

# ***SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING***

*Wednesday, July 20, 2016*

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, July 20, 2016, in the Elizabeth H. Copeland Board Room at the main library.

## **CALL TO ORDER:**

Chair, Terry Atkinson called the meeting to order and welcomed former library trustee Ralph Scott to the meeting.

## **ROLL CALL OF TRUSTEES:**

|            |                              |             |                 |
|------------|------------------------------|-------------|-----------------|
| Presiding: | Terry Atkinson               |             |                 |
| Present:   | LTC Jesse Hinton, Jr. (Ret.) | Al Muller   | Mark Sanders    |
|            | Rick Smiley                  | Ray Spears  | Dick Wolfe      |
| Absent:    | Jeff Coghill                 | Vivian Mott | Catherine Rouse |
|            |                              |             | Glen Webb       |

Former library trustee Ralph Scott attended the meeting and Greg Needham recognized Ralph's dedicated service to the library. Ralph was appointed to the library board in 1994 to fill an unexpired term. He was reappointed for two terms, ending in September 2002, and twice served as chairman of the board during that time. Ralph rejoined the board in March 2008, and served two more terms; twice serving as board chair from July 2010 to July 2012. Ralph was presented a plaque of appreciation.

## **APPROVAL OF MINUTES:**

Terry Atkinson called for approval of the minutes. Al Muller made a motion to approve the minutes from the meeting held March 16, 2016. Dick Wolfe seconded the motion. The motion passed.

## **OLD BUSINESS:**

### **Library Director Compensation:**

Following the March 2016 evaluation of the library director, library board chair, Terry Atkinson convened a Library Director Compensation Committee authorized in Article IV of the Sheppard Memorial Library Bylaws for the Board of Trustees. The committee, comprised of Catherine Rouse, Vivian Mott, and Rick Smiley, was charged with gathering and assessing information to recommend a salary increase for consideration by the library board. To adequately conduct annual evaluations for the library director, the committee shall follow certain guidelines as outlined in Exhibit A, attached.

Along with the Pay for Performance evaluation conducted by the library board, the committee reviewed qualifications and experience of the library director, salaries and wages of library directors in North Carolina (*a report published annually by the State Library of North Carolina*) and the City of Greenville's Assignment of Classes to Salary Grades and Ranges. In email correspondence to the members of the library board, the committee made a recommendation to increase Sheppard Memorial Library Director of Libraries, Greg Needham's salary to the City of Greenville mid-range figure for the position effective July 1. This salary increase will supersede the recommended 4%-5% raise resulting from the City of Greenville Performance Job Appraisal for the evaluation period 7/1/15-6/30/16. Board chair Terry Atkinson reported that every library board member responded to the email proposal, and the final email vote resulted in ten votes affirming the proposed salary increase, and one vote against. Once the votes were tallied, Terry Atkinson reported the outcome to the library board; then she contacted the City of Greenville Director of Human Resources, who informed her that the new pay rate should become effective with the pay period June 25, 2016 through July 8, 2016, so the increase would begin with the first pay check paying in fiscal 2016-2017 on July 15, 2016. Mark Sanders made a motion to approve the June 2016 email action taken by the Library board to increase the Library Director's salary to the midpoint effective with the pay period beginning June 25, 2016. Al Muller seconded the motion. The motion passed unanimously.

**Report from the Nominating Committee and Election of Officers for 2016-2017:**

Al Muller and Rick Smiley served as the nominating committee to recommend a slate of officers intended for consideration to serve the library board for the next year. They nominated Terry Atkinson for the position of chair, and Mark Sanders for the position of vice-chair.

**NEW BUSINESS:**

**Election of 2016-2017 Officers:**

Having heard the report from the nominating committee, Terry Atkinson called for nominations from the floor. Hearing none Dick Wolfe moved to accept the nominations and elect the officers presented. Lt. Col. Jesse Hinton, Jr., (Ret.) seconded the motion. The motion passed.

**FY 2016-2017 Budget Update and Request for Amendment:**

Greg Needham reported that local governments finalized their funding commitment to the library resulting in the need for a FY 2016-2017 budget amendment. The City of Greenville, Pitt County, and the Town of Winterville approved the funds requested. The Town of Bethel reduced library funding to a level that will accommodate only 12 hours of library service per week, instead of the current 20 hours per week. He also noted that recent City Council action approved a 2% across-the-board market adjustment for employees, and no funds for the pay for performance merit model previously adopted by the City. Since the requested amendment also included reduced operating costs for telephone, postage, utilities, supplies, and audiovisual expense, the library director asked the board to consider funding 1% for market/merit to reward the library's top performers for their hard work.

