

SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, January 21, 2015

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, January 21, 2015, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:

Chair, Patricia Rawls called the meeting to order.

ROLL CALL OF TRUSTEES:

Presiding: Patricia Rawls

Present:	Terry Atkinson	Rick Croskery	Vivian Mott
	Catherine Rouse	Ralph Scott	Mark Sanders
	Dick Wolfe		

Absent: LTC Jesse Hinton, Jr. (Ret.) Ray Spears Glen Webb

Others in attendance included Veronica Roberson, representative from the Winterville town council, library director Greg Needham, and library business manager Lynn Woolard.

APPROVAL OF MINUTES:

Vivian Mott made a motion to approve the minutes from the meeting held October 15, 2014. Ralph Scott seconded the motion. The motion passed.

NEW BUSINESS:

The Audit Report for the Fiscal Year Ending June 30, 2014

Bryan Lackey, from the audit firm of Martin Starnes and Associates LLC presented the audit report, financial statements, and supplementary schedules for the fiscal year ending June 30, 2014. He stated that there were no audit adjustments, and no disputes with management. The library received an unmodified opinion, which is the highest level of assurance an auditor can provide an audited entity.

The Friends of the Sheppard Memorial Library 24th Annual Used Book Sale

Dick Wolfe reported that there will be plenty of books at the February 5 – 8, 2015 annual used book sale. Amanda Prokop has accepted the challenge of coordinating the event. Jan Lewis still needs volunteers, particularly on Friday. Patricia Rawls and Lauren Keranakis handle publicity, and Lynn Woolard reserved a truck, manpower, and supervision needed to move the books from the main library to the Greenville Convention Center.

Librarian's Report:

Statistical:

Mr. Needham presented the following statistical comparisons of the current year to the previous year.

- Circulation: Main library circulation is trending in the positive direction, which can be attributed to the diligent work staff members are doing with CollectionHQ. We have started CollectionHQ work at our branch libraries, and we hope to see the same positive trend occur at those locations over time. Main Library book circulation for October was down 2.04%, November up 2.35%, and December up 4.92%.
- Patron count/library visits were down each month.
- Computer sessions, including Wi-Fi: October down 19.11%, November up 2.44%, December up 8.68%. The oldest computers have been replaced at the main library, and computer training classes are underway in the new computer lab. A number of outdated computers will be replaced as the last phase of implementation of our LSTA grant.
- Program Attendance: October down 15.72%, November down 11.97%, December down 13.72%.
- Registrations/active library cards: October up 7.71%, November up 7.54%, and December down 7.85%.

Financial:

Mr. Needham presented financial highlights through December 2014.

- Revenue received totaled 48.4%, compared with 47.42% last year.
- Expenditures totaled 41.3% of the budget, compared with 41.57% last year.
- 50% of revenue and expenditures would be the target at the end of December.
- Revenues and expenditures are on track for the year!

One-Minute Updates:

Mr. Needham commented on the following items of interest:

1. Self-checkout is installed and working at East and Winterville. Carver library requires some more structural work to get the equipment installed and operating.
2. The City of Greenville will manage the capital expenditure process for exterior maintenance at the main library. No service interruptions are anticipated.
3. The Friends of the Library paid to upgrade the Evans Street aluminum sign and up lighting.
4. The LSTA grant to replace public access computers and add a computer training lab at the main library is more than fifty percent complete. Literacy Volunteers-Pitt County conduct basic computer skills classes in the new computer lab, and ECU Health Sciences hosts Healthier-U.
5. Library board member and Friend of the Library Dick Wolfe celebrates more than ten years as a library volunteer. He does extensive work in collection development.
6. Talks with the Town of Bethel are occurring in hopes of opening the Bethel library on Saturday.
7. Sheppard Memorial Library and Pitt County Schools are partnering to get a Sheppard Memorial Library ONLINE borrowing card in the hands of every student. Once the project is complete, students will be able to access the Sheppard Memorial Library online resources (at home, at school or at the library) to aid them with school work.
8. The budget for fiscal 2015 – 2016 was library board approved last year as part of a two-year budget cycle. Trustees will review the budget at the March board meeting.
9. The Public Library Quiz Bowl is scheduled to take place February 7th at the main library. The African-American Quiz Bowl will be held February 21. Sheppard Memorial Library will host the regional quiz bowl in March.
10. The Friends of the Sheppard Memorial Library 24th Annual Used Book Sale will take place February 5 – 8, 2015 at the Greenville Convention Center.

ADJOURNMENT:

Patricia Rawls called for further business. Hearing none, Dick Wolfe made a motion to adjourn. Ralph Scott seconded the motion. The motion passed and the meeting adjourned.

Respectfully Submitted,

Signature on File

Greg Needham, Secretary