

**SHEPPARD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, November 16, 2011**

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, November 16, 2011, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:

Mr. Ralph Scott called the meeting to order. He welcomed new trustees Mrs. Catherine Rouse and Mr. Dick Wolfe, as well as outgoing trustee Mr. Jeff Coghill. Also attending was Mr. James Sargeant, manager at the Morehead City office of McGladrey & Pullen, LLP, and ECU journalism student Laurel Taylor.

ROLL CALL:

Presiding: Mr. Ralph Scott

Present:	Mr. Rick Ericson	Mrs. Jan Lewis	Dr. Vivian Mott
	Mrs. Patricia Rawls	Mrs. Catherine Rouse	Mr. Ray Spears
	Mr. Dick Wolfe		

Absent:	Mr. David Hammond	Mr. Bryant Kittrell	Mrs. JoAnne Lewis
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SPECIAL RECOGNITION:

Mr. Needham recognized outgoing trustees Mr. Jeff Coghill and Mr. Sanjay Saha. Both trustees were appointed to the library board by the Greenville City Council. Mr. Coghill was appointed in 2005 and served two terms. Mr. Saha was appointed in 2008 and served one term, vacating his appointment because he moved from the area. Mr. Saha was not present. Mr. Coghill was presented a plaque in recognition of service to the citizens of Greenville and Pitt County by his membership on the library board. Mr. Needham also recognized the service of Mr. Bryant Kittrell, who will be replaced by a new City Council appointee in January.

THE AUDIT REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2011:

Mr. James Sargeant presented the auditor's report, financial statements, and supplementary schedules for the fiscal year ending June 30, 2011. He stated that there were no audit adjustments, no disputes with management, and no difficulties encountered during the audit. The audit was completed before October 31 and was submitted to the Local Government Commission on time. The library received an unqualified opinion, which is the highest level of assurance an auditor can provide an audited entity.

APPROVAL OF MINUTES:

Dr. Vivian Mott made a motion to approve the minutes from the meeting held September 21, 2011. Mr. Rick Ericson made a second to the motion. The motion passed.

LIBRARIAN'S REPORT:

A. Statistical

Mr. Needham reported the following:

- Circulation for September 2011 decreased 4.7% when compared to September 2010.
- October 2011 circulation decreased 7.57% in comparison to October 2010.

B. Financial

At the end of October 2011, the library had received 36.98% of anticipated revenues while expending 27.02% of the budget. This compares to having received 37.18% of revenues and expending 28.88% of the budget at the end of October 2010.

NEW BUSINESS:

A. Intermodal Transportation Center Developments

Mr. Needham gave an overview of a City project to construct an Intermodal Transportation Center possibly to be located across Reade Circle from the main library. City, County and ECU buses will use this center as an operation hub, as will commercial buses and cabs. A section of Evans Street located between Tenth Street and Reade Circle is to be changed from a four-lane road to a two-lane road, while adding a landscaped median, and pedestrian and bike-friendly lanes.

B. Report on Capital Improvement Projects

Mr. Needham updated trustees on the status of library capital improvement projects submitted to the City of Greenville for consideration and inclusion in the CIP budgeting process. He will communicate those needs to the County of Pitt and request proportionate funding.

C. One Minute Updates

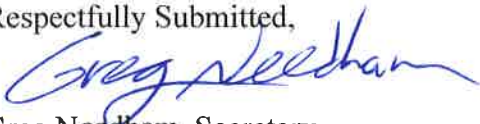
Mr. Needham commented on the following items of interest:

- **Carver Library Public Computers:** New public computers have been installed at the Carver Library. Feedback from staff and patrons has been very positive. This equipment purchase and installation was made possible by a \$25,000 LSTA grant, with matching funds from the Friends of the Sheppard Memorial Library.
- **New Library Catalog:** The new catalog is live. Patrons have a choice between the new interface and the "classic" catalog.
- **LSTA Letter of Intent for RFID Phase 2:** A letter of intent has been submitted to the State Library for a \$100,000 LSTA grant to implement RFID technology at all the branch facilities in the Sheppard Memorial Library system. If the letter of intent is approved, the application must be submitted in February. Additional grant applications will be submitted to the State Library. A Basic Equipment Grant will be submitted to replace public computers at the Winterville and East branch libraries, and a Collection Development Grant will be submitted for circulating materials.
- **Downloadable NCLIVE EBSCO E-books:** We have implemented changes to enable our patrons to download (rather than just view online) many of the NCLIVE EBSCO e-books.
- **Nooks and E-books:** Eighteen Nooks will begin circulating in January. Negotiations are ongoing with e-book vendors emerging as competition for Overdrive. Putting an e-book collection in place will positively impact circulation, library relevancy, patron satisfaction, and public perception.

ADJOURNMENT:

Having no further business to conduct, the chairman called for a motion to adjourn. Mrs. Jan Lewis made a motion to adjourn. Mrs. Patricia Rawls seconded the motion. The motion passed, and the meeting adjourned.

Respectfully Submitted,



Greg Needham, Secretary

**Sheppard Memorial Library
Budget Approved for
Fiscal 2011 - 2012**

	2011 - 2012 ANNUAL BUDGET
REVENUES	
City of Greenville	1,099,366.00
Town of Winterville	139,437.00
Town of Bethel	27,984.00
State Aid	179,853.00
G'ville Housing Authority	10,692.00
County of Pitt	549,683.00
Interest Income	5,000.00
Desk & Copy Receipts	114,495.00
Miscellaneous Income	36,606.00
Federal Grants	25,000.00
Capital Projects	75,480.00
Fund Balance	91,409.00
TOTAL REVENUES	2,355,005.00

EXPENDITURES	
Personnel Subtotal	\$ 1,475,518.00
Operations Subtotal	768,315.00
Greenville Housing Authority	10,692.00
Capital Expense	75,480.00
Grants	25,000.00
TOTAL EXPENDITURES	2,355,005.00