

ALAMANCE COUNTY LIBRARY COMMITTEE
Minutes

Regular Meeting
May Memorial Public Library

Tuesday November 13, 2012
12 Noon

Minutes

Present: Carolyn Allen, Shirley Beyer, Mike Cross, Mary Dingeldein, Jo Grimley, Kitty Hupman, Carlene Morton, M.J. Wilkerson

Absent: George Byrd, Jr., Lennie Stout, Tim Sutton

The meeting was called to order at 12:03 pm by Shirley Beyer, Chairwoman.

PUBLIC COMMENT:

- There were no public comments

APPROVAL OF MINUTES:

- It was moved and seconded that the minutes of the August 21, 2012 meeting of the Library Committee be accepted. This motion passed unanimously.

REPORT OF DIRECTOR:

- Other than the position that has been frozen since last year, we have all our staff in place. Shari Vassello, who had a kidney transplant in August, will be back to work on a limited basis in December, building up to her regular 25 hours
- I was contacted by the North Carolina State Library who was touching base with libraries that did not make their Maintenance of Effort. If our local municipalities have a designated line item for libraries and are willing to go through an annual audit, we can include their contribution (for utilities and building maintenance) in our operating income. I am in the process of getting in touch with Graham, Burlington, and Mebane Finance offices to talk to them. Hopefully this will help us meet our MOE. Because there were so many new Directors over the past few years, no one had paid attention to the fact that we weren't aware of this.
- The title for Alamance Reads was announced in October. It is To Kill a Mockingbird by Harper Lee. Obviously, the author will not be coming to talk, but we have gotten Charles J. Shields, who wrote a definitive biography on Ms. Lee. There are many activities and book discussions in the works.
- Since the Human Resources Department doesn't really designate titles of Librarians on staff, I have changed Lisa Kobrin's title to Local History Librarian. It was Head of Reference. May Memorial really doesn't function as a headquarters librarian and there isn't a need for duties associated with Head of Reference. Lisa is very talented at Local History. Our goal is to beef up the

Local History Collection and make the Local History Room here at May Memorial a premier location for local history.

- **Small Balance Program** has started. We submitted 77 accounts in October for a total of \$1,722.55 and have received back \$236.20 in fees and \$12.00 worth of materials that were overdue. The cost to us was \$227.15, giving us a net gain of \$21.05.
- Mr. Harry Carlson is a volunteer who agreed to build **Little Libraries** out of materials donated by Lowe's Home Improvement. He just called me this morning to let me know they are finished and he will deliver them to me tomorrow morning. Our next step is to have them painted and decorated. We would like to put them out in parks sometime in the spring, making a big occasion out of it.

UNFINISHED BUSINESS:

- There was no unfinished business from the August 21 meeting.

NEW BUSINESS:

- Payout from Gardner Trust: Each year we receive money from the Gardner Trust Account and the William Henry May account. This year the payouts are: \$30,379 (Gardner Trust) and \$3893 (William Henry May Trust). A motion was made and passed to purchase the following equipment and materials:

3 new LCD projectors for library programming use (approximately \$1646 each).
It was suggested that the old ones be put in circulation for patrons to check out.

10 Webcams (approximately \$50) to be used to add pictures of patrons to our database. This helps prevent a patron from using someone else's card.

eBooks to beef up the collection.

3 HDMI cables for connecting an iPad to an LCD projector for programming use.

Divide the remaining for the purchase of books and audio-visual materials

- A motion was made, and passed, to designate the **William Henry May** payout to be spent on the Local History collection and Local History room. MJ would work with Lisa to spend this money in support of our local history services.
- **Annual statistics:** Circulation has increased a minute amount over last year, which corresponds with the increase in the number of people visiting our libraries. The number of programs offered increased, as has the number of people attending these programs. The number of items and titles added to Alamance County Public Library's database decreased, due to the drastic drop in our materials budget and the rising price of materials. The number of people that were given library cards this year increased.
- **Children's Museum, Arts Council and Graham Library campus:** Heather Holley-Hall, Michelle Mills and MJ Wilkerson met with Cary Worthy, Executive

Director of the Arts Council and on the Board for the Alamance County Children's Museum. He shared his idea for creating a "campus" between the Arts Council Building (the Captain White House), the Children's Museum, and Graham Public Library. It involves creating a back entrance to Graham. This means adding a service desk at that door, giving Graham two service desks. It would primarily be used to perform reference services, but would also do some circulation duties. If an additional entrance is added MJ suggested that another self-check unit be placed at the new entrance, or that the existing one be moved there. Having a second service desk would create a need for more staffing at Graham. It would also help spread the workload of the current service desk over two locations. Currently Graham is the busiest library, consistently averaging around 220 circulation transactions an hour most days. May Memorial averages around 170 circulation transactions per hour. Cary shared his idea of creating a sound garden, a tunnel, walkways between the three organizations and a place for outside storytelling events. MJ requested the Board's approval before pursuing this with the City of Graham. She has talked with MIS about the possibility of wiring for computers to be used at the second service desk, but has not talked about the cost of the renovation with the City. The Board voiced their support of the campus and creating an additional entrance to Graham Library at the back of the building as long as the County approved sufficient staffing to cover the additional service desk that would be needed there. They also suggested that we pursue any additional square footage that we could gain out of the area.

- **Nomination of Officers:** At the November, 2011 meeting a motion was made by Carlene and seconded by Jo Grimsley that the current officers continue to serve for another year. That year is up and we need to elect new officers. Mike Cross was nominated to serve as Chair of the Library Board. Jo Grimley was nominated to serve as Vice-Chair. Mary Dingeldein made the motion to accept this slate of officers, Caroline Allen seconded the motion. The motion passed unanimously.
- **Attendance:** There was some discussion about members that regularly do not attend. Discussion included finding out what days and times, if any, are more acceptable. Members felt that having people on the board that were active members was important. MJ was asked to request that the Chair of the Board of County Commissioners assign someone that would active in attending and advocating for Alamance County Public Libraries.

FUTURE MEETING DATES

Committee members were reminded that the next meeting of The Library Committee will be on February 19 at May Memorial Library at noon.

The meeting was then adjourned.