

SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, July 16, 2014

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, July 16, 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. Richard Croskery	LTC Jesse Hinton, Jr. (Ret.)
	Mrs. Patricia Rawls	Mr. Mark Sanders	Mr. Ralph Scott
	Mr. Glen Webb	Mr. Dick Wolfe	

Absent: Mrs. Catherine Rouse Mr. Ray Spears

APPROVAL OF MINUTES:

Patricia Rawls made a motion to approve the minutes from the meeting held March 19, 2014. Terry Atkinson seconded the motion. The motion passed.

OLD BUSINESS:

Report from the Nominating Committee and Election of Officers for 2014 - 2015:

The nominating committee of Ralph Scott and Dick Wolfe nominated Patricia Rawls for the position of chair and Terry Atkinson for the position of vice-chair.

NEW BUSINESS:

Election of 2013 – 2014 Officers:

Having heard the report from the nominating committee, Vivian Mott called for nominations from the floor. Hearing none, Rick Croskery moved to close the nominations by acclamation and elect the officers presented. Ralph Scott seconded the motion. Vivian Mott called for a vote to approve the nominations and appoint Patricia Rawls chair and Terry Atkinson vice-chair for fiscal 2014-2015. The motion passed.

Consideration of Winterville Library Board Representation:

Greg Needham presented background information regarding the Town of Winterville FY 14-15 funding cut for the operation of the Winterville Library. Winterville town manager, Terri Parker contacted Greg about library funding approval, and said three of the five council members voted to decrease library funding to \$100,000. Greg Needham asked Terri Parker if the council members had concerns or stated why the funding was cut so drastically. She stated that the council did not give a reason for the cut. From statements Winterville town council members made at a budget planning session and from conversations and email from certain council members, some concerns have been identified. Those concerns include the following: the Town of Winterville does not have representation on the library board of trustees, they think that the majority of users of the Winterville Library are not Winterville township taxpayers, and they think Pitt County government should provide more funding for the Winterville Library.

Greg Needham reported the last Winterville resident serving on the library board died unexpectedly. When the Pitt County clerk was notified of the vacancy, there were no talent bank applicants from Winterville, and the Pitt County Commissioners appointed someone from the existing pool of applicants.

The library director stated that the library board could consider appointing someone from Winterville to the library board of trustees, but a bylaws amendment would be needed to define how the twelfth member is appointed.

Proposed Bylaws Amendment:

Greg Needham stated that the library bylaws describe specifically how eleven trustees are appointed to serve on the library board, however, the bylaws state that the board will be comprised of not more than twelve members. There is no provision stating how a twelfth board member would be appointed. The library director stated that the trustees may consider amending Article I to include one sentence stating how a twelfth member can be appointed by the library board.

Ralph Scott made a motion not to consider appointing a twelfth member to the library board until more information is obtained to understand how a twelfth trustee would be appointed. Glen Webb seconded the motion.

The following discussion ensued:

Commissioner Glen Webb stated that he represents every citizen of Pitt County when serving on the library board, including every citizen of Winterville. He continued to say that Pitt County subsidizes many services for Winterville.

Patricia Rawls stated that she and her husband own property in Winterville, and she also represents every citizen of Winterville by serving on the library board.

Jesse Hinton, Jr. stated that he would like a statement from the Winterville town council that addresses any concerns they have with the Winterville Library. Col. Hinton attended the public hearing for the Winterville budget and the citizens clearly stated they wanted library funding restored.

Ralph Scott suggested a review of the Sheppard Memorial Library bylaws and minutes to determine how a twelfth trustee would be appointed. At present, the City of Greenville appoints six trustees, Pitt County appoints three trustees, plus one City council member and one Pitt County commissioner, for a total of eleven members. This body appointing someone to itself could be a conflict, and not what this board is called to do.

Glen Webb made a substitute motion not to amend the bylaws to allow a twelfth member to be appointed by the library board to the library board. Ralph Scott stated he would withdraw his motion and second Glen Webb's motion. The motion passed.

FY 2014-2015 Budget Update and Request for Amendment:

Various governmental funding authorities finalized their funding commitment to the library resulting in the need for a FY 2014-2015 budget amendment. Since the Town of Winterville significantly reduced its funding commitment for the operation of the Winterville Library, Greg Needham proposed a budget amendment to reflect reductions in personnel, books, and audio visual expenditures. If the Town of Winterville restores funding at a later date, another budget amendment will be presented to request restoration of the related expenditures.

Dick Wolfe made a motion to approve the budget as presented. Jesse Hinton, Jr. seconded the motion. The motion passed. A copy of the budget is attached as Exhibit A.

Proposed Olschner Fund Trustee Transfer: A Sheppard Memorial Library fiduciary fund investment has been managed by a trustee since 1975. In 1991, the legal trusteeship was transferred to Laurence S. "Larry" Graham. Larry Graham passed away November 17, 2012 and his law firm continued to manage the fund to the present. The law firm has requested that the Olschner fund be transferred and managed by the library rather than by a trustee from the law firm. Funds from the Olschner trust have been reserved to help purchase a replacement bookmobile. That time is drawing near. The \$51,387 in the Olschner fund is currently invested in a business investor's deposit account at BB&T, earning .05% interest. Greg Needham asked the board to consider changing management of the Olschner fund from the law firm to the library.

