

ALAMANCE COUNTY LIBRARY COMMITTEE

Regular Meeting
May Memorial Public Library

Tuesday November 19, 2013
12 Noon

Minutes

Present: Shirley Beyer, Jo Grimley, Carlene Morton, Terri Lamm, M.J. Wilkerson, Carolyn Allen, Bryan Hagood (guest) and visitor, John Clark.

Absent: George Byrd, Jr., Kitty Hupman, Lennie Stout, Mike Cross, Mary Dingeldein

The meeting was called to order at 12:05 pm

PUBLIC COMMENTS: Jo Grimley recognized John Clark for public comment. Mr. Clark introduced himself. He is a resident of Alamance County. A couple of weeks ago he tried to make an Inter Library Loan from ACPL, but wasn't able to do so. He emailed MJ regarding this matter. He was told that he would need to apply for a library card and wait 30 days before he could request the ILL. Mr. Clark wanted to know how much material is being lost from ACPL (dollars and frequency). He wanted some type of data to support the policy of waiting 30 days. Mr. Clark was sent an email from MJ that said she was not obligated to provide the information to him. He said the reason he was at the meeting was to make sure that when a policy is created, that it is based on something that makes sense. Shirley Beyer asked him what happened when he went to another system and asked for an ILL. Mr. Clark said he applied for a library card, was told he had to wait 6 months until he could request an ILL (the other system's policy) and then when the 6 months was up, was told that he could not request an ILL unless he lived in that county. Mr. Clark expressed the sentiment that he should be able to come into the library, present his N.C. driver's license and a credit card, and check out anything he wants. Carlene Morton said that at one time she thought the State Library was going to a one-card system for the whole state. MJ said they are still in the process of doing so. It will be a long-range process before that is a possibility. Mr. Clark said his point was that if he makes a request for information from the library, he should get it. He should not get an email saying why he can't have what he wants. Carlene then said she understands the problem might be if MJ answers to every patron that asks for all of this information, then all of her time will be spent doing this and not what her job mandates her to do. MJ then spoke. She said she talked to the County Manager because Mr. Clark's request was based on the fact that this was public record information. The public record laws state that what is public record are reports or information that already exists. She then spoke with the head of Technical Services and Systems Manager, the specific report that he wants does not exist. MJ said that we could create that report but it would take several weeks and a lot of staff time to get the information and put that report together. Carlene asked if Mr. Clark would be satisfied with the dollars and cents for a certain amount of time on what the library has lost due to materials not being returned. He said he would. Beverly said she would recommend we take a look at the policy and go from there.

After Mr. Clark left, MJ said she had asked him how long he had lived in Alamance County. His response was, “Longer than I care to admit.” However he had never applied for a library card. MJ told the Board that after she spoke with Mr. Clark, she sent an email out to the members of List Serve to see what their wait period is for new library cards and ILL’s. All of them have a limited service on their new cards, usually 30 days. Most of them did not include 30 day wait on ILL. MJ also asked the management team what their recommendation was. They all felt very strongly for having the patron wait to get an ILL for several reasons. She said, generally, when you get materials through ILL, it is not current bestsellers. It is older information that is a lot more expensive, i.e. research materials. Some of it is irreplaceable. If it is lost, ACPL pays for the materials whether the patron pays for it or not. Beverly asked if that waiting period was used to see if patrons would return the materials in time. MJ said it does several things. One is that it does establish a pattern of whether someone returns materials in a timely manner and it helps establish their address is valid. Carlene said that most of the people that ask for ILL’s are serious readers or researchers. MJ said in the time she’s been here, she has only paid for 2 lost books. She said that ACPL gets between 200 – 500 ILL’s per year. The fee for ILL’s is \$3.00. Jo asked if it would be all right to re-visit the policy.

APPROVAL OF MINUTES

There were no corrections or additions to the minutes of the last meeting. There were only 4 Board members present, so the minutes from last meeting could not be approved. Jo Grimley suggested that in the future, the written minutes should include the person’s name making the motion and the person’s name that seconds the motion.

REPORT OF DIRECTOR:

I began with letting all the Board members know that Becky Peterson left in October. There has been one round of interviews. The position is still open for another round of interviews. I then let the Board know that Julie Walker will be retiring at the end of the year. The position will be posted soon.

I told the Board of the programs we have had lately – namely the 75th Anniversary and the Zombie Promageddon. I also told them that the digital signs are up as well. The content will improve as we go along.

