

ALAMANCE COUNTY LIBRARY COMMITTEE

Regular Meeting
May Memorial Public Library

Wednesday March 12, 2014
12 Noon

Minutes

Present: Mike Cross, Shirley Beyer, Jo Grimley, Carlene Morton, Terri Lamm, M.J. Wilkerson, Carolyn Allen, Kitty Hupman, Mary Dingeldein, Lennie Stout, George Byrd, Jr., guests: Susana Goldman, Casey Nees, Heather Holley Hall, Michelle Mills.

The meeting was called to order at 12:04 pm

PUBLIC COMMENTS: Mike asked if there were any public comments. There were none.

APPROVAL OF MINUTES

Mike asked that the minutes be reviewed. Carolyn asked one word to be changed: under Public Comments, seventh line, instead of “**the** Mr. Clark” it should be “**that** Mr. Clark.” Mike asked for a motion to be made for that change. Carolyn made the motion and Shirley seconded that motion. Minutes were approved. Jo brought up that the minutes for the August, 2013 meeting had not been approved because in the November, 2013 meeting, there was no quorum. Carolyn made the motion to approve and Shirley seconded the motion. The minutes from the August, 2013 meeting were approved.

REPORT OF DIRECTOR:

2014-2015 Budget requests: MJ told the Board that many of our printers and copiers, are old and need to be replaced. Some of the copiers are so old that when they break, we are not able to get parts for them. MJ has requested an increase of \$5,000 for new copiers. She has also asked for an increase in the computers and supplies line item to cover the cost of 3 new printers – one for each branch. These machines will have the capability of printing, copying, scanning and faxing. They will be on a lease program. Other budget requests included a \$10,000 increase in the periodicals budget to offer on-line magazines to our patrons. (The increase will cover the annual platform fee and give us a good core collection of magazines); a \$500 increase in our book lease line item; and a \$25,000 increase to pay for an increase in band width. MJ said that getting the band width increase was approved in the last budget, but the increase is what she will need to pay for it. Lennie asked what the chances are that we will get all the increases we ask for. MJ said the only thing we are doing now is presenting it to the Budget Committee for approval. Mike asked if the full \$64,000 in line item #329 goes to Time Warner. MJ clarified and said no, only the \$25,000 is going to Time Warner. Even though there is \$39,000 budgeted, we will not spend that. She said that we get E-Rate. This gives us a huge discount. But, since there is no guarantee that we will get that discount, we have to budget as if we will not get it. MJ asked for an increase from \$1,500 to \$5,000 for library supplies because the cost of supplies has gone up. The Friends cover a lot of the supplies cost, but we have consistently been in the hole about \$3,000 this year. The other big

increase is an extra \$25,000 for our book budget. She did not ask for an increase in the audio/visual line item. She is keeping that at \$50,000 because she has asked for a new line item for electronics. This line item will include eBooks, downloadable audio and databases. MJ said she has asked for a re-classification of a Library Assistant II position to Library Assistant III at Mebane. This staff member is in charge of the Children's Division at that branch. The other staff from May Memorial and Graham that do the same job are classified as Library Assistant III. MJ also said that when she began working here in 2010, she made some changes in the organizational structure. Rather than having May Memorial listed as a head-quarter library, we simply have it as another location. Resources, such as reference and children's departments, do not have to be shared any longer. MJ said she demoted the position of Head Librarian here and made it Branch Manager so that it is consistent with Mebane and Graham. When that was done, it meant that Heather, who is Head of Branch Services, assumed May Memorial as a branch as well. Her position made her responsible for another very large branch with 22 staff to oversee. She was never compensated for that. MJ asked for a \$5,000 increase in Heather's salary. The other two staffing increases are 2 part-time Library Assistant IIs to be used at Graham if a second entry is created. Even if we don't get the second entrance, MJ said we need to find a way to create another service desk at Graham. If that is not feasible, it still gives us two part-time people. This will allow us to possibly add another afternoon to South Annex. A new van for \$25,000 has been requested even though she doesn't think it will be approved.. The van we use now has over 170,000 miles on it. So, she will at least have it on record as asking for a new one.

Introduction of new staff: MJ introduced Susana Goldman as the new Branch Manager for May Memorial. Susana began work on February 10, 2014. She was welcomed by the Board Members. MJ talked about Casey Nees, who was not present. She said that Casey's position as Head of Children and Youth Services would be taking care of the staff at all the branches equally. Wendy Burgess will take the lead as Library Assistant III here at May Memorial. Carolyn said she saw the Alamance News article on Casey that appeared recently in their paper.

