

**Library Board of Trustees Quarterly Meeting Minutes**  
**Held on July 10, 2023 at 5:30 pm**

**MEMBERS PRESENT**

Mary Morrison Dixon, Kearney Long, Marvin Moye, Latonya Nixon-Vines, JoAnn Williford, and Commissioner Hobbs (via phone)

**TOWN REPRESENTATIVES PRESENT**

Library Director, Angie Bates

**CALL TO ORDER**

Long called the meeting to order at 5:37 pm.

**CORRECTIONS/APPROVAL OF MEETING MINUTES**

NO correction noted. Dixon moved to approve the minutes from the meeting on April 17, 2023. Moye 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. Overview of the many programs being offered during summer reading this year as well as the volunteer opportunities landscape work at the soup kitchen and serving desserts and tea at the library for soup kitchen. Dixon described a bit about the change they are making to begin serving inside at the soup kitchen and that the library may not be needed after July.
2. Discussion of the upcoming Friends Books and Brews event at Duck Rabbit Brewery, and their donation toward NCPLDA lobby efforts.
3. Bates notified the Board about a new part-time opening since Thomas (Bannon) Patterson had resigned. She said that the position would be posted on the Town and Library websites and she was investigating having the posting in the Standard and Daily Register. Bates also announced that a person had been hired for the Adult Services full time position that had been vacant since Connie Widney's retirement in July 2022. Emma Repp, the new employee, will come on board August 17 when she arrives from Michigan.
4. Reported on the open seat on the Board of Trustees. Bates mentioned that she had asked a gentleman who is a daily user of the library if he would be interested, he said he would love to and completed an application. Long mentioned that she had also approached someone. Long asked Board members if anyone had someone they would like to put forth as a possible new member.
5. Bates stated that she would be attending the NCPLDA summer quarterly meeting in August where she would attend a full day summit sponsored by the State Library evaluating library's collection development policies, the forms used for reviewing a book being questioned by a patron, and other things pertinent to a first amendment challenge (book banning challenge). She also let the Board know that she may be asking the Board to approve changes to that policy at their next meeting in October.
6. Bates reported that the new strategic plan had been approved by the Town Board of Commissioners and had been submitted to the State Library. She had not heard back from the State Library, but did not expect any problems.

**ADDITIONAL ITEMS**

1. Long asked what the process was when someone donates books to the library. Bates stated that the books are evaluated first on condition, then if the book is something we would add to the collection, it is determined if we already have a copy in the collection and if the donated copy is better than the one on the shelf. If the book is not added to the collection, then there the book is given to the Friends of the Library for their book sale. If a book has been on the sale shelf for more than 6 months or was determined not to be fit for book sale, the books are offered to the group which fills the Little Free Libraries throughout Pitt County and to David's Used books in Greenville. If the books cannot be used by either of these organizations, they are recycled. Long

asked that the policy be written covering this procedure and that staff be better informed of the process when speaking to patrons.

2. Nixon-Vines asked how the library determines if a book is suitable for adding to the collection. Bates told her that the library had a very detailed collection development policy, but basically a book needs to have been reviewed by a reputable source. The five sources that Farmville uses are: Library Journal, School Library Journal, Publisher's Weekly, Kirkus, and Booklist. Also, we do not as a rule put self-published works in the collection unless they are by local authors and then we still check for reviews and read the book at least in part before purchasing it.

## **ITEMS FOR DISCUSSION**

### **Public Meeting Room Policy**

1. The Board began by discussing the current policy which allowed scheduling of events in the Auditorium Monday-Sunday 9am -10pm. Bates restated the issues that had happened earlier in the year which prompted this policy review. Then discussion was opened as to how the members felt the room should be used. Some of the points made were:
  - Nixon-Vines wanted to know how the program rooms were used in other libraries
    - Bates stated it depended on the library size – some only did library programming others were open for any and all groups to use the library
  - Long felt that the room should not be used after hours on Saturday and Sunday, that the library was not a party venue.
  - Several of the other board members agreed and an initial motion was made to “change the policy to no longer allow the auditorium to be used for parties.”
  - Dixon asked for further discussion before a vote, she wanted to know how the Board felt about having the room used inline with how the community center is used for a period of one year and then review the policy again. – limit hours until 10pm, have a facility monitor present, rent the room in 4-hour blocks only – not by the hour, and leave in the wording to include time for set-up and clean-up.
  - Moye felt it would be good to use the library as an additional place to meet, but should be used with similar guidelines to the community center. He felt a monitor was a good idea and thought due to the lateness of the hour (10pm) it should be a man for the monitor's own security.
  - After further discussion a vote was taken:
    - Nixon-Vines made a motion to update the Public Meeting Room Policy so that the rental period was inline with the community center's 4-hour blocks, to include the use of a facility monitor for all after hours private programs, and that the room could only be rented until 10pm on any night. She also stipulated that this new policy would be reviewed no later than one year from this date.
    - The motion was seconded by Dixon
    - The motion passed with a vote of - 4 in agreement and 1 abstention
2. Bates presented a revised meeting room policy allowing for the use of a facility monitor. She also presented new “Guidelines for Use” forms for the David Belk Cannon Auditorium and the Monk Family Conference Room and a new Room Reservation and Agreement form. The Board went through the documents line-by-line and discussed the many changes and addition.

By the end of the discussion, Bates had a new policy to present to the Town's Board of Commissioners at the August 7<sup>th</sup> meeting. She stated that she was not sure that the Town would approve another employee for the facility monitor since the budget had already been approved with her current staffing.

## **ANNOUNCEMENTS / NEXT MEETING**

The next meeting will take place on Monday, October 9<sup>th</sup> at 5:30 pm.

## **ADJOURNMENT**

With no further business to be discussed, Williford made a motion to adjourn, and Moye seconded the motion. Approved unanimously, meeting adjourned at 7:07 pm.