

ALAMANCE COUNTY LIBRARY COMMITTEE
Minutes

Regular Meeting
May Memorial Library

Tuesday May 17, 2011
12 Noon

Present: Shirley Beyer, Carlene Morton, Lennie Stout, Mike Cross, Jo Grimley, Kitty Hupman, M.J. Goodrum, Mary Dingeldein

Absent: Carrie Thompson, Tim Sutton, George Byrd, Jr.

The meeting was called to order around 12:15 p.m. by Shirley Beyer, Chair.

APPROVAL OF MINUTES: A motion was made and seconded that minutes from the February 15, 2011 meeting be approved pending a revision in the Report of the Director. The motion passed unanimously.

REPORT OF DIRECTOR

1. **Budget (2011-2012):** The Town Manager gave the County Board of Commissioners his proposed budget last night. It is based on actual expenditures over the last two years. All personnel requests were cut in his proposal. I had requested one additional hour a day for the courier positions, reclassification of a position at Mebane, the reinstatement of the 3 part-time positions that were cut from the current fiscal year, and changing Risha Bigelow's position from part-time to full-time all year. Couriers are struggling to get everything delivered and taken care of within the time constraints of 3 hours a day. They typically are working past that time each day. The position that supervises the Children's staff at Mebane needs to be reclassified so that it is in line with its counterpart position at Graham. Risha's position is part-time except during the summer months when North Park Library extends its hours. By making her position full-time we would be able to use her in other branches as the need arose. My requests for staffing played a major part in meeting the maintenance of effort required for full access to State Aid, so I am unsure how that will play itself out.
2. **The Friends of the Library held their Spring Book Sale in March.** They raised around \$28,000. The Fall Sale is scheduled for September.
3. **Library Legislative Day** was held on February 23. Lynne Taylor, President of the Friends of the Library and MJ met with Rick Gunn and Alice Bordsen. The proposed state budget includes a 15% cut to State Aid. At this time, it is uncertain what amount the actual figure will be.

4. **Staff Shortages:** I presented the County Manager with a memo that proposed closing on Sundays in order to deal with the shortage of staff. We are currently experiencing a loss of approximately 245 hours per week. He was unwilling to have us close on Sundays and instead found 75 hours a week that could be used to give existing staff additional hours (25 hours/week/branch). Effective May 24, another part-time staff member has resigned to take a full-time position somewhere. Mr. Honeycutt has said that we may release the full-time position at Graham, but freeze the upcoming part-time position. Currently we have been told that we may advertise the frozen positions with an eye to filling them effective July 1.
5. **National Library Week** was April 10 – 16. This year's theme was Create Your Own Story @ your Library. Mark Schweizer, author of the Liturgical mystery series, helped us kick the week off. Events included a pajamas and pancakes storytime at Mebane, the launch of the Leave Your Mark collaborative project, and scrapbooking programs at Graham.
6. **Summer Reading Program:** This year's theme is One World, Many Stories. Graham has scheduled a theater group called BrightStar to put on a play, Mebane has storyteller Sharon Clarke scheduled to perform and Flow Circus will entertain us at May Memorial. This year we have added regular programs at South Annex, too.
7. **Circulation service change:** We have changed the number of times items may be renewed from one time to two times on all items except DVDs.

UNFINISHED BUSINESS

Self-checkout: MJ reported that, upon the transfer of the Gardner Trust Fund payout transfer from donations into the appropriate line items, a Purchase Order would be generated for self-checkout units for May Memorial and Graham Public Library

NEW BUSINESS

Terms Expiring: Terms for George Byrd, Sr., Michael Cross, Jo Grimley, Carlene Morton, and Carrie Thompson expire June, 2011. Mike, Jo, and Carlene each indicated that they are interested in continuing to serve on the board. Terms last for two years.

Review Range Plans for 2011-2016: MJ updated Board members on the status of various items from the Long Range plans for 2011-2016. Suggestions included:

- Rewording the reference to the completion of a library branch in the Town of Elon
- Eliminate "Explore options for expansion of the Graham Public Library". Because this location is hemmed in on all sides with the Arts Council, Police and Fire Departments and the newly built Children's Museum, any plans for Graham Public Library would need to involve moving to a new site.

- Change “Plan for self-check at May Memorial Library and Graham Public Library” to indicate that we are currently in the process of adding this service

Alamance County Public Libraries have completed several items from the Long Range Plans:

- A variety of handouts and brochures regarding Library policies and information were recently translated into Spanish and will be made available in the community
- A schedule for regular weeding of the collections was developed and implemented this year
- A laptop lab for staff and public training was established this year thanks to an LSTA grant. Staff has already begun offering classes using this lab.
- ACPL currently continues to use Unique Management as the agency to collect delinquent library fines and fees. ACPL also accepts debit and credit cards for the payment of fines and fees.

There was some discussion about when the current slate of Officers takes office. Typically officers are elected at the November meeting and take effect at the February meeting. However, this year there was some confusion about whether or not we had a quorum at the November and February meetings. It turns out that we did (only 5 members are needed for a quorum).

Shirley Beyer shared a brochure of the annual report from the Bloomington, Illinois Public Library. MJ mentioned that she and Heather are already in talks to put together something very similar at the end of this fiscal year when all the statistics are compiled for the State report. Members felt that it is important to be able to share this information with the community so that citizens would have a better understanding of how the library is being used and the variety of services that are offered by our libraries.

FUTURE MEETING DATES

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

ADJOURNMENT