Payout for the Gardner Trust: MJ said she had gotten prices on touch screen smart boards and sound systems. The price for 2 boards and sound systems for May Memorial is \$11,000. This will also allow us have space to also do one in Graham and one in Mebane. The \$11,000 includes a smart board in both Meeting Rooms A and B. The quote was from Camera Corner.

LibFest 2014: MJ introduced Michelle Mills and Heather Holly Hall to talk about our upcoming festival for National Library Week. They had a power-point presentation on all the things that will be offered at LibFest. The date for the event is April 13. This festival is to celebrate our libraries and promote what libraries have to offer the community. There will be entertainment, food trucks and craft vendors. Paper Hand Puppets will be roaming through the crowd, a Unicycle club will perform, Studio One will sing some songs from the musical, *Seussical*, and the Durham Scrap Exchange will be available for people to make out things out of recycled items. Tables will also be set up with items made from some of our programs and Paws for Reading dogs will be there. The food trucks are donating 10% of their proceeds to Alamance County Public Libraries. This event will be outside the Graham Library, in front of the Children's Museum. Heather said the craft items will be made by staff and program participants. She

said we will also hold a silent auction and asked if any of the Board members had a hidden talent and/or were able to donate items for this silent auction or craft sale. MJ let everyone know that all the money raised will be used to start a mobile maker's space, purchasing drills, soldering irons, etc. May Memorial and Mebane will be closed that day and staff scheduled to work at these branches will come to Graham to help with LibFest or Graham Library. The hope is that this will become an annual event. If that happens, we will move the date into May, so the weather is not such a factor.

UNFINISHED BUSINESS

Review the Library Board By-Law revisions: Revisions discussed were:

- “The members shall be from, *or have mailing addresses* in the following areas...”
- A member will be replaced if they miss 2 consecutive meetings without excused absences. After some discussion, it was decided the sentence would read: A member may be replaced if he/she misses 2 consecutive meetings without excused absences.
- Under Order of Business, Committee Reports was removed and Public Comment was added.

Doctor's appointments, medical reasons, job related issues are all considered excused absences. Mike said the only other change was MJ said she checked to see if the Board of Commissioners had to do anything regarding these changes and was told that they do not. She then said the revisions will be made, posted on the website and voted upon at the next Board meeting. Mike asked if there were any other comments and Carolyn said she wanted to revise the tense in the statement regarding absences. That revision is reflected above. This was followed by a discussion of who represented the various communities in the County. Shirley asked if she and Jo were appointed as County representatives. Mike said he understood the representatives to be from cities where we have a library branch. George and Mary are representatives from Burlington. Graham is represented by Carolyn and Lennie and Mebane is represented by Kitty and Carlene. Jo is a member-at-large, Shirley and Mike are Alamance County representatives. Mike suggested that we think about adding a member from Elon and if/when we get a branch there, increase it to 2. He said it makes sense to have Elon represented. Mike asked MJ to look into whether the Board can increase its numbers or if the County Commissioners have to do that. MJ said she would post the revisions and we will vote on it in May.

New Cardholder Policy: MJ said in the last meeting, the Board promised Mr. John Clark that we would review the policy. She said she took this question to her management team. The management team felt strongly about keeping the policy where it stands. Mr. Clark has still not applied for a library card from our system. Jo suggested that in the existing policy, put in that a card is considered valid after the 30-day waiting period. Carlene said she had one concern regarding the collection agency. She said she knew Mr. Clark wanted a report and she was surprised that we could not generate one for him that showed how much money was outstanding. MJ said we had that report, but we don't have it broken down for new users as opposed to established users.

NEW BUSINESS

Meeting Times: Mike said he and George would prefer to meet at 12:30p. He asked about thoughts regarding an evening meeting once in a while. MJ asked if the Board would like to have their annual meeting in November at night. She said she could serve dinner. Kitty said the Board used to meet in the evenings. The group agreed and MJ verified that the annual meetings in November will always be an evening meeting and the new meeting times for the rest of the meetings will change to 12:30pm. Mike said they used to move around to different locations. However, it was decided that it was easier to always have the meetings at May Memorial. Mary asked if the reason the Board was not voting on the bylaws was because they had to vote in May. MJ said that we have to have an ample amount of time to advertise the revisions, and then take a vote at the next meeting. Mary asked if we needed to vote on the meeting time change. Mike said that if it pertained to something in the bylaws, we needed to vote on it. If it was just a time change, we would just do it.

Introduction of Casey Nees: MJ introduced Casey to the Board.

No more new business.

Future Dates: Board members were reminded that the next meeting is May 20, 2014 at May Memorial at 12:30 noon.

The meeting was adjourned at 1:01 pm