievements at the library.

With no further business, Bill Tannenbaum made a motion to adjourn and Bill Cline seconded the motion. The Board voted aye to adjourn.

Susan Alexander, Chair

Date

Secretary to the Library Board of Trustees

Date