

**. Library Board of Trustees Quarterly Meeting Minutes
Held on April 8, 2024 at 5:30 pm**

MEMBERS PRESENT

Mary Morrison Dixon, Nancy Harris, Marvin Moye, Latonya Nixon-Vines, JoAnn Williford, and Hobbs.

TOWN REPRESENTATIVES PRESENT

Town Manager, David Hodgkins
Library Director, Angie Bates

CALL TO ORDER

Bates called the meeting to order at 5:35 pm in Long's absence.

CORRECTIONS/APPROVAL OF MEETING MINUTES

No correction noted. Moye moved to approve the minutes from January 22, 2024. Nixon-Vines seconded the motion. Approved unanimously.

ITEMS FOR INFORMATION

Library Director Report: Bates went over major points of the Library Director's Report, which included:

1. Bates reported that she will participate in the America 250 NC Pitt County committee. Each county in the state has been tasked with creating a committee to design events and programs commemorating the 250th birthday of the United States. Bates stated that she would attend the April 15th Pitt County Board of Commissioners' meeting to support the resolution to create the committee and request to submit a grant proposal to the Department of Natural and Cultural Resources to fund the committee's proposed event plans.
2. Bates showed the board the first FPL digital magazine published to promote the March programs. It is currently being displayed on the website splash page and was emailed to everyone on the newsletter mailing list. Bates also stated that Emma and Heather were working on Adult and Children's SRP magazine to be ready for distribution the middle of May. Nixon-Vines asked if the children's SRP magazine would be made available to the schools. Bates said that was the plan, but she had not heard back from the principals yet as to whether they could share the link with parents.
3. Bates shared information on the expansion of the ECU Health Hub to include more than just virtual care facilities. Bates stated that she planned to have copies of the information flyer available at the Outreach Kitchen and Ripe Revival bus and asked if the board had any other suggestions for places to put the flyer to help get the word out. Several places were suggested by various board members: CVS and Pharmville Drug, Piggie Wiggly, Housing Authority, Meals on Wheels trays, and Senior Center.
4. Bates informed the Board that the Friends were having a used book sale at the Dogwood Festival and that they planned another Books & Brews fundraiser at Duck Rabbit Brewery in May. She also told them a little about the Friends fall fundraiser – Dinner with Friends.
5. Monthly programs and quarterly statistics were also shared.

Report on Library Trust Account Expenditures: Bates presented 2 carts containing all of the storytime board books as well as all the manga that had been purchased thus far for the collection expansions requested at the previous board meeting. Bates said she felt that seeing the books would mean more than just being told about them. She also said that only 2/3 of the manga had arrived and that the rest would be coming in the next few weeks. She also had the Chromebook charging cart at the meeting and stated that all 16 of the Chromebooks had also arrived and were at Town Hall being loaded with

software and licenses by Brian Spehar. The “Play and Learn” area equipment was also already in the library and being well used by the littlest patrons.

Clara Flanagan Pictures: Bates asked if anyone noticed that the pictures had been hung in the gallery hallway as one enters from the parking lot? Dixon mentioned that she had and that she very much liked their placement and the way the lights shone on the pictures. Bates let the board know that Todd Edwards had come to evaluate hanging the pictures on the Church Street entrance bulkhead, but felt that there was not enough space and that the continual direct sunlight would not be good for the paintings. Thus the move to the gallery hallway.

Adult MakerSpace: Bates informed the Board that the Board of Commissioners asked that she not go forward with dividing the Local History Room to accommodate the adult makerspace. She also stated that the sewing machines had been delivered to the library and were currently being stored on the empty shelves in the Local History Room. She said that she was still planning to have sewing and quilting classes at the library and was still looking for a way to allow patrons to use the machines while the library was open.

Pollinator Garden: Bates informed the Board that Board of Commissioners had approved the use of the land next to the Episcopal Church for a pollinator garden and that Commissioner Flanagan had suggested putting pollinators in the pollinator garden.

ITEMS FOR DISCUSSION

New Library Trust Fund Expenditures

Bates gave a brief overview of the three (3) new expenditures she would like to pursue.

