

Minutes
Lee County Library Board of Trustees
January 4, 2017

Board members present were Susan Alexander, Sue Porr, Jeff Hockaday, Bill Cline, Mary Dutton. Commissioner Amy Dalrymple attended as the new ex officio representative. Director Susan Benning was present. Absent were Bill Tannenbaum and Ernest Morgan

Chair Susan Alexander called the meeting to order. There were no public comments. Commissioner Dalrymple was welcomed. The minutes from the December 7, 2016 meeting had been read. There was no discussion. Jeff Hockaday made a motion to approve the minutes as written. Bill Cline seconded the motion, The Board voted aye to accept the minutes as written.

Library Director Report

A. Old Business

1. The MOA with the School Board to use school IDs as library cards went to the County Commissioners and was approved on Tuesday January 3, 2017. The Director received the signed copies on the courier run and will deliver a signed copy to Dr. Andy Bryan, the School Superintendent.
2. Quiz Bowl Update – the practice and local sets of Quiz Bowl Questions have been completed plus the set of tie breaker questions. Phonetics have been added for unusual words. The local Quiz Bowl will be held on Saturday, Jan. 28th 2017 from 9:30-1:00 pm. A few more volunteers are needed for officials. The Friends of the Library (FOL) will meet on Fri. Jan. 6 to discuss donating money for snacks for the Quiz Bowl. The FOL have purchased the trophies. The Regional Quiz Bowl will be Sat. April 29, 2017.
3. In the current FY, the FOL funded a laminating machine, the leather conference room chairs, the trophies for Quiz Bowl, the new wall clock, Holiday gift cards for staff, and 2016 summer reading program performers.
4. Update on grants for new FY.
 - a. The County Commissioners gave permission to write a LSTA accessibility grant due February 27, 2017. This grant would be used to purchase items to make technology/library services more accessible to adults and children with have some type of handicap. This type grant has a 25% match since there is no partner. I will ask the FOL to consider paying for the 25% match in the amount of \$1395.65 if this grant is awarded. The total value of this LSTA accessibility grant is \$5582.61. The reason why the grant items are needed was discussed. For example, an adjustable computer table for individuals in wheelchairs. Our current computer tables are not of the correct height for a wheelchair to fit under. The current computer tables were recycled from the Enrichment Center.
 - b. The Lee County Commissioners gave approval for the library to write the \$5,000 LSTA EZ Edge technology that will be announced in May 2017. If awarded this will be for new computers for the Broadway library and some tablet devices for the library.
5. Annual wish list request to the FOL to consider funding includes:
 - a. snacks for the three Quiz Bowl events
 - b. two trophies (First and Second Place) for the Regional Quiz bowl in April
 - c. prizes for the Local History Adult Quiz Bowl to be held in Tuesday May 16, 2017 at 6:30 pm
 - d. the Summer Reading Program performers.
 - e. \$150 for snacks for the special children's programs, children's/teen movies, and the two children's author programs during the year.
6. The Director is continuing to work on the new 2.0 website for the library. The new logo will be on the library website sized correctly from a vector file. The transfer of the beta 2.0 website needs to be made before January 30, 2017. Public libraries in NC were given an extra 30 days to complete the task.
7. The Hosted Proxy service change is up and running. Nathan McGehee from IT reports it is functioning well. If you download books or audio, the process is much simpler now. Patrons just need library card number and PIN.
8. The NC Digital Library called NCKids is launching later in January 2017. These are digital e-books for students. There will be a link to the NCKids on the Overdrive website. In late January these will be accessible with a Lee County Library card. Lee County School Students will also have access with their school ID number in August 2017. This is part of the \$200,000 Children's Digital Library funded by the General

Assembly. Lee County Library paid a split cost platform fee with other public libraries in the state of NC. Each year more funds will be sought from the General Assembly to build this permanent collection.

9. The new Library Ordinance was passed by the Count Commissioners at the January 3, 2017 meeting.

B. New Business

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

2. Jordan Minter, Sheneeta Thomas, Amanda Hinds and the Director did a safety fire/security pre inspection using a checklist from the University of Wisconsin to prepare for the Fire Marshall's annual visit. Items that needed attention were fixed. The Fire Marshall usually comes for the annual inspection in January. The Director is checking on buying a blood borne pathogens cleanup kit.

3. Facility repairs

- a. Some of the Concrete sidewalks have been repaired. The ramp for the handicap parking space will need some attention.
- b. Carpet tiles are loose/worn out in several spots. General Services says those carpet tiles need to be replaced. The pattern of the current carpet ties is no longer manufactured. Options are being investigated.
- c. The HVAC system was made more efficient. During the last month the heat seemed to not be able to be controlled. It is a dual running system but it goes by the temperature in the boiler room not what is in the library. The glass windows of the skylight absorb heat from the sun. Some days it is 75 degrees when we arrive and the temperature goes up to 79 degrees. The boiler temperature has been adjusted and the issue will be monitored.
- d. General Services had to fix a broken exterior door lock before the New Year's Holiday after hours.
- e. A subcontractor for Duke Power will be installing energy efficient lights in January. However, the contractor needs to go through Russell Spivey's office about the date they will start work so they don't just show up when a program is in progress.

4. The Director outlined general plans for the new FY 2017-2018 proposed library budget. The Board had previously discussed the need for a state of the art security system. One of the full time staff will be retiring at the end of March 2017. Lee County Library's 5 Year Plan submitted as part of the State Aid packet approved by the Library Board and submitted to the State Library included upgrading this position when it became vacant to a MLIS degreed position. Some line items in the proposed budget will be increased 3-4 % due to price increases. The Director will also put an additional \$2,000 in the part timer's salary line item to be used on days when 3 full staff are out on vacation or sick days.

5. The Next Ancestry class is scheduled for Thurs. Jan. 19th 10-11:15 am.

6. The library had an issue with 911 calls from library VOIP phones going to the Durham. IT did resolve and now if the library staffer calls 9-911 from a library phone we are connected with Sanford 911 services.

7. Through a lot of efforts, increased library funding to all NC public libraries is on that legislative agenda list for the NC Association of County Commissioners.

9. The State Library will make special LSTA grants up to \$50,000 available to the libraries that suffered damage from the Hurricane Matthew.

C. Other Business

Chair Susan Alexander asked the Bylaw committee to set a date for a meeting to continue work on the library bylaws.

With no further business, Mary Dutton made a motion to Adjourn. Jeff Hockaday seconded the motion. The Board voted aye to adjourn.

Susan A. Alexander

Susan Alexander, Chair

Ausca Bennenig

Secretary to the Library Board of Trustees

1 Feb 2017

Date

February 1, 2017

Date