

SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, January 15, 2014

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, January 15, 2014, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:

Chair, Vivian Mott called the meeting to order.

ROLL CALL OF TRUSTEES:

Presiding: Dr. Vivian Mott

Present:	Dr. Terry Atkinson	Dr. Rick Crockery	LTC Jesse Hinton, Jr. (Ret.)
	Mrs. Patricia Rawls	Mrs. Catherine Rouse	Mr. Ralph Scott
	Mr. Ray Spears	Mr. Glen Webb	Mr. Dick Wolfe

Others in attendance include library director Greg Needham and library business manager Lynn Woolard.

Recognition of New City Council Appointee:

Dr. Mott recognized Dr. Rick Crockery, the new City Council appointee to the library board. Mr. Needham reported that a new City appointee will be selected at the January 16, 2014 City Council meeting.

APPROVAL OF MINUTES:

Mr. Ralph Scott made a motion to approve the minutes from the meeting held October 16, 2013. LTC Jesse Hinton, Jr. (Ret.) seconded the motion. The motion passed.

NEW BUSINESS:

Preview of the 2014-2015 Budget and 2015-2016 Financial Plan:

The library director gave some highlights of the 2014-2015 budget and 2015-2016 financial plan that will be presented to the library board in March. The budget and financial plan will:

- request a funding increase from the City of Greenville, Pitt County and the towns of Bethel and Winterville;
- include an 11% increase in health insurance costs;
- implement smart regrowth of staff, library collection, programs and services;
- reduce use of fund balance; and
- include a request to the City and County for capital improvement funds to replace the carpet at the Carver Library and to make needed improvements to the main library building exterior.

Librarian's Report:

Statistical:

Mr. Needham presented the following statistical comparisons of the current year to the previous year.

- Circulation: October down 2.55%, November down 5.68%, December up 2.79%.
- Patron Count/Library Visits: October up 1.87%, November down .49%, December up 8.51%.
- Computer Sessions including Wi-Fi: October up 10.49%, November down 3.28%, December up 3.39%.
- Program Attendance: up October .57%, November up 22.61%, December up 9.73%!
- Registrations/active library cards: up each month during October, November and December.

Financial:

Mr. Needham presented financial highlights through December 2013.

- Revenue received totaled 47.42%, compared with 51.68% in 2012.
- Expenditures totaled 41.576% of the budget, compared with 45.64% in 2012.
- 50% of revenue and expenditures would be the target at the end of December.
- Revenues and expenditures are on track for the year!

One-Minute Updates:

Mr. Needham commented on the following items of interest:

1. The Friends of the Sheppard Memorial paid for the Evans Street entrance sign renovation.
2. A LSTA computer lab grant application will be submitted for the 2014-2015 funding year. If awarded, all of the public computers will be replaced at the main library, and free basic computer skills classes will be offered.
3. RFID grant-related security gates were purchased at half the projected cost. A request was submitted to the state library asking if the savings from the security gates can be used to purchase inventory wands.
4. The addition of teen programs is proving successful. Part-time staff members were added to grow and enhance program offerings at the main library. Patron feedback has been positive.
5. Upgraded and repaired HVAC controls software and equipment is producing utilities savings at the main, East and Carver libraries.
6. The security cameras provide an added layer of safety for patrons and staff. As a result, there is a notable decrease in soliciting and smoking in and around library facilities.
7. The Public Library Quiz Bowl is scheduled to take place February 7th at the main library. The African-American Quiz Bowl will be held February 15th at the Boys and Girls Club.
8. We want to help the Friends of the Sheppard Memorial Library grow their endowment fund at the Great Greenville Community Foundation by finding ways to promote the endowment at library events. The Friends will form a committee to develop a campaign to grow the fund. Library trustees are invited to serve on this committee.
9. The Friends of the Sheppard Memorial Library 23rd Annual Used Book Sale will take place February 6 – 9, 2014 at the Greenville Convention Center.
10. Librarians are actively working with Pitt County Schools to get a library card in the hands of every student. Pitt Community College is also targeted for this promotion.
11. Sheppard Memorial Library has purchased CollectionHQ software to integrate with our existing circulation software for the purpose of improving the way our library system selects, manages and promotes our collection. Librarians will have the tools to effectively analyze how the collection is performing and take clear action to align the collection with patron demands, identify grubby materials to withdraw or replace, improve ordering, and maximize circulation of the collection.

ADJOURNMENT:

Dr. Mott called for further business. Hearing none, Mr. Dick Wolfe made a motion to adjourn. LTC Jesse Hinton, Jr. (Ret.) seconded the motion. The motion passed and the meeting adjourned.

Respectfully Submitted,

Greg Needham, Secretary