

## ALAMANCE COUNTY LIBRARY COMMITTEE

**Meeting**  
**May Memorial Public Library**

**Tuesday, November 14, 2017**  
**6:30 pm**

### **Minutes**

**Present:** Courtney Doi, Emily Conner, Robin Moser, George Byrd, Hiroko Solari, Jo Grimley, Dodie Boone, Christine Quigley, MJ Wilkerson

**Staff Present:** Terri Lamm

**Absent:** Mike Cross, Amy High, Bob Byrd

**Guest Present:** Bruce Walker, Assistant County Manager and Department Head of IT

**The meeting was called to order at 6:50 pm by MJ Wilkerson.**

**PUBLIC COMMENTS:** There was no public comment.

### **APPROVAL OF MINUTES**

Each member was given the minutes from both the May and August meetings. There were not enough voting members for a quorum at either of those. Courtney made a motion to approve the May minutes. Christine seconded. May minutes were approved. Courtney made a motion to approve the August minutes. Christine seconded. August minutes were approved.

### **REPORT OF DIRECTOR:**

- Because of the way the By-laws are written, Jo Grimley and George Byrd's terms were up October 31<sup>st</sup>. So, we don't have officers here today. It was decided, at the last meeting, that 2 would volunteer to be Chair and Vice-Chair. MJ added to the agenda that the By-laws are going to be revised. MJ said she would preside over the meeting until the voting in of the new officers. No one objected.
- The bookmobile, originally listed under "Unfinished Business" was moved to "Report of Director." There is nothing the Board needs to take action on. MJ wanted to let everyone know where it stands. The letter of intent was submitted for a \$100,000 LSTA project grant. The grant will be submitted in February. Impact Alamance gave us a \$49,000 grant. "Vote with Your Change" has been going on at the branches for the month of October. MJ and Jason are planning some Jeffersonian dinner fundraisers. The library is exploring the possibility of using crowd funding and is waiting on approval from the Finance Department. The Bookmobile Committee went to Matthews Specialty Vehicles in Greensboro to see what they offered for bookmobiles. At this point, we are looking at raising between \$350,000 and \$360,000. Fundraising will be the ongoing project for this coming year.
- We are working with Elon's Federal Work/Study program to have 2 students working with us. This should help us be able to give our programming librarians for children and adults more time to spend on programming instead of reference. We are also working with Bright Futures and have a young lady who will work as a greeter at May Memorial and help introduce people to the self-check. We are continuing to work with Vocational Rehabilitation Center at the other branches to hire someone to help introduce people to the self-check units. We found that makes a big difference in whether patrons use the self-check or not.

### **UNFINISHED BUSINESS**

- Alamance County Public Libraries' Strategic Plan – MJ sent copies out to everyone to read over the plan. ACPL received an LSTA grant to hire a consultant. We hired Dr. Anthony Chow, a professor from UNC-G. MJ talked about how Dr. Chow compiled the information for the plan. She also went over each part of the plan. We sent out 4,500 paper surveys and 500 postcards to go to a link to take the survey on

line. MJ talked about rolling out the pop-up internet café we plan on having. This will use our existing former courier van. It will be up-fitted and will travel around the County to areas that don't normally get internet. This should be running in the next few months. Once the bookmobile is on the road, these two vehicles will go to different parts of the County. A few questions were asked along the way. Courtney made a motion to approve the Strategic Plan so that it can be sent to the County Commissioners. Robin seconded motion. The Strategic Plan was approved.

- New officers were voted on for the 2018 year. At the last meeting, Courtney agreed to be the chair. Christine agreed to be the vice-chair. Emily made a motion to approve the officers. Robin seconded the motion. Courtney was chosen for chair, Christine was voted on for vice-chair.
- Revision to the By-laws – In 2016, the By-laws were changed to say the terms would run from November 1 to October 31. However, Burlington and Graham only appoint board members in June. MJ revised the By-laws to read that the terms run from July 1 through June 30. Christine made a motion to adopt the change in the By-laws. Robin seconded the motion. The question was asked if potential board members need to fill out both City and County applications when they apply or re-apply for the Board. MJ said, at this time, potential members must fill out both applications. She will ask for a meeting with the clerks from each municipality to discuss this matter.

## **NEW BUSINESS**

- Change in hours of operations – This came about as part of the Strategic Plan. We were also looking at our staffing. Part of this is being open at times when people who work can come to the library. Most of our staffing is done throughout the week with a skeletal staff on the weekends and evenings. Story times will be offered once a month on Saturdays. Sunday hours at Mebane and Graham will increase by 1 hour so they are open on Sundays from 1pm to 5pm. All branches will be the same. In addition, during the summers, Mebane and Graham will remain open on Sundays instead of closing Memorial Day through Labor Day. We will also be open on all holidays in 2018 except for Thanksgiving Day, Christmas Eve and Christmas Day. Programs will be offered during some of those holidays. Some programs on holidays will be passive programs. Statistics will be kept for those specific holidays for comparison. We will advertise to let people know that ACPL will be open on the holidays. Advertising will also be done to show the extended hours for Graham and Mebane. Right now, North Park will not be open on those holidays because it is under the jurisdiction of the City of Burlington. These holidays are called floating holidays. If staff works on the actual holiday, they will be able to take their holiday leave at another time.
- MJ recognized Jo Grimley and George Byrd for their many years of service on the Library Board. They were both on the Board when MJ came to work at ACPL and have graciously continued to serve until now.

## **FUTURE MEETING DATES**

February 20, 2018 at 2:00 pm  
May 15, 2018 at 2:00 pm

August 14, 2018 at 2:00 pm  
November 13, 2018 at 6:30 pm

**The meeting was adjourned at 8:03 pm**