Patricia Rawls made a motion to transfer management of the Olschner Fund from the law firm of the deceased Laurence S. Graham directly to Sheppard Memorial Library. Ralph Scott seconded the motion. The motion passed.

LIBRARIAN'S REPORT:

Statistical:

Library director Greg Needham reported the following statistics comparing the months of March, April, May and June 2014 to the same time period last year.

Month	Circulation	Computer Sessions	Patron Count	Program Attendance
March	+7.71%	+.35%	-1.08%	+20.54%
April	-7.97%	-11.39%	-7.36%	-7.81%
May	-4.7%	+.52%	-5.71%	+62.09%
June	-2.64%	+5.11%	+4.8%	+23.05%

Financial:

At the end of June 2014, the library had received 93.63% of anticipated revenues while expending 95.35% of the budget. This compares to having received 95.76% of revenues and expending 97.72% of the budget at the end of June 2013. We anticipate more expenditures as we close the fiscal year.

One-Minute Updates:

The library director commented on the following items of interest:

1. The City of Greenville Public Works Department awarded a contract to Curtis Construction Company to replace a section of the Carver Library roof. Work will begin near the end of July. The winning bid came in 43% lower than budgeted.
2. Branch library staff members are almost finished inserting RFID security tags in collection materials. RFID diminishes materials theft, gives staff improved inventory control, and gives patrons access to quick self-checkout.
3. Sheppard Memorial Library was awarded a FY 14-15 LSTA grant to replace all of the main library public access computers. This grant facilitates a partnership with Literacy Volunteers of Pitt County who will provide trained instructors to teach free basic computer skills classes at the main library.
4. The main library started using an iPad with PCI compliant (*PCI = Protect Customer Information*) Square software to ring-up payment transactions. Patrons now have the convenience of paying with a debit or credit card. Since staff and patrons eased into the new technology with little effort, branch libraries and the bookmobile will soon get the Square.
5. Staff from the public information office from the City of Greenville and Pitt County each filmed television productions promoting various library services available to the citizens of Greenville and Pitt County. The respective local government TV stations have been broadcasting their production during the months of June and July.
6. City of Greenville appointed trustees Catherine Rouse and Dick Wolfe agreed to serve a second term on the library board of trustees beginning in October 2014.
7. May 5, 2014, the Greenville City Council approved the addition of a “floating” paid holiday. The City Manager will designate the specific date that the floating holiday will be observed. Since Sheppard Memorial Library follows the City of Greenville Personnel Policies, library staff will receive the floating holiday benefit. The 2014 floating holiday will be observed Friday, December 26, and the 2015 floating holiday will be Friday, Jan. 2.
8. The Friends of the Sheppard Memorial Library will host a 50-cent Book Sale Sept. 6 and 7, 2014 in the program rooms at the main library.

ADJOURNMENT:

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

Respectfully Submitted,

Signature on File

Greg Needham, Secretary

Exhibit A

SHEPPARD MEMORIAL LIBRARY BUDGET AMENDMENT FISCAL YEAR JULY 1, 2014 – JUNE 30, 2015

REVENUES	Original 14-15 Budget	Amended 14-15 Budget	\$ Change	Comments
City of Greenville	\$1,128,084	\$1,140,440	\$12,356	City increased funding to accommodate a 1.5% market adjustment
County of Pitt	\$564,042	\$553,693	(\$10,349)	County funding approved
County of Pitt	\$6,229	\$6,000	(\$229)	County funding approved for Bethel / Winterville
Town of Bethel	\$30,015	\$30,015		
Town of Winterville	\$171,423	\$115,405	(\$56,018)	Winterville agreed to fund 3 months at \$40,405 (the FY 13-14 quarterly rate) and the remaining 3 quarters at \$25,000 per quarter
State Aid	\$184,113	\$184,113		
Desk Receipts	\$127,500	\$127,500		
Interest Income	\$1,000	\$1,000		
Miscellaneous Income	\$31,000	\$31,000		
G'ville Housing Authority	\$10,692	\$10,692		
Fund Balance	\$36,117	\$36,117		
Capital – City Funded	\$108,334	\$108,334		
Capital – County Funded	\$31,666	\$31,666		
LSTA Grant	\$50,000	\$50,000		
TOTAL REVENUES	\$2,480,215	\$2,425,975	\$54,240	
EXPENDITURES	Original 14-15 Budget	Amended 14-15 Budget	\$ Change	Comments
Personnel	\$1,463,277	\$1,420,843	(\$42,434)	Reduced Due to Impact of Winterville Funding Cut
Operations	\$816,246	\$804,440	(\$11,806)	Reduce Winterville Library Books & AV Budget & Increase Liability Insurance Expense
G'ville Housing Authority	\$10,692	\$10,692		
Capital Expense – City	\$108,334	\$108,334		
Capital Expense - County	\$31,666	\$31,666		
Grant Project	\$50,000	\$50,000		
TOTAL EXPENDITURES	\$2,480,215	\$2,425,975	(\$54,240)	