SHEPPARD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, October 21, 2015

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, October 21, 2015, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:
Chair, Terry Atkinson called the meeting to order. She welcomed the visitors (Michael Cowin, Erin Gathercole, Veronica Roberson, and Sharon Vaughn) who were in attendance. Library trustees Patricia Rawls and Ralph Scott have completed two consecutive terms on the board. Patricia Rawls was presented a plaque in honor of her service. Ralph Scott was unable to attend the meeting and will be presented his plaque at a later date.

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

APPROVAL OF MINUTES:
Terry Atkinson called for approval of the minutes from the meeting held March 18, 2015. Rick Croskery made a motion to approve the minutes. Dick Wolfe seconded the motion. The motion passed.

NEW BUSINESS:
Library Director Greg Needham requested to add an agenda item to present a list of assets for disposal. Rick Croskery made a motion to add the agenda item. Dick Wolfe seconded the motion. The motion passed.

Bond Referendum Presentation by City Staff:
Assistant City Manager Michael Cowin presented an informational video created to help inform Greenville voters about the November 3, 2015 Street and Pedestrian Transportation Improvement Bond referendum. After the video, he answered questions from trustees.

Parking Considerations:
Greg Needham reported that library staff attended a meeting of the City of Greenville Public Transportation and Parking Commission and shared information regarding parking challenges at the main and Carver libraries. Land is available and the City of Greenville has opportunities to add street parking to help alleviate some of the Carver Library parking concerns. There are not many opportunities to enhance parking at the main library. We block the main library parking entrances to control parking for big library events. We will continue to talk with City of Greenville staff about our parking needs, and we will explore the possibility of adding gates at the main library parking entrances.

Request to Establish a Memorial Fund:
Greg Needham reported that Frank Blalock contacted him about making a memorial donation of $15,000 from the estate of Mrs. Vannie Rouse, to be used to support services and programs at the Winterville Library. He proposed that library trustees establish the Linwood and Vannie Rouse Memorial Fund for the Winterville Library, and he proposed the following resolution and guidelines for the fund:

Resolution to Establish the Linwood and Vannie Rouse Memorial Fund for the Winterville Library
Whereas, Mrs. Vannie Rouse bequeathed $15,000 to the Winterville Library.
Whereas, the Sheppard Memorial Library Board of Trustees is interested in supporting services and programs at the Winterville Library.
Now, therefore, the Board of Trustees of the Sheppard Memorial Library agrees to establish a fund called the Linwood and Vannie Rouse Memorial Fund.
Guidelines for Administration:
1. The Fund will be used solely to support services and programs at the Winterville Library.
2. Any future contributions to the Fund will be invested in a manner deemed appropriate by the Sheppard Memorial Library Board of Trustees.
3. Initial purchases will be made from the interest on the principal of the Fund. The principal will remain intact unless the Board of Trustees agrees to its expenditure.
4. All goods purchased by the Fund will bear an inscribed plate with the following inscription: “This item was purchased from the Linwood and Vannie Rouse Memorial Fund.
5. The principal of the fund can be used for the Winterville Library when determined by the Board of Trustees.

Dick Wolfe made a motion to accept the donation from the estate of Mrs. Vannie Rouse to be used to establish a memorial fund according to the resolution and guidelines outlined by the library director. Jesse Hinton seconded the motion. The motion passed.

Consideration of a Rotating Sculpture in the Peace Garden:
Greg Needham reported that Holly Garriott, Executive Director of the Pitt County Arts Council at Emerge, invited Sheppard Memorial Library to become a presenting entity in the Down East National Sculpture Exhibition. He presented the trustees with her proposal and budget. Discussion ensued and trustees determined that while libraries and the arts go hand-in-hand, the timing of this opportunity is not right for becoming a presenting entity. There are budget considerations, and there are three to four years of major road and building construction projects occurring that will impact main library services, not to mention the responsibility of keeping the sculpture protected. Patricia Rawls made a motion to consider becoming a presenting entity in a year or two. Catherine Rouse seconded the motion. The motion passed.

Consideration of Assets for Disposal:
A list of assets for consideration for disposal was circulated (see Exhibit A below). Greg Needham reported that the library system has entered into a new print management contract. A benefit of entering into this contract is that the contractor has replaced all of our photocopiers with newer technology. Rick Croskery made a motion to approve the assets for disposal as presented. Patricia Rawls seconded the motion. The motion passed.

Librarian’s Report:

Fiscal 2014-2015 Annual Report:
Greg Needham presented the 2014-2015 annual report, noting the following highlights:

On the facilities front:
- The City of Greenville provided capital funds to replace a section of Carver Library roof, and install new carpet throughout the branch library;
- The City of Greenville and Pitt County provided capital funds for main library exterior repairs and maintenance.
- The Friends of the Sheppard Memorial Library paid for LED lights to illuminate the renovated Evans Street sign.

In the realm of technology:
- Federal LSTA funds secured with Friends of the Sheppard Memorial Library matching funds enabled all main library public access computers to be replaced, and add RFID self-checkout at branch libraries;
- Partnerships with Literacy Volunteers - Pitt County resulted in a full array of free computer classes at the main library;
- We added the ability to accept debit and credit card payments at branch libraries.

The library system experienced strong use of all library services.

