The Board of Trustees of the Sheppard Memorial Library met Wednesday, January 19, 2011, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:
Chairman Scott called the meeting to order.

ROLL CALL:
Presiding: Mr. Ralph Scott
Present: Dr. Richard Ericson Mr. Bryant Kittrell Ms. Jan Lewis
Mrs. JoAnne Lewis Mrs. Patricia Rawls Mr. Sanjay Saha
Absent: Mr. Jeff Coghill Mr. David Hammond Dr. Vivian Mott
Mr. Ray Spears

APPROVAL OF MINUTES:
Dr. Ericson made a motion to accept the November 2010, minutes duly noting a correction that Mr. Kittrell attended the November meeting. Mr. Kittrell seconded the motion. The motion passed.

LIBRARIAN’S REPORT:
Statistical
November circulation was down 5.08% compared to November 2009. Circulation for December 2010 decreased 8.74% compared to December 2009. Mr. Needham presented a graph of monthly circulation statistics from 2008 through 2010. A copy of the circulation statistics graph is attached.

Financial
Through December 2010 the library had received 47.38% of budgeted revenues and had expended 44.15% of the budget. This compares with having received 45.55% of revenues and expending 46.62% of the budget during the same time frame in 2008.

UNFINISHED BUSINESS:
Consideration of a Possible Amendment to the Sheppard Memorial Library By-laws The Board reviewed Article II of the Sheppard Memorial Library By-laws.

Article II (currently stated as follows)
Meetings. Regular business meetings of the board of trustees shall be held on the third Thursday of alternate months (beginning in January) or on a date during the third week of the month that is convenient to the board of trustees. The annual meeting of the board of trustees shall be held at the regular business meeting in July.

Special meetings may be called by the chairman or upon written request of six members of the board for the transaction of business stated in the call for the meeting. Notices of all meetings shall be mailed by the executive secretary to all members at least five days before the meeting.
Article II (the proposed final draft stated as follows)

Meetings. Regular business meetings of the board of trustees shall be held in alternate months (beginning in January) on a date during the third week of the month that is convenient to the board of trustees. The annual meeting of the board of trustees shall be held at the regular business meeting in July.

Special meetings may be called by the chairman or upon written request of six members of the board for the transaction of business stated in the call for the meeting. Notices of all meetings shall be mailed by the executive secretary to all members at least five days before the meeting.

Mr. Saha made a motion to amend the by-laws as proposed. Mrs. JoAnne Lewis seconded the motion. The motion passed.

NEW BUSINESS:

One Minute Updates

East Branch Librarian June Parker is retiring from Sheppard Memorial Library effective January 28, 2011.

Legislative Alert: There is a new power structure in the General Assembly, the budget crisis continues, and State Aid is in danger along with much other state funding. The message that the library is part of the solution to the economic downturn must get to key people! Library Day in Raleigh is set for Wednesday, February 23.

Friends of the Library Update: The Friends of the Sheppard Memorial Library annual used book sale will take place at the Greenville Convention Center February 4, 5, and 6. The preview night sale for Friends members will be held February 3.

The Friends of the Sheppard Memorial Library will hold their annual meeting at 5:30 p.m., Monday, February 14.

Quiz Bowls Update: The Public Library Quiz Bowl will be held at 10:00 a.m., Saturday, February 5, in Meeting Room A at the main library. The Black History Quiz Bowl will be held Saturday, February 19, at Cornerstone Missionary Baptist Church Family Life Center, Greenville. Sheppard Library will host the Eastern North Carolina Regional Quiz Bowl on March 26, in Meeting Room A at the main library.

LSTA Grant Update: Sheppard Memorial Library will submit a Library Services and Technology (LSTA) Grant application for 2011-2012. This Basic Equipment grant application will seek $25,000 in funds for the purpose of replacing computers at the Carver branch library. Matching funds needed for the grant application will be sought from the Friends of the Library.

E-Rate Update: In an effort to maximize e-rate reimbursements, Sheppard Memorial Library entered into a contractual agreement with Clarity Solutions. Their expertise could find and generate more e-rate reimbursement dollars for our library.

Self-pay Print Station Update: Installation of the main library self-pay print release station is underway and should go live very soon.

New Library Catalog Update: Visit http://ls2pacsheppardlibrary.org to try out the new library catalog.

Awnings Update: Attractive new awnings have been installed at two main library staff entrances.

Electrical Work Update: The needed changes to the electrical systems at the main library have been completed.

Today marks six months on the job for the new director!

ADJOURNMENT:
Chairman Scott called for further business. Mrs. Rawls made a motion to adjourn. Dr. Ericson seconded the motion. The motion passed and the meeting adjourned.

Respectfully submitted,

[Signature]
Greg Needham, Secretary