

ALAMANCE COUNTY LIBRARY COMMITTEE

Regular Meeting
May Memorial Library

Tuesday February 15, 2011
12 Noon

Present: Shirley Beyer, George Byrd, Jr., Mary Dingeldein, Jo Grimley, Kitty Hupman, Carlene Morton, Lennie Stout, Carrie Thompson and M.J. Goodrum

Absent: Mike Cross and Tim Sutton

Minutes

CALL TO ORDER

APPROVAL OF MINUTES: A motion was made and seconded that minutes from the August 17, 2011 and November 16, 2011 be approved upon revision of adding Jo Grimley's name to the list of members absent at the November 16 meeting. This passed unanimously

REPORT OF DIRECTOR

Staffing changes:

Denise Dixon turned in her resignation December 30, 2010 so there is an opening in Graham. Rachelle Blalock resigned effective February 4, 2011. These positions have been frozen until the end of the fiscal year, leaving us with one full-time and one part-time opening. In Mebane, Kim Diezel will be out for about 6 weeks on FMLA leave.

State Library Budget Cuts:

The State Library has informed us that their budget is being cut and this will result in a cut in our State Aid. Mary Boone writes: *With regret I must inform you that there will be an additional cut to State Aid to Public Libraries, effective this month, January 2011. Governor Perdue has directed that all Cabinet agencies, of which the Department of Cultural Resources is one, to reduce their appropriations by an additional 2.5% of the agency's certified budget. This is an annualized savings – that is, the 2.5% is to be taken from the full annual budget, even though we are already halfway through the budget year. In addition, the Governor has imposed both travel and hiring freezes.*

Secretary Carlisle has determined that State Aid to Libraries will be reduced by an additional 1% annualized, for a total reduction of 3.5% for the 2010-2011 budget year. Unfortunately, because we are already halfway through the year, in reality this will become a 2% cut for the remaining six payments (January – June) of State Aid. I went before the County Commissioners to have an additional \$1,851.00 loss of revenue

approved. This was taken out of our materials budget. The total loss of State Aid is \$3,156.00.

Budget Preparations:

I am in the process of putting together the proposed budget for fiscal year 2011-2012. I am requesting several personnel changes:

- 1) An additional 6 hours a week (1 hr. a day) for courier service. We are finding that it is difficult to for the couriers to make the deliveries in the allotted amount of time as more and more materials are being requested between branches.
- 2) Changing Risha Bigelow (North Park) from part-time to full-time. In the summer she works full-time to help accommodate for the Summer Reading Program. We'd like to have her full-time year round. The hours at North Park would remain the same, but we would use her extra hours to help fill in at the other branches.
- 3) The three part time positions that were cut this year because they had been frozen for several years. With the expansion of South Annex, I expect to have it open more than just one afternoon a week and we will need additional staff to do this.
- 4) \$10,000.00 to use for floating substitutes that can fill in on an irregular basis when we have illness or vacations in the branches and need someone to cover for a few hours.

In addition to the budget I am submitting, I am also preparing a budget with a 3% cut and one with a 5% cut. However, if we have to use one of those, it will mean that we fall below our Maintenance of Effort and will lose a significant part of our State Aid. Without an increase in the staffing levels I am requesting in our budget, we fall below our MOE for next year.

Library Legislative Day:

Library Legislative Day is scheduled for Wednesday, February 23 in Raleigh. The Kick-off rally will start at 9:00 a.m. Some members of the Friends group are planning to meet in the staff parking lot at May Memorial and drive to Raleigh. I have meetings scheduled with Senator Gunn and Rep. Alice Bordsen. I am still waiting to schedule one with Dan Ingle. It would be nice if there were any Library Board members that could attend.

UNFINISHED BUSINESS

1. Banning of registered sex offenders

The Board recommended that we not pursue banning of all registered sex offenders from Alamance County Public Libraries. Disruptive behavior should be dealt with in accordance with the behavior policy already in place. Discussion included enforcement of the ban and the Library's liability if something were to happen in spite of having these citizens banned.

2. Gardner Trust monies

A motion to obtain 3 bids from vendors for the purchase of 2 self-checkout machines for an amount not to exceed \$30,358.63, which is amount of the Gardner Trust payout for this year, was made by Mary Dingeldein. Jo Grimley seconded the motion and it passed unanimously.

3. Fines and Fees schedule revisions

MJ reviewed changes to the Fines and Fee schedule that included several additions:

- a.) Patrons will be charged the cost of the item and a processing fee charged by the lending institution for any material obtained via Interlibrary Loan that is lost or damaged.
 - b.) A charge of \$2.00 will be incurred for any lost audio visual artwork to cover the cost of the artwork and the barcode
 - c.) A charge of \$3.00 will be incurred for any lost audio visual booklet to cover the cost of the booklet and the barcode
 - d.) Wording for “Lost A/V Cases (video, CD, DVD, audio)” was changed to “Lost A/V Cases”
 - e.) Patrons will incur a fee of \$10.00 if a CD from a Books on CD set is lost and a replacement CD is available from the vendor
 - f.) Patrons will incur a fee consisting of the cost of the set + a processing fee if a CD is lost from a Books on CD set and the CD is not available for replacement from the vendor
 - g.) Wording for “Overdue book, audiotape, or CD” was changed to include Playaways.
- George Byrd moved that we accept these changes, pending approval from the County Board of Commissioners. Lennie Stout seconded the motion. It passed unanimously.

4. Western Alamance Branch update

The Western Alamance Branch project was mentioned in a recently published Elon Newsletter. Evidently Mayor Tolley still has it listed as a future project.

5. Election of officers

Kitty Hupman moved that we elect Shirley Beyer to serve as Chair of the Library Board and Mary Dingeldein to serve as Vice-Chair of the Library Board. Carrie Thompson seconded the motion and it was approved unanimously.

FUTURE MEETING DATES

May 17, 2011	12:00 noon	May Memorial
August 16, 2011	12:00 noon	South Annex
November 15, 2011	12:00 noon	May Memorial

ADJOURNMENT