

BRUNSWICK COUNTY LIBRARY BOARD OF TRUSTEES
Meeting Minutes - July 24, 2023

The Brunswick County Library Board met on July 24, 2023 in the Southwest Branch Library meeting room. Vice Chair Diana Dornfeld called the meeting to order at 4:04 PM.

Members present: Diana Dornfeld, Barbara Akinwole, Diana Fotinatos, June Jones, Emma Myles, Marilyn Shapiro, and Anne Smith representing a quorum.

Also present: Patricia Dew, Library Director; Karen Robbins, Rourk FOL president; Michelle Berger, Southwest Branch FOL president; Virginia Corcoran, Barbee Library patron; Judy Jones-Tattersall, Southwest Branch FOL board member; Carole Long, Southwest Branch FOL board member; Jayne Matthews; Southwest Branch FOL board member.

Members absent: Jeff Mount, Mary Stilwell

Minutes of the April 24, 2023 meeting were unanimously approved as amended after a motion by Barbara Akinwole and a second by Emma Myles.

Director Dew's Report:

Budget

Good news! The entire original budget recommendation was passed! Slight bad news: that budget had less PT Staff funding so there may be some end-of-year creative juggling.

- 5 new Library Assistant positions plus a Youth Service Librarian position
- Have \$5,000 for Summer Reading and \$3,500 for annual movie licenses
- \$20,000 increase to book purchasing
- Subscriptions to LibCal (~\$1,400), LibraryAware (~\$6,500), or NewsBank (~\$4,500) to improve library services have either already started or coming soon.

Staff

Hiring is well underway to hire 5 new Library Assistant, 2 replacement Library Assistant (for retiring staff), 2 more Part-Time Staff to allow Harper to have Saturday hours, and finally the Youth Services Assistant.

Services

All branches now have cash registers – welcome to the 20th century, finally! Staff have been instructed on how to use them and Finance is very happy that we're now using cash registers.

LibCal software is up & running. This gives BCL a much nicer, colorful, and informative calendar with online registration. Staff and patrons will also use LibCal for meeting room reservations – the software integrates event booking and room bookings to prevent conflicts.

Once new staff are onboard and trained, the plan is to have all locations open on Saturdays from 9a-5p as well as evening hours on Tuesdays and Thursdays until 7p. No start date yet, but the hope is for early September.

New public computers, purchased with ARPA funds, should hopefully be installed by IT in the next month or two. This has been a process but the end is in sight.

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Buildings

We're making room for new staff! Leland converted a counter/cabinet space to a staff desk. SWB is looking at options for their new staff, but the quirks of the building are making that challenging. One solution is in process and more may be coming. Rourk is doing some rearranging to create a better workflow in their staff space and to improve the YA collection space at the same time. Barbee is in better shape thanks to the new breakroom/workroom space and should be ready for their new staff.

Michelle Berger Southwest Branch FOL president thanked Patricia Dew for the landscaping, benches, and pergola covered swing.

The bookmobile preliminary contract to build the vehicle is under county review and will be a mobile hot spot for county residents.

Unfinished Business:

The need for a procedure document for consideration of materials requests is being prepared by Marilyn Shapiro to be presented at the October meeting. Patricia Dew will edit the consideration of materials form to include the instruction that all forms must be completed entirely.

A strategic planning update will be emailed to the strategic planning sub-committee by Barbara Akinwole. It will include that the survey will be tabled until hiring and onboarding of new staff is complete.

New Business:

A motion to approve the updated meeting room policy was made by Diana Fotinatos, seconded by Anne Smith, and unanimously approved.

Review of internