

SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, July 18, 2012

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, July 18, 2012, at the George Washington Carver Library, 618 W. 14th Avenue, Greenville.

CALL TO ORDER:

Chairman Scott called the meeting to order. Mr. Needham recognized special guest, Mr. Rick Ericson, former library trustee whose second three-year term expired March 2012. Mr. Scott welcomed Dr. Terry Atkinson as the most recent appointee to the library board.

ROLL CALL OF TRUSTEES:

Presiding: Mr. Ralph Scott

Present:	Dr. Terry Atkinson	LTC Jesse Hinton, Jr.	Dr. Vivian Mott
	Mrs. Patricia Rawls	Mrs. Catherine Rouse	Mr. Ray Spears
	Mr. Dick Wolfe		

Absent:	Ms. Jan Lewis	Mr. Dennis Mitchell	Mr. Glen Webb
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SPECIAL RECOGNITION:

Mr. Needham recognized the outstanding service of Mr. Rick Ericson. The Pitt County Board of Commissioners first appointed Mr. Ericson to serve on the Library Board of Trustees effective March 2006. He was reappointed to serve a second three-year term that expired March 2012. Mr. Ericson was elected chairman of the library board July 2008 and reappointed as chair July 2009.

During his tenure on the library board, he worked with library staff and observed/experienced many library accomplishments:

- record growth of library use;
- the award of numerous LSTA grants that provided new computers, library materials, and the installation of Radio Frequency Identification (RFID) technology at the main library;
- installation of the Peace Garden at the main library;
- the re-routing of Dickinson Avenue to connect at Evans Street;
- book discussion series like *Let's Talk About It* and *One Book/One Community*;
- hosting the NCLA all-conference reception at the main library;
- leading the search for a new library director;
- new library web-links for genealogical research, audiobooks, reference resources, foreign-language tutorials, the Daily Reflector archive; and Library Elf service;
- the abatement of a problem that had caused flooding in the main library basement;
- rescinding the out-of-county library card fee;
- the addition of new children's computers;
- a much improved library catalog;
- self-pay print release stations;
- an employee classification and compensation study; and
- the addition of e-books and e-readers.

APPROVAL OF MINUTES:

Mr. Spears made a motion to approve the minutes from the meeting held May 21, 2012. Dr. Mott seconded the motion. The motion passed.

LIBRARIAN'S REPORT:

Statistical:

May 2012 circulation increased 9.5% over May 2011. June 2012 circulation decreased 5.19% over the same month last year.

Financial:

At the end of June 2012, the library had received 98.15% of anticipated revenues while expending 98.17% of the budget. This compares to having received 95.1% of revenues and expending 95.67% of the budget at the end of June 2011.

OLD BUSINESS:

2012 - 2013 Budget:

Mr. Needham presented the latest version of the 2012-2013 and 2013-2014 budgets. He noted the following material impact statements:

- Budget adjustments were made to reflect current funding commitments from Pitt County, the City of Greenville, and the towns of Winterville and Bethel.
- State Aid was reduced because the required maintenance of effort will not be met.
- Mr. Needham distributed a schedule of recommended increases in the fines/fees charged by the library that better reflect state averages and that should help offset some of the funding loss.
- Another cost-cutting measure reflects closing the main library on Sunday.

Mr. Wolfe made a motion to approve the budget as presented to include the restructured fines/fees and the Sunday closure. Dr. Atkinson seconded the motion.

Mr. Scott opened the floor for discussion. Trustees agreed that updating fines/fees to state averages is necessary. Concern was expressed over charging a meeting room fee. Trustees also voiced concern over closing the main library on Sunday. Mr. Needham stated that the library will seek patron feedback via a brief survey relating to these changes.

Dr. Mott asked to add a friendly amendment to Mr. Wolfe's motion to include that the library make a survey available to seek input from patrons regarding the increased fines/fees and the Sunday closure. She further requested the impact from increased fines/fees, the Sunday closure, and the related patron feedback be reviewed in six months and a report given to the library board. Mr. Scott asked if anyone objected to adopting the friendly amendment. No objection was made. Mr. Scott called for further discussion. No further discussion ensued. Mr. Scott declared the amendment adopted and called for a vote to approve the budget as presented, including the restructured fines/fees and Sunday closure. The library shall make a survey available to seek input from patrons regarding the increased fines/fees and Sunday closure, and the library director shall provide an impact report to the trustees in six months. The motion passed. A copy of the budget is attached.

