The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, July 15, 2015, in the Elizabeth H. Copeland Board Room at the main library.

**CALL TO ORDER:**
Chair, Patricia Rawls called the meeting to order.

**ROLL CALL OF TRUSTEES:**

- **Presiding:** Patricia Rawls
- **Present:**
  - Terry Atkinson
  - Richard Croskery
  - Catherine Rouse
  - Mark Sanders
  - Ralph Scott
  - Ray Spears
  - Glen Webb
  - Dick Wolfe
- **Absent:**
  - LTC Jesse Hinton, Jr. (Ret.)
  - Vivian Mott

Veronica Roberson from the Winterville Town Council also attended the meeting.

**APPROVAL OF MINUTES:**
Patricia Rawls called for approval of the minutes. Greg Needham noted a correction to the “Call to Order” stating the title for Patricia Rawls should be “Chair” rather than “Vice Chair.” Ralph Scott made a motion to approve the minutes as amended from the meeting held March 18, 2015. Glen Webb seconded the motion. The motion passed.

**OLD BUSINESS:**

- **Report from the Nominating Committee and Election of Officers for 2015-2016:**
  Patricia Rawls and Dick Wolfe served as the nominating committee for the 2015-2016 officers. Dick Wolfe presented the nomination of Terry Atkinson for the position of chair, and Catherine Rouse for the position of vice-chair.

**NEW BUSINESS:**

- **Election of 2015-2016 Officers:**
  Having heard the report from the nominating committee, Patricia Rawls called for nominations from the floor. Hearing no nominations from the floor, Rick Croskery moved to accept the nominations and elect the officers presented. Dick Wolfe seconded the motion. The motion passed, and Terry Atkinson started her new role as chair, presiding over the meeting. Terry extended thanks to Patricia Rawls for her outstanding service as past chair.

- **FY 2015-2016 Budget Update and Request for Amendment:**
  Various governmental funding authorities finalized their funding commitment to the library resulting in the need for a FY 2015-2016 budget amendment. Greg Needham updated trustees regarding revenue changes from the original amount requested, to the actual amount approved by the Town of Winterville, Pitt County, and the State Library. He also reviewed the various expenditure changes from the original approved budget to the requested revised amounts.
  Dick Wolfe made a motion to approve the budget as presented. Ray Spears seconded the motion. The motion passed. A copy of the budget is attached as Exhibit A.

- **Approval of the Fiscal 2014-2015 Audit Contract:**
  Greg Needham asked trustees for approval of the audit contract for fiscal 2014-2015. Ralph Scott made a motion to approve the audit contract as presented. Glen Webb seconded the motion. The motion passed. A copy of the contract is attached as Exhibit B.
LIBRARIAN’S REPORT:

Statistical:
Library director Greg Needham reported the following statistics comparing the months of March, April, May and June 2015 to the same time period last year.

<table>
<thead>
<tr>
<th>Month</th>
<th>Circulation</th>
<th>Computer Sessions</th>
<th>Wi-Fi Sessions</th>
<th>Patron Count</th>
<th>Program Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>-2.57%</td>
<td>+11.3%</td>
<td>-7.28%</td>
<td>+6.48%</td>
<td>+10.63%</td>
</tr>
<tr>
<td>April</td>
<td>-6.6%</td>
<td>+3.97%</td>
<td>-16.3%</td>
<td>-3.72%</td>
<td>-3.02%</td>
</tr>
<tr>
<td>May</td>
<td>-3.3%</td>
<td>-5.59%</td>
<td>-20.15%</td>
<td>-3.99%</td>
<td>-14.2%</td>
</tr>
<tr>
<td>June</td>
<td>-8.77%</td>
<td>-2.67%</td>
<td>-12.44%</td>
<td>-3.76%</td>
<td>-7.85%</td>
</tr>
</tbody>
</table>

Financial:
At the end of June 2015, the library had received 97.63% of anticipated revenues while expending 87.63% of the budget. This compares to having received 93.63% of revenues and expending 95.35% of the budget at the end of June 2014. We anticipate more income and expenditures as we close the fiscal year.

