

Library Board of Trustees Quarterly Meeting Minutes
Held on January 22, 2024 at 5:30 pm

MEMBERS PRESENT

Mary Morrison Dixon, Nancy Harris, Robert Hughes, Kearney Long, Latonya Nixon-Vines, and Commissioner Alma Hobbs.

TOWN REPRESENTATIVES PRESENT

Town Manager, David Hodgkins
Library Director, Angie Bates

CALL TO ORDER

Long called the meeting to order at 5:30 pm.

CORRECTIONS/APPROVAL OF MEETING MINUTES

NO correction noted. Dixon moved to approve the minutes from October 16, 2023. 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. A report on the overall increase in in the number of programs and program attendance as compared to the first two quarters of 2021 and 2022.
2. Bates notified the board of a new intern from ECU, Katy Howard, who will be assisting in designing a program and services magazine to be used to promote the library. The magazine will be posted online as well as printed and given to the Chamber and local real estate offices. We will also give printed copies to new card holders. Bates showed the Board samples of finished magazines to give them an idea of the project.
3. Bates gave an overview of the staff development day held on December 5th in which the staff learned about the new collection development and materials review policies and practiced preparing a mock challenge report.
4. A description of the Friends of the Library annual meeting and upcoming.

Clara Flanagan Pictures (Old Business): Bates gave the Board an update. The paintings were returned to the library by Gayle Flanagan, executor of Clara's estate. An MOU has been drafted stating that whenever the paintings are no longer displayed at the library, they will be returned to the executor of Clara's estate via the contact information provided. We are waiting for facilities to hang the paintings in the Church Street entranceway.

Local History Room/Adult MakerSpace: Bates informed the Board that this was a capital project that will be presented at the Board of Commissioners (BoC) retreat in February. She then showed the Board the rearranged History Room and discussed the plan to divide the room with a temporary (cubical type) wall. She informed the Board of the gift of eight sewing machines and requests for beginning sewing and quilting classes as well as plans for other equipment and activities for the MakerSpace. Bates said that the room would be kept locked and added to the online reservation system used for the study rooms. She also said that anyone using the equipment in the room would need to bring their own materials (unlike the children's MakerSpace downstairs) and would need to be trained on the equipment before they could reserve the room. Nixon-Vines asked about noise from the MakerSpace disturbing the patrons using the History Room. Bates stated that all large group programs held in the room would be in the late afternoon or evening. Patrons would only be bothered by the noise from a single sewing machine at the most and that it should not disrupt them too much. Hobbs suggested that Bates contact the County Extension for instructors for the beginning sewing and quilting classes.

Pollinator Garden: Bates informed the Board that this was another capital project being presented at the BoC retreat in February. She listed the many partners she has contacted to work with her on this project, most notably, Zac Hackney of the community garden. The project is estimated to cost \$2500-\$3000 for

materials with all labor being provided by volunteers. Bates is pursuing grant opportunities with the Community Garden as partners at this time.

ITEMS FOR DISCUSSION

Library Trust Fund Expenditures

Bates gave a brief overview of the seven (7) library trust funds and then reviewed the memo explaining the restrictions of each fund. She then outlined five (5) expenditures she would like to pursue at this time.

1. Purchase of an extensive manga collection upgrade – Bates proposed the purchase of 246 volumes of manga to add to the YA collection. (Manga represents 41% of the YA circulation but only 8% the YA collection.) She requested \$2200 from the Divisconti Trust for this purchase. Nixon-Vines remarked that manga is an excellent gateway for teens and tweens to begin reading and that her own children started with manga and moved on to regular novels.
2. Purchase of board books for family storytime kits – Bates discussed the success of the addition of board books to the Babies to Twos storytime and Heather’s desire to add board books and lap-reading to the older family storytime program. Bates stated that she wished to purchase 12 board book titles in sets of 15. She requested \$3200 from the Divisconti Trust for this purchase. Long commented that she loved the idea of supporting lap-reading with storytime families.
3. Purchase of materials for the Play and Learn area – Bates stated that the play and learn area is one of the most used places in the library on a daily basis. She also mentioned that the wear on this equipment is extensive and that the Step2 brand of toys seems to hold up the best. She requested replacement of the current wooden workbench and train table as well as a small toy box for the puppets used in the puppet theater. Bates requested \$420 from the Arndt Trust for these purchases. There were no comments made about this specific purchase.
4. Chromebook mobile lab – Bates presented her arguments for a Chromebook lab over a mobile laptop lab which covered cost, space, and ease of use. She also outlined the many uses she had planned for the lab for both adults and children – basic computer classes, resume and job search workshops, and job skills classes, as well as gaming programs. To make the lab a reality, the library would need to purchase 16 Chromebooks, a charging cart, and Microsoft licenses for each machine. Bates requested \$10,500 from the Barker Trust for this project. Nixon-Vines asked if the cost of the licenses would be an annual expense and Bates confirmed that it would and that that cost is currently \$192 per year.
5. TD3 Innovative Gaming and Minecraft – Bates showed the Board the TD3 gaming website and explained the programs that were offered to libraries using the gaming platform Minecraft – which is extremely popular with children ages five through High School. TD3 uses Minecraft to teach cooperative learning skills as well as STEM concepts to groups of 15 participants at a time. The program is run on a secure server so even though the children play on-line, they will only be playing with those at the program. The library would like to book 4 programs – 2 in April and 2 in May – at a cost of \$250 per program. If the library pre-pays for all of the programs at once, there is a 5% discount. The library would also need to purchase Minecraft licenses for each machine. Bates request \$1200 from the Barker Trust for this set of programs.

During the discussion of these expenditures, Hughes commented that he was happy to see this money being used and Mr. Hodgkins agreed. Long stated that she believed the projects were all in-line with the desires of those who established the Trust accounts. Hobbs thought that the projects were researched. Dixon echoed Hobbs that the projects were well thought out.

Summary of the Board Votes:

- Divisconti Trust expenditure of \$5400
Motion to approve made by Hughes and seconded by Dixon. Approved unanimously.
- Arndt Trust expenditure of \$420
Motion to approve made by Dixon and seconded by Hughes. Approved unanimously.
- Barker Trust expenditure of \$11,700
Motion to approve made by Nixon-Vines and seconded by Hughes. 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, April 8, 2024, at 5:30 pm.

ADJOURNMENT

With no further business to be discussed, Nixon-Vines made a motion to adjourn, and Dixon seconded the motion. Approved unanimously, meeting adjourned at 6:30 pm.