Report from the Nominating Committee and Election of Officers for 2012 - 2013:

The nominating committee consisted of Ms. Jan Lewis and Mrs. Patricia Rawls. In the absence of Ms. Jan Lewis and on behalf of the nominating committee, Mrs. Rawls submitted the nomination of Dr. Vivian Mott for the position of chair and Mrs. Patricia Rawls for the position of vice-chair. Mr. Scott called for nominations from the floor. There were no nominations from the floor. There was no discussion. Mr. Scott called for a vote to approve the nominations and appoint Dr. Vivian Mott chair and Mrs. Patricia Rawls vice-chair for fiscal 2012-2013. The motion passed.

NEW BUSINESS:

Winterville Library Contract Renewal:

Mr. Needham stated that during budget negotiations with the Town of Winterville, it was determined that the existing contract between the Town of Winterville and Sheppard Memorial Library had expired. The Winterville town manager will prepare a new contract that will be sent to the library director for review and board action. Both parties verbally agreed to continue operating under the existing contract until a new contract agreement is completed. Mr. Scott made a motion to table this matter until the next meeting when a new contract can be reviewed. Mrs. Rawls seconded the motion. The motion passed.

Recognition from the Historic Preservation Commission:

Mr. Scott informed trustees that the Historic Preservation Commission gave the 2012 Stewardship Award to the Sheppard Memorial Library Board of Trustees for their long-term efforts to preserve the architectural integrity and to promote the vitality of the Sheppard Memorial Library. Throughout the years, the trustees have preserved the integrity of the original building while adding useful spaces that complement the original design. The library continues to be a vitally important public institution for the citizens of Greenville and Pitt County.

One-Minute Updates:

Mr. Needham commented on the following items of interest:

1. A new and improved Sheppard Memorial Library website is near completion.
2. Self-pay printing is now available at the Winterville Library and will soon be available at the Carver and East branch facilities.
3. The new 3M Cloud Library is active. Currently the cloud library includes 193 e-books, 159 of those books are checked-out, with 107 requests for new titles. The collection of e-books will grow, but funds are limited.
4. A LSTA grant will fund the installation of new public access computers at the Winterville and East branch libraries. The computers have already arrived. An awarded LSTA collection development grant will enable the main library and four branches to continue improving their collections in a lean budget cycle. The Friends of the Sheppard Memorial Library provided the matching funds needed to procure these grants.
5. The Friends of the Sheppard Memorial Library endowment fund received an anonymous \$50,000 donation.
6. No one from the City of Greenville was available to provide a report on the Intermodal Transportation Center.
7. The main library roof replacement is underway.

ADJOURNMENT:

Mr. Scott called for further business. Hearing none, Dr. Mott made a motion to adjourn. Mrs. Rawls seconded the motion. The motion passed and the meeting adjourned.

Respectfully Submitted,



Greg Needham, Secretary

Sheppard Memorial Library
2012-2013 Budget and the 2013-2014 Financial Plan

Account Description	FY 2013 BUDGET	FY 2014 PLAN
City of Greenville	\$ 1,060,181	\$ 1,086,686
County of Pitt	530,091	543,343
Pitt Co-Bethel/Winterville	5,590	5,730
Town of Bethel	28,824	29,689
Town of Winterville	157,437	172,746
State Aid	175,459	179,853
Desk Receipts	130,153	130,500
Interest Income	1,000	1,000
Miscellaneous Income	30,756	31,000
G'ville Housing Authority	10,692	10,692
Grants	45,000	100,000
Capital - City Funded	49,999	62,800
Capital - County Funded	-	-
Fund Balance	114,447	31,582
TOTAL REVENUES	\$ 2,339,629	\$2,385,621
Personnel Expense	\$ 1,467,837	\$1,408,529
Operations Expense	748,100	803,600
G'ville Housing Authority	10,692	10,692
Capital Expense	68,000	62,800
Grants	45,000	100,000
TOTAL ALL EXP'S	\$ 2,339,629	\$ 2,385,621