1. Purchase of books for the early reader (ER) collection. This collection is used primarily by preschool through second graders as they are beginning to read on their own. Several of the books in the current collection need to be replaced due to wear and we would like to significantly extend the collection. To help the books last longer, we would like to purchase all library bound books – this binding is even more sturdy than regular hardback. Bates requested \$2360 from the Divisconti Trust to purchase 250 new volumes.
2. Bates discussed the plans for Phase I and Phase II of the pollinator garden and shared a preliminary map of the garden with the Board. She went over the budget for Phase I and let the board know that she had submitted a grant request for Phase II of the garden which if awarded would come in November 2024. She also stated that the \$3000 she had budgeted for plot preparation was only an estimate as Drew Starling would give her his quote for the work later in the week. Bates also said she and Zac Hackney had come to the number based on other work that Drew had done for the Community Garden. She requested \$6300 from the Barker Trust for the plot preparation, irrigation, plants and seeds, and large signs for Phase I of the pollinator garden project. There was much discussion:
 - Dixon wanted to be sure that the topography of the hill would not change and that drainage from the irrigation would not affect the church. Bates assured her the drainage would not change.
 - Mr. Hodgkins thought it was well thought out, but a very ambitious plan.
 - Williford asked if there would really be enough room for all that was in the plan. Bates asked if the Board would like to walk the hill since there were marker flags there for the

basic layout? She also stated that she herself had been surprised at how much they were going to be able to do with the land.

3. Bates explained all that she had learned about bees and the equipment required for a bee hive. She also expressed her thanks to Kim Walters, Beaufort County Beekeeping Society president, for spending so much time educating her this past week. She went over the bee budget explaining the costs and the timeline for purchase. Bates originally asked for the funds to purchase the hives, but not the cost of bees themselves as they would not be purchased until next spring. Hobbs said that she should ask for all the money upfront rather than asked for more money later. Based upon that discussion, Bates requested \$1200 from the Barker Trust for the Bees and Bee Hives. There was discussion about who might help with the bees:
 - Bates said she had approached Commissioner Flanagan and he said he would have to ask his nephews and get back to her.
 - Several of the board members suggested approaching Prince (Pooh) Barnett about helping with the bees.

Summary of the Board Votes:

- Divisconti Trust expenditure of \$2360
Motion to approve made by Dixon and seconded by Williford. Approved unanimously.
- Barker Trust expenditure of \$6300 for the pollinator garden
Motion to approve made by Williford and seconded by Nixon-Vines. Approved unanimously.
- Barker Trust expenditure of \$1200 for the bees
Motion to approve made by Nixon-Viens and seconded by Moyer. Approved unanimously.

ADDITIONAL ITEMS

None were brought by the members of the Board.

ANNOUNCEMENTS / NEXT MEETING

The next regular meeting will take place on Monday, July 8, 2024, at 5:30 pm.

ADJOURNMENT

With no further business to be discussed, Williford made a motion to adjourn, and Moyer seconded the motion. Approved unanimously, meeting adjourned at 6:31 pm.

Addendum to the Minutes

Minutes were emailed to all board members on Monday, April 15, 2024. A message was attached to the minutes regarding events that affected the vote of the Board on spending of the Barker Trust. The email read as follows:

I need to inform you of a few things have changed since the meeting-

1. *I have attached Drew Starling's quote for the preparation work for the pollinator garden. As you can see, his quote is significantly higher than what was estimated in our budget.*

2. *After speaking with Mr. Barnett about bees and beekeeping, Mr. Hodgkins has decided that he would rather not have bees and bee hives in the pollinator garden. Therefore, I would like to request that the \$1200 approved for the bees and bee hives be transferred to the pollinator garden. This would make a total request of \$7400 from the Barker Fund for the pollinator garden.*

In order to register votes on this matter, please respond "Reply All" to this email with either an "I agree" or "I do not agree" to the request by this Friday, April 19th.

I received "I agree" votes from all members of the Board, save one, through an email thread sent to all the membership; as well as one "I agree" vote given by Joanne Williford in person at the library. Therefore, I will send a message to the Finance Department that the Board of Trustees has approved the spending of:

- \$2360 from the Divisconti Trust for purchase the of early reader books.
- \$7400 from the Barker Trust for the purchase of materials and plot preparation labor for the pollinator garden.