The library system is financially sound:
- Revenues exceeded the budget projection for fiscal 2014-2015;
- Expenditures came in under budget projection, without the use of fund balance.
- The auditing firm of Cherry Bekaeert LLP will present the audited 2014-2015 financial report at the January 2016 meeting of the Library Board of Trustees.

Current Statistical Report:
Greg Needham presented the following statistical information for the current year.

<table>
<thead>
<tr>
<th>Month</th>
<th>Circulation</th>
<th>Computer Sessions</th>
<th>Patron Count</th>
<th>Program Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>-13.13%</td>
<td>+7.39%</td>
<td>-0.49%</td>
<td>-0.9%</td>
</tr>
<tr>
<td>August</td>
<td>+2.75%</td>
<td>+11.08%</td>
<td>+66.5%</td>
<td>+22.89%</td>
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<tr>
<td>September</td>
<td>+2.01%</td>
<td>-1.36%</td>
<td>+54.59%</td>
<td>+19.62%</td>
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</table>
Financial Report:
The library director presented financial highlights through September 2015.
- Revenue received through September 2015 totaled 23.5% of budget, compared with 22.61% in 2014.
- Expenditures through September 2015 totaled 20.09% of the budget, compared with 17.18% in 2014.
- 25.00% of revenue and expenditures would be the target at the end of September.

One-Minute Updates:
Greg Needham commented on the following items of interest:
- Thanks to capital funds provided by the City of Greenville and Pitt County, the main library is undergoing much needed exterior maintenance improvements.
- In order to add Saturday hours, the Blount Library in Bethel is now closed on Mondays so the facility can be open four hours on Saturday. The community seems to be happy about this change.
- Sheppard Memorial Library has joined the Early Literacy Coalition, developing partnerships with community advocates to promote early literacy.
- The Friends of the Sheppard Memorial Library hosted a successful fall book sale.
- Sheppard Memorial Library has everything set-up to partner with area schools to give students online borrower ID cards that will give them online access to library resources like NCLIVE. Library staff members are currently conducting NCLIVE training for school media specialists. This training will hopefully inspire school media specialists and teachers to point students to the online borrower opportunities.
- The City of Greenville will be rehabilitating and replacing the underground Town Creek Culvert which manages drainage for approximately 250 acres in the Uptown Greenville area. The urgency of upgrading this drainage system is driven by the Tenth Street Connector Road Improvement Project. During the next three to four years, main library operations could be impacted by the numerous construction projects that will be occurring.
- A mixed-use project is planned near Sheppard Library and will consist of 40 apartments, 20,000 square feet of retail, restaurant and office space, as well as a 60-unit student housing project in the Dickinson Avenue corridor.

EVALUATION OF THE LIBRARY DIRECTOR:
Executive Closed Session:
Jesse Hinton made a motion to go into executive closed session to discuss a personnel matter. Dick Wolfe seconded the motion. The motion passed, and the Board of Trustees went into executive session.
In executive session, the board chair reviewed trustee-submitted performance evaluations for the library director. All board members were highly supportive of the director’s performance and evaluations were consistently positive.
Rick Croskery made a motion to move out of closed session and back into open session.
Dick Wolfe seconded the motion. The motion passed, and the trustees moved back into open session.

Open Session - Evaluation of the Library Director:
In open session, members of the library Board of Trustees expressed their appreciation to the library director for his outstanding and merit-worthy leadership.

ADJOURNMENT:
Terry Atkinson called for further business. Hearing none, Dick Wolfe made a motion to adjourn. Jesse Hinton seconded the motion. The motion passed and the meeting adjourned.

The next meeting of the Library Board of Trustees is Wednesday, January 20, 2016.

Respectfully Submitted,

Signature on File

Greg Needham, Secretary
### ASSET DELETIONS FOR FISCAL 2015 – 2016

**SHEPPARD MEMORIAL LIBRARY**

<table>
<thead>
<tr>
<th>Name/Type of Equipment</th>
<th>Serial #</th>
<th>Model</th>
<th>Condition</th>
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<tbody>
<tr>
<td>Ricoh 1018D Copier</td>
<td>24601895</td>
<td>1018D</td>
<td>Poor/Obsolete</td>
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<td>Ricoh 2018 Copier</td>
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</tr>
<tr>
<td>Compaq ProLiant ML370</td>
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<td>ML370</td>
<td>No Longer Works</td>
</tr>
<tr>
<td>Hewlett Packard ProLiant ML370</td>
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<td>ML370</td>
<td>No Longer Works</td>
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<td>No Longer Works</td>
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<tr>
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<td>No Longer Works</td>
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<td>Computer Monitors</td>
<td>Various Brands</td>
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<td>Poor Quality/Broken</td>
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<tr>
<td>Task Chairs</td>
<td>Various Brands</td>
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<td>Broken</td>
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<tr>
<td>Counter Height Task Chair</td>
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<td></td>
<td>All Broken</td>
</tr>
<tr>
<td>Miscellaneous Computer Parts</td>
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<td></td>
<td></td>
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<td>Salvaged From Previously Discarded</td>
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</tr>
<tr>
<td>Computer Equipment</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The IT Department repurposes computer equipment for use when possible. Useable parts are taken from equipment that cannot be repurposed. The same principal holds true for other library equipment and furnishings before we offer the goods back to the taxpayers via GovDeals.com, a governmental auction website.