One-Minute Updates:
The library director commented on the following items of interest:

1. The flat roof has been replaced at the East Branch Library.
2. Exterior maintenance continues at the main library. Much of the exterior has been painted. Soffit and fascia will be repaired or replaced. Broken window panes will be replaced and re-glazed. Gutters will be repaired.
3. All of the Carver Library carpet has been replaced.
4. The remaining LSTA grant computers are currently being installed at the main library.
5. Starting near the end of August, the Bethel Library will close Mondays so they can open 10:00 a.m. - 2:00 p.m. Saturdays.
6. Teen librarian Casandria Crane is vacating her position to move to Utah. Heather Harden, a MLS student from ECU, will work part-time as our teen librarian. Heather brings a lot of teen and children’s programming experience. Kisha Green has been promoted to manage the East Branch Library.
7. The City of Greenville Public Works Department will re-stripe the parking lot at the main and Carver libraries in September.
8. Sheppard Library is talking with potential partners to impact early literacy in children.
9. Collection development continues as we utilize Collection HQ and enhance resources.
10. Pitt County has committed to fund $50,000 in fiscal 2015-2016, and $50,000 in fiscal 2016-2017 toward the purchase of a new Bookmobile.
11. The library IT department has identified a solution to allow mobile printing for our patrons. When implemented, people with a mobile device will be able to send documents to our print release stations.

ADJOURNMENT:
Terry Atkinson called for further business. Hearing none, Rick Croskery made a motion to adjourn. Ralph Scott seconded the motion. The motion passed and the meeting adjourned. The next meeting will be October 21, 2015.

Respectfully Submitted,

Signature on File

Greg Needham, Secretary
# Exhibit A

**SHEPPARD MEMORIAL LIBRARY**  
**BUDGET AMENDMENT**  
**FISCAL YEAR JULY 1, 2015 – JUNE 30, 2016**

## REVENUES

<table>
<thead>
<tr>
<th></th>
<th>Original 14-15 Budget</th>
<th>Amended 14-15 Budget</th>
<th>$ Change</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Greenville</td>
<td>$1,162,192</td>
<td>$1,162,192</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County of Pitt</td>
<td>$581,096</td>
<td>$567,394</td>
<td>($13,702)</td>
<td>County funding approved</td>
</tr>
<tr>
<td>County of Pitt</td>
<td>$6,291</td>
<td>$12,000</td>
<td>$5,709</td>
<td>County approved $2,000 Bethel / $10,000 Winterville</td>
</tr>
<tr>
<td>Town of Bethel</td>
<td>$30,315</td>
<td>$30,315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town of Winterville</td>
<td>$177,423</td>
<td>$161,620</td>
<td>($15,803)</td>
<td>Winterville agreed to fund at the same amount finalized for FY 2014-2015</td>
</tr>
<tr>
<td>State Aid</td>
<td>$184,113</td>
<td>$181,091</td>
<td>($3,022)</td>
<td>Amount provided by State Library</td>
</tr>
<tr>
<td>Desk Receipts</td>
<td>$128,775</td>
<td>$128,775</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>$31,620</td>
<td>$31,620</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G'ville Housing Authority</td>
<td>$10,692</td>
<td>$10,692</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td>$24,707</td>
<td>$24,707</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>$2,338,224</strong></td>
<td><strong>$2,311,406</strong></td>
<td>($26,818)</td>
<td></td>
</tr>
</tbody>
</table>

## EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Original 15-16 Budget</th>
<th>Amended 15-16 Budget</th>
<th>$ Change</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$1,497,518</td>
<td>$1,480,618</td>
<td>($16,900)</td>
<td>Reduced Due to a Retirement, Staff Changes to Health Benefits, Personnel Changes, a 2% Market Adjustment, and Some Pay Compression</td>
</tr>
<tr>
<td>Operations</td>
<td>$830,014</td>
<td>$820,096</td>
<td>($9,918)</td>
<td>Will Reduce Winterville Library Books &amp; AV Budget &amp; Increase Liability Insurance Expense</td>
</tr>
<tr>
<td>G'ville Housing Authority</td>
<td>$10,692</td>
<td>$10,692</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$2,338,224</strong></td>
<td><strong>$2,311,406</strong></td>
<td>($26,818)</td>
<td></td>
</tr>
</tbody>
</table>
Exhibit B

SHEPPARD MEMORIAL LIBRARY
AUDIT CONTRACT FOR
FISCAL YEAR JULY 1, 2014 – JUNE 30, 2015

Accompanying this set of minutes are documents from the audit firm Cherry Bekaert, LLP,
2626 Glenwood Avenue, Suite 200, Raleigh, North Carolina 27608.
The documents include the audit contract for fiscal 2014-2015,
the engagement letter, terms and conditions,
and peer reviews.