UNFINISHED BUSINESS

Update on hours and staff: The County Commissioners approved the additional 75 hours. We are back up to the full staffing that we were when I came here. We have hired and filled the 2 - 25 hours positions – one at Graham and one at May Memorial. We have made Risha Bigelow, the one who staff’s North Park and floats between all the branches. April Lankford has also gone to full time from 30 hours per week at Graham. Shirley asked if there was a difference in the morale of the staff. MJ said there definitely was a boost in morale. She let Craig know that this gets us up to the staffing level we need right now. When the second entrance is put in at Graham, which will be done some time this year, MJ will be asking for additional staff to cover that entrance in next year’s budget. Jo asked if there were comments or questions regarding this matter.

NEW BUSINESS

Spotlight on Book Kits: MJ showed the Board our book kits that the library has available. She said there were over 150 kits available for book clubs to check out. They are used not only in our book clubs, but for any book clubs in the community that wants to use them. Each kit has 10 copies of the book, includes information about the author, some discussion questions and information sheet of fines, fees and responsibilities of having the book club kit. MJ said that if you go to ACPL's website, Rebekah Scott has put together a libguide on our book kits. It also includes links on how to create your own book club and many other resources. It has a list of all the kits we have. Kits are added each year. The FOL helps us in funding the book kits. We also get books through the donations.

Gardner Trust: Payouts for this trust came. This year, we were given \$29,665. We do not have this earmarked for anything. It typically goes to equipment. Last year, the Board voted to spend some of it on eBooks. There is no project in mind right now. It is in the donations line item right now. We are thinking of putting the Aquos smart boards in each branch's meeting rooms. We would also connect the sound system to it at May Memorial. You would be able to plug your jump drive into the smart board.

The William Henry Trust came at the same time. It was \$3,800. MJ said she put that into the Capital One checking account. Every year, we pay out around \$1,000 to Apple, Bell and Johnson for the 990 form and to the Mosley, Holt, et al. for filing the annual report. She just writes a check from that account for those charges.

Review of existing Library Committee by-laws: MJ said they needed to be reviewed. However, nothing can be changed since there are not enough members in attendance today. She noted that under "Annual Meeting," it says, "An annual meeting will be held at the regular Committee meeting in November of each year for the purpose of electing new officers." MJ asked if it was changed in the bylaws to have the officers serve 2 terms or just leave it as is. It was agreed to leave as is. If the office wants to accept another term, they will do so on an individual basis. She then asked if there were any changes to be made to the bylaws. Shirley suggested that under "Order of Business," that "Public Comment" be included and "Report of Committees" and "Communications" be removed. There was discussion about putting in a time limit under Public Comment. Discussion of where Board members live. It was agreed to include under "Membership – Section 1" to say "...following areas or have a mailing address from the following areas:" Absences were discussed as well. It was agreed to add under "Meetings – Section 2," "A member will be replaced if they have 2 consecutive unexcused absences." Shirley said they would like to have an African American on the Board as well. Jo said that since this is the Bylaws, we will need to review the changes at the next meeting then pass them at the next meeting. It will officially be passed at the meeting in May, 2014. MJ said she would have to ask Craig if this needs to be passed by the County Commissioners. MJ will get the proposed bylaw changes done and emailed to all members by the end of this week.

MJ talked about Alamance Reads. It will be taking place in 2015. She would like to see ACPL take more of an active up-front role in this program with FOL playing an active supporting role. MJ would like to see Choosing Civility for the program. She wants to have a big push for the whole community to take part in it, schools, businesses, etc.

Shirley talked about the FOL book sale. MJ let everyone know that they made around \$25,000 on the book sale. FOL was disappointed in the amount they brought in. They said their donations were down. MJ let the Board know our process in pulling popular titles or great condition books for our libraries before they go to FOL. She said this has saved us money in not having to buy replacement or additional books.

MJ then talked about the library doing their own fundraising. She talked about the Banned Book week t-shirts and the festival during National Library Week in April. Fundraisers will always have a designation of where the money goes – whether it is for programs or materials, etc.

Carlene asked that someone email Mr. Clark to let him know that the Board is going to review the policy for getting ILL's. MJ said that the only report she gets regarding loss of materials is from Unique Management. The report shows that from 2004 through present, we have recovered \$539,778.62 in materials, fines and fees. That is not what we have lost, just what has been recovered by going through the collection agency. The total owed on accounts that Unique Management is pursuing is almost \$1 million. Carlene and Carolyn suggested just giving Mr. Clark those numbers. Jo cautioned the Board to first check with the County Attorney before supplying Mr. Clark those numbers. MJ said she was unaware the County Attorney had even contacted Mr. Clark. Jo said to email Mr. Clark and let him know we are going to discuss the policy. Mr. Clark's email is clark.jd69@gmail.com.

Future Dates: Board members were reminded that the next meeting is February 18, 2014 at May Memorial at 12:00 noon.

The meeting was adjourned at 1:08 pm