Al Muller made a motion to approve the budget amendment as presented. Dick Wolfe seconded the motion. The motion passed. A copy of the budget is attached as Exhibit B.

**LIBRARIAN'S REPORT:**

**Statistical:**

Library director Greg Needham reported the following statistics comparing the months of March, April, May and June 2016 to the same time period last year.

| Month | Circulation | Total Computer Sessions | (Wi-Fi Sessions) | Patron Count | Program Attendance |
|-------|-------------|-------------------------|------------------|--------------|--------------------|
| March | 5.67%       | -4.07%                  | 106.58%          | -6%          | .15%               |
| April | 8.73%       | -7.83%                  | 122.99%          | 2.26%        | 6.39%              |
| May   | 4.33%       | -35.25%                 | 115.17%          | -2.8%        | 27.30%             |
| June  | 11.08%      | 8.13%                   | 97.16%           | -3.83%       | 14.15%             |

**Financial:**

At the end of June 2016, the library had received 96.55% of anticipated revenues while expending 94.78% of the budget. This compares to having received 97.63% of revenues and expending 87.63% of the budget at the end of June 2015. We anticipate more expenditures as we work to close the fiscal year.

**One-Minute Updates:**

The library director commented on the following items of interest:

Maintenance and repairs are complete at the main library, as are lighting upgrades system-wide. All capital improvement projects are now up-to-date for Main, Carver and East. Facilities are in top shape.

Everything is on track for the purchase of a new bookmobile in fiscal 2016-2017.

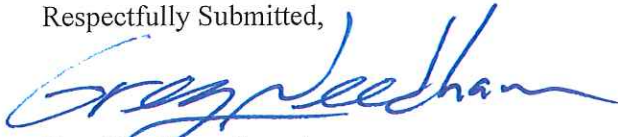
The summer reading program and Early Literacy Coalition work are in full swing.

Recent challenges include a mocking bird in the main library, and the beginning of road closures associated with uptown construction projects.

**ADJOURNMENT:**

Terry Atkinson called for further business. Hearing none, Lt. Col. Jesse Hinton, Jr., (Ret.) made a motion to adjourn. Ray Spears seconded the motion. The motion passed and the meeting adjourned. The next meeting will be October 19, 2016.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Greg Needham", with a stylized flourish at the end.

Greg Needham, Secretary



## **Exhibit A**

### **SHEPPARD MEMORIAL LIBRARY DIRECTOR COMPENSATION COMMITTEE CHARGE**

#### ***Section 1 – Members and Term of Office/Service***

There shall be a Sheppard Memorial Library Director Compensation Committee as a committee of the Sheppard Memorial Library (SML) Board of Trustees consisting of two board members with full board terms of service during their term of service. Members will be appointed by the Chair for a 2-year term beginning in July. The Chair may ask one member of the committee to continue for an additional year so that the committee work can benefit from a rotating start date. The committee will present a preliminary report to the SML board prior to their March meeting for discussion during upcoming budgetary conversations.

#### ***Section 2 – Powers and Duties of the Sheppard Memorial Library Director Compensation Committee***

The Sheppard Memorial Library Director Compensation Committee acts in a consultative and advisory capacity to assure that annual compensation for the SML director is based on data related to his/her market value/replacement cost. The committee will develop and maintain data related to the SML director's compensation and his/her market value/replacement cost so that upcoming committee members can build on past efforts and information. This committee will have funds budgeted every 3 years to engage a compensation consultant to update this information, should the committee and SML board deem that such input is needed.

#### ***Section 3-Meetings***

The Sheppard Memorial Library Director Compensation Committee shall meet at such times and places and upon such notice as it may determine.

# Exhibit B

## SHEPPARD MEMORIAL LIBRARY BUDGET AMENDMENT FISCAL YEAR JULY 1, 2016 – JUNE 30, 2017

### Sheppard Memorial Library Budget Amendment for FY 2016-2017

|                             | FY 16-17<br>Original | Adopted<br>Amendment<br>FY 16-17 | \$ Change of<br>Original<br>to Adopted |                                       |
|-----------------------------|----------------------|----------------------------------|--|---------------------------------------|
| <b>REVENUES</b>             |                      |                                  |  |                                       |
| City of Greenville          | \$1,197,058          | \$1,197,058                      | \$0                                    |                                       |
| County of Pitt              | \$581,096            | \$581,096                        | \$0                                    |                                       |
| County of Pitt - B & W      | \$12,000             | \$12,000                         | \$0                                    |                                       |
| Town of Bethel              | \$30,315             | \$21,108                         | (\$9,207)                              | Town of Bethel Reduced                |
| Town of Winterville         | \$165,300            | \$165,300                        | \$0                                    | Funds to operate Bethel Lib.          |
| State Aid                   | \$191,774            | \$191,774                        | \$0                                    | to 3 days per week.                   |
| Desk Receipts               | \$128,775            | \$128,775                        | \$0                                    |                                       |
| Interest Income             | \$1,000              | \$1,000                          | \$0                                    |                                       |
| Miscellaneous Income        | \$31,500             | \$31,500                         | \$0                                    |                                       |
| G'ville Housing Authority   | \$10,692             | \$10,692                         | \$0                                    |                                       |
| Capital - County Funded     | \$100,000            | \$100,000                        | \$0                                    |                                       |
| Capital-Translin-Olschner\$ | \$51,000             | \$51,000                         | \$0                                    |                                       |
| Fund Bal/Reserves Used      | \$28,432             | \$19,736                         | (\$8,696)                              | Fund Balance to Balance Budget.       |
| <b>TOTAL REVENUES</b>       | <b>\$2,528,942</b>   | <b>\$2,511,039</b>               | <b>(\$17,903)</b>                      |                                       |
| <b>EXPENDITURES</b>         |                      |                                  |  |                                       |
| Salaries                    | \$1,174,657          | \$1,177,511                      | \$2,854                                | Changes in Salaries/Benefits Include: |
| FICA Tax                    | \$89,861             | \$90,080                         | \$219                                  | * a 2% market adjustment;             |
| Retirement                  | \$64,959             | \$62,635                         | (\$2,324)                              | * 1% merit for top performers;        |
| Hospitalization             | \$182,148            | \$175,228                        | (\$6,920)                              | * Director to midpoint;               |
| 401k Employer Contrib.      | \$19,590             | \$18,030                         | (\$1,560)                              | * reduced salaries @ Bethel Lib.;     |
| WorkCom/Unemp Ins           | \$15,073             | \$16,901                         | \$1,828                                | * City updated WC/Unemp ins.          |
| <b>SUBTOTAL</b>             | <b>\$1,546,288</b>   | <b>\$1,540,385</b>               | <b>(\$5,903)</b>                       |                                       |
| <b>OPERATING EXPENSES</b>   |                      |                                  |  |                                       |
| Telephone Expense           | \$13,000             | \$11,500                         | (\$1,500)                              | Reduced projection.                   |
| Postage                     | \$8,600              | \$7,100                          | (\$1,500)                              | Start emailing overdue notices.       |
| Utilities                   | \$149,450            | \$144,450                        | (\$5,000)                              | New efficiencies in lighting.         |
| Travel Expense              | \$1,500              | \$1,500                          | \$0                                    |                                       |
| Building Maintenance        | \$133,205            | \$133,205                        | \$0                                    |                                       |
| Equipment Maintenance       | \$96,658             | \$96,658                         | \$0                                    |                                       |
| Fuel/Vehicle Maintenance    | \$7,500              | \$7,500                          | \$0                                    |                                       |
| Supplies                    | \$83,647             | \$80,647                         | (\$3,000)                              | Reduction in computer needs.          |
| Business Services           | \$24,240             | \$24,240                         | \$0                                    |                                       |
| Periodicals                 | \$15,150             | \$15,150                         | \$0                                    |                                       |
| Books                       | \$190,000            | \$190,000                        | \$0                                    |                                       |
| Audio Visual                | \$73,418             | \$68,418                         | (\$5,000)                              | Eliminated an annual platform fee.    |
| Vehicle/Liab. Insurance     | \$19,594             | \$23,594                         | \$4,000                                | City provided updated cost.           |
| Miscellaneous Expense       | \$5,000              | \$5,000                          | \$0                                    |                                       |
| <b>SUBTOTAL</b>             | <b>\$820,962</b>     | <b>\$808,962</b>                 | <b>(\$12,000)</b>                      |                                       |
| <b>OTHER</b>                |                      |                                  |  |                                       |
| G'ville Housing Authority   | \$10,692             | \$10,692                         | \$0                                    |                                       |
| Capital Expense-Olschner\$  | \$51,000             | \$51,000                         | \$0                                    |                                       |
| Capital Expense - County    | \$100,000            | \$100,000                        | \$0                                    |                                       |
| <b>TOTAL ALL EXPENSES</b>   | <b>\$2,528,942</b>   | <b>\$2,511,039</b>               | <b>(\$17,903)</b>                      |                                       |