

Minutes  
Library Board of Trustees Meeting  
October 7, 2015

Present were Ed Underwood, Vadrin Colvin-King, Jeff Hockaday, Ernest Morgan, and Norma Piestrak and Dr. Ricky Frazier. A quorum was present. Susan Alexander and Mary Dutton were absent. Director Susan Benning attended. Vadrin Colvin-King served as Vice Chair for the meeting.

The meeting was called to order. There was not any public comments. The Board read the minutes from the September 2, 2015 Library Board meeting. There was no discussion. A motion was made by Dr. Ricky Frazier to accept the minutes as written. Dr. Jeff Hockaday seconded the motion. The Board voted aye to accept the minutes.

Susan Benning gave a Director's report on library business

A. Old Business

1. The Director updated the Board on the book sale held by the Friends of the Library. There were 325 boxes of books before the sale. After the sale, there were 175 boxes left unsold. Brag about Books, a used book store, came and picked up the unsold boxes. Eventually, the bookstore will send a check to the FOL. Changes are being made for the Friends to have a permanent place in the library for an everyday book sale. This will eliminate all of the boxing, moving, and storing followed by bringing boxes out of storage, unboxing of these books and sorting which is very labor intensive for staff. Volunteers from the Friends will sort the donations weekly and then donations will be placed on the 12 shelves in the everyday book sale area. Basically, a six step process has been reduced to one step.
2. There was a small glitch with the new Official Payments software but it is now up and running for the library to accept MasterCard, Visa, and Discover charge payments for fines and fees. There is a convenience fee of \$1.95 for charge cards and \$1.00 for debit cards. Payments can be made online from home or in person at the library.
3. The Director gave an update on the grants administration.
  - a. LSTA Edge Technology Round 2 Grant -\$4976.92 worth of items/services have been purchased. Wi-Fi access points are to be installed on October 6th, 2015. Charter is installing the new broadband. We have received reimbursement from the State Library for the items/services the library paid for in this grant.
  - b. The LSTA Literacy and Lifelong Learning Grant items have been received. The Sharp SmartBoard has been assembled and 20 Lenovo laptops have had software and security installed.

c. The library did not win the Dollar General grant. The Director will continue to seek grant money for filament cartridges.

4. The Cube 3D printer was delivered to the library. This was a donation from Makerspacer.com, a division of Static Control, Inc. located in Sanford, N.C.

5. Microfilm scanner and new computer. The Board of Commissioners will hear the budget amendment to move money from the Brown endowment to the library budget at the October 5th meeting. The microfilm reader/scanner equipment is over \$5,000, and will be let out for bid by Lee County's regular process. The Board of Commissioners approved the budget transfer for the Microfilm reader scanner from the Brown endowment funds. Previously money from the Brown funds had been used to purchase equipment for the local history area.

6. A Seed exchange was established and the library is asking patrons who garden to save seeds. A program that was being planned for October has been pushed to November due to other library activities.

7. The Intern from CCCC continues to do great job. She has been a great resource during this busy time at the library.

8. The Director gave an update on Technology. The microfilm reader scanner and the videophone for the deaf are the next two things to be installed.

#### B. New Business

1. The library had some problem behavior issues with two library patrons and received assistance from the Sanford Police Department.

2. The library obtained 2000 DVD security cases free from Bladen County Library who had received them from a video store that closed. These cases cost \$4.50 each saving the library \$9,000. Nathan and Susan travelled to Elizabethtown, NC in Bladen County to pick them up.

3. The library collaborated with the Historical Railroad Association for a display of Mrs. Cole's pottery in the library. The display in the case will be changed periodically by the group.

4. The Director told the Library Board she would be out of the office October 8-13, 2015 on vacation.

5. The Director discussed making the maximum unpaid fine \$4.99 and still be able to use computers and check out materials. It is too confusing to have two different amounts one for using computers (\$9.99) and one for using books (\$4.99).

Following discussion by the Board, a motion was made to make the maximum fine that could be owed and still use computers and check out materials to be \$4.99 by Ed

Underwood. The motion was seconded by Ernest Morgan. The Board voted aye and the motion carried.

6. The Director spoke about the Fax24 Company that can install a public self-service fax machine for outgoing faxes at no cost to the library. The public can use their credit card to send a fax or buy a fax card from the library. Following discussion a motion was made to approve contracting with Fax24 made by Dr. Jeff Hockaday. The motion was seconded by Norma Piestrak. The Library Board voted aye and the motion carried. The contract was forwarded to the county attorney for review.

C. Other Business

- a. There will be a program on October 24<sup>th</sup> Sat. Oct 24 featuring NC author Michael Parker at 11:00 am.
- b. The library will celebrate 90<sup>th</sup> Anniversary of Lee County funding on Tuesday November 17, 2015 1:00-3:00 pm with an Open House to highlight the *Fresh New Look, Fresh New Services* project at the library.

With no further business the meeting was adjourned.

Susan A Alexander

Susan Alexander, Chair

2 Dec 2015

Date

Susan Benning

Secretary to the Library Board of Trustees

12/2/15

Date