

SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, July 17, 2013

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, July 17, 2013, 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	LTC Jesse Hinton, Jr. (Ret.)	Ms. Jan Lewis
	Mrs. Patricia Rawls	Mrs. Catherine Rouse	Mr. Ray Spears
	Mr. Dick Wolfe		

Absent:	Mr. Dennis Mitchell	Mr. Ralph Scott	Mr. Glen Webb
---------	---------------------	-----------------	---------------

APPROVAL OF MINUTES:

Jan Lewis made a motion to approve the minutes from the meeting held March 20, 2013. Jesse Hinton seconded the motion. The motion passed.

OLD BUSINESS:

Report from the Nominating Committee and Election of Officers for 2013 - 2014:

The nominating committee consisted of Ms. Jan Lewis and Mr. Dick Wolfe. Ms. Jan Lewis reported on behalf of the nominating committee and submitted the nomination of Vivian Mott for the position of chair and Patricia Rawls for the position of vice-chair.

NEW BUSINESS:

Election of 2013 – 2014 Officers:

Having heard the report from the nominating committee, Dr. Mott called for nominations from the floor. There were no nominations from the floor. There was no discussion. Dr. Mott called for a vote to approve the nominations and appoint Vivian Mott chair and Patricia Rawls vice-chair for fiscal 2013-2014. The motion passed.

2013 - 2014 Budget Update and Request for Amendment:

Greg Needham proposed adjustments to the 2013-2014 budget.

- Budget adjustments are needed to reflect current funding commitments from various funding sources: Pitt County, the towns of Winterville and Bethel, and the State Library of North Carolina.
- Unlike the last budget cycle, State Aid maintenance of effort will be met.
- The budget includes the successful award of a LSTA RFID grant.
- Retirements and resignations during FY 12-13 resulted in further staff restructuring. A librarian II was promoted from within to a librarian III - multi-branch librarian - now managing all four of our branch libraries. Four part-time experienced librarians were hired to fill staffing gaps in the children's library and Winterville Library. Each department was evaluated and additional part-time hours were added to accommodate scheduling needs. Some staff members were promoted to designated part-time positions with added hours and responsibilities.
- Building and Equipment Maintenance expense line items were increased to meet budget needs.

- This budget proposes the addition of capital expense to cover improvements needed to the HVAC controls systems at the main and Carver libraries. Use of additional fund balance is proposed to cover the added one-time costs.

Ray Spears made a motion to approve the budget as presented. Terri Atkinson seconded the motion. The motion passed. A copy of the budget is attached.

EVALUATION OF THE LIBRARY DIRECTOR:

Executive Session

Jesse Hinton made a motion to go into executive session to discuss a personnel matter. Dick Wolfe seconded the motion. The motion passed, and the Board of Trustees went into executive session.

In executive session, the board chair reviewed trustee-submitted performance evaluations for the library director. Trustees provided additional commentary, including their recommendation that a means of both staff and patron feedback be considered and a self-evaluation and goals conference with a member of the Board be added to the Director's evaluation process for the next fiscal year.

Dick Wolfe made a motion to move out of closed session. Jesse Hinton seconded the motion. The motion passed, and the trustees moved back into open session.

Evaluation of the Library Director

In open session, members of the Library Board of Trustees expressed their appreciation to the library director for his outstanding leadership of the Sheppard Memorial Library. Terri Atkinson made a motion to accept the evaluation report and extend a 3% pay increase to the library director. Ray Spears seconded the motion. The motion passed.

LIBRARIAN'S REPORT:

Statistical:

Circulation: March decreased 10.83%, April increased 1.5%, May decreased 6.98%, and June decreased 1.82% over the same time frame last year. A graph showing circulation trends and cycles from 1960 through 2013 was reviewed. Despite the current quarterly decreases shown in circulation, there was dynamic growth in e-book and e-magazine circulation! The Sheppard library system offers all formats of circulating materials to patrons (books, DVDs, videos, CDs, audios, magazines, e-books, e-audiobooks, e-videos, e-readers, and e-magazines); the focus is collection development. Inventory improvements are underway as RFID is going system-wide. Efforts to improve circulation include: growth in the book budget; add self-checkout stations at the branch libraries; new circulation workstations; the library catalog will soon offer integrated reader's advisory; new computers will replace existing library catalog host computers; frequent and improved courier between the main and branch libraries; and plans are in place to implement new marketing efforts.

Computer Sessions: March decreased 11.99%, April increased 3.93%, May decreased 7.77%, and June decreased 5.74% over the same time last year. Wi-fi use is increasing steadily.

Registrations: March increased 2.57%, April increased 2.49%, May increased 2.33%, and June increased 2.37% over the same time periods last year. Library card registrations are consistently up!

Patron Count/Visits: March decreased 2.51%, April increased 12.56%, May decreased 5.82%, and June decreased 3.37%. Where patron count is down, it was at the branches.

Library use is strong. There can be a reduction of physical visits as we see growth of remote use as people use mobile devices and e-materials. Total program attendance is strong. It has varied month by month and location by location, but as we expand programming the attendance is responding.

Efforts to improve the library experience include HVAC upgrades to offer better climate control, collection development, security cameras, extra cleaning, program growth, focus on customer service and staffing, and marketing.

Financial:

FY 2012-2013 Status:

Period Ending	Target	% of Budgeted Revenues Received	% of Budget Expended	Total General Fund Fund Balance
March/April 2013	83%	83.89%	80.93%	\$827,691.18
May/June 2013	100%	95.76%	97.72%	\$712,410.44

FY 2011-2012 Comparison:

Period Ending	Target	% of Budgeted Revenues Received	% of Budget Expended	Total General Fund Fund Balance
March/April 2012	83%	86.43%	74.27%	\$974,491.94
May/June 2012	100%	98.42%	95.44%	\$758,308.75

Greg Needham reported that only 40% of the budgeted \$114,447 fund balance was used to supplement the revenues needed to meet the expenses this fiscal year. Many improvements were achieved in spite of the difficult budget environment. IT infrastructure upgrades were made. The top floor of the 1930s library building received needed rehabilitation improvements. E-magazines were added for online patron access through Zinio.

Half-Minute Updates:

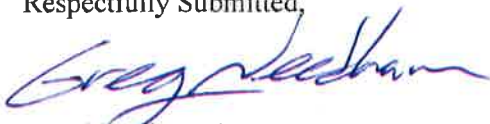
Mr. Needham commented on the following items of interest:

1. Library catalog reader's advisory will soon be available to patrons.
2. Zinio e-magazines use is receiving good reviews and use by library patrons.
3. The breakfast for elected officials was a success. Feedback from elected officials was positive and interaction between library trustees and elected officials has been productive.
4. Sheppard Library partnered with East Carolina University to offer a health information program teaching patrons how to find online health information.

ADJOURNMENT:

Dr. Mott called for further business. Hearing none, Terri Atkinson made a motion to adjourn. Ray Spears seconded the motion. The motion passed and the meeting adjourned.

Respectfully Submitted,



Greg Needham, Secretary

**SHEPPARD MEMORIAL LIBRARY
PROPOSED BUDGET AMENDMENT FOR
FISCAL YEAR JULY 1, 2013 – JUNE 30, 2014**

REVENUES	Adopted 13-14 Budget	Proposed Amended 13-14 Budget	\$ Change in Budget	Funds Change Due to:
City of Greenville	\$1,086,686	\$1,086,686		City met funding request
County of Pitt	\$543,343	\$543,343		County met funding request
County of Pitt	\$5,730	\$6,000	\$270	County restored to FY 10-11 funding level
Town of Bethel	\$29,689	\$29,000	(\$689)	Bethel stayed at FY 12-13 funding level
Town of Winterville	\$172,746	\$161,620	(\$11,126)	Winterville agreed to this funding commitment
State Aid	\$179,853	\$182,000	\$2,147	Projecting to meet MOE standards
Desk Receipts	\$130,500	\$130,500		
Interest Income	\$1,000	\$1,000		
Miscellaneous Income	\$31,000	\$31,000		
G'ville Housing Authority	\$10,692	\$10,692		
Fund Balance	\$31,582	\$83,847	\$52,265	Upgrade HVAC controls system @ Main & Carver; HVAC maint. contract @ East & Carver
Capital – City Funded	\$62,800	\$62,800		
LSTA Grant	\$100,000	\$100,000		LSTA grant awarded for RFID to branches
TOTAL REVENUES	\$2,385,621	\$2,428,488	\$42,867	

EXPENDITURES	Adopted 13-14 Budget	Proposed Amended 13-14 Budget	\$ Change in Budget	Funds Change Due to:
Personnel	\$1,408,529	\$1,371,864	(\$36,665)	Restructuring due to retirements & resignations
Operations	\$803,600	\$840,600	\$37,000	HVAC maint. contracts @ East & Carver + maint. contract for Main controls system
G'ville Housing Authority	\$10,692	\$10,692		
Capital Expense	\$62,800	\$105,332	\$42,532	HVAC controls system upgrade @ Carver & Main
Grant Project	\$100,000	\$100,000		
TOTAL EXPENDITURES	\$2,385,621	\$2,428,488	\$42,867	