

**SHEPPARD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, September 21, 2011**

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, September 21, 2011, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:

Mr. Scott called the meeting to order. He reported Mr. Coghill has completed his second term serving on the library Board of Trustees. Mr. Coghill was unable to attend this meeting and will be invited to the November meeting when he can be recognized for his service. Mr. Scott also reported that because of continuing health issues, Mr. Hammond will be replaced by another County Commissioner.

ROLL CALL:

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

APPROVAL OF MINUTES:

Mr. Ericson made a motion to approve the minutes from the meeting held July 20, 2011. Dr. Mott made a second to the motion. The motion passed.

LIBRARIAN'S REPORT:

A. Statistical

Mr. Needham reported the following:

- Circulation for July 2011 decreased 5.94% over July 2010.
- Patron count for July 2011 was down 11.58% over the same time last year.
- August 2010 circulation increased .58% over August 2010.

Mr. Needham presented a ten-year graph of annual statistical data (a copy is attached.) He further noted that people counters have been installed at all library facilities. The monthly statistical report will now include a monthly door count and the number of computer sessions. Mr. Needham will contact the City of Greenville to see if they can provide the number of library-activated Wi-Fi sessions started from City of Greenville Wi-Fi access points.

B. Financial

At the end of August 2011, the library had received 13.01% of anticipated revenues while expending 11.20% of the budget. This compares to having received 19.28% of revenues and expending 13.93% of the budget at the end of August 2010. Mr. Needham stated that because the library was operating on an interim budget until the budget approval process was finalized in August 2011, the City of Greenville did not provide funding until September. The funds will be reflected in the September financial statement.

UNFINISHED BUSINESS:

A. 2011 – 2012 Budget Update

Mr. Needham reported that the City of Greenville took action and approved the library budget as reviewed at the July 21, 2011, meeting of the library Board of Trustees. While the library will be operating with fewer funds than the previous year, it is a budget that will enable all library facilities to operate without having to reduce hours of operation or staff.

NEW BUSINESS:

A. Consideration of Potential Trustee Candidates to Serve on the Library Board

Mr. Needham reported that Mr. Coghill completed his second term on the library board and is not eligible for reappointment. He presented five City of Greenville talent bank applicants who are interested in serving on the library Board of Trustees. Mr. Kittrell, City Council liaison to the library board, sought input regarding the talent bank applicants. Of the five applicants, the board recommended he contact Dick Wolfe and Catherine

Rouse to discuss possible appointment to the library board. At an October City Council meeting, Mr. Kittrell will recommend an applicant to fill the vacancy.

B. Compensation and Classification Study Recommendations

Mr. Needham reported \$19,102 is the library cost to implement the recommended Classification and Compensation Study recently approved by the Greenville City Council. Five employees received a shift upward in pay range and will be brought up to the new minimum. Three staff members will receive a time-in-position adjustment. Two positions were reclassified with new job titles. All affected will be compensated retroactive to July 2, 2011. Mr. Ericson made a motion to approve the Classification and Compensation plan as adopted by the Greenville City Council. Dr. Mott made a second to the motion. The motion passed.

C. Annual Report

Mr. Needham presented a summary 2010 - 2011 annual report, while noting that the audit report will be presented at the November 2011 meeting of the Library Board of Trustees.

D. One Minute Updates

Mr. Needham commented on the following items of interest:

- Valeria Hoffman retires September 30, 2011. Gaye Kurmas will assume interim management responsibilities of the Winterville, Bethel, and East branch libraries.
- The library is preparing to circulate Nook e-readers.
- Options for providing e-books at a cost-effective rate are under consideration. NCLIVE already has a sizeable e-book collection available for e-reader check-out.
- The Friends of the Library 50-cent book sale grossed \$2,400 September 10. More than 4,800 books, records, and tapes were sold.
- New public computers are being installed at the Carver Library. Equipment that is removed from Carver will be repurposed to run the new public access catalog at all locations. The new PAC will be unveiled once the hardware is in place.

E. Executive Session:

Dr. Mott made a motion to go into executive session to discuss a personnel matter. Mr. Ericson seconded the motion. The motion passed, and the Board of Trustees went into executive session.

In executive session, Chairman Scott reviewed trustee-submitted performance evaluations for the library director. Budgeted funds that were allocated for wage increases were recently distributed across-the-board for eligible library employees, as directed by Greenville City Council action. The library director was a beneficiary of that action. No further funds are available for merit increases.

Mr. Ericson made a motion to move out of closed session. Mr. Saha seconded the motion. The motion passed, and the trustees moved back into regular session.

F. Evaluation of the Library Director:

In open session, Dr. Mott made a motion to draft a letter to be added to the personnel file of library director Greg Needham to commend his exceptional performance. Mr. Spears seconded the motion. The motion passed.

ADJOURNMENT:

The chairman called for further business. Hearing none, the meeting was adjourned by common consent.

Respectfully Submitted,



Greg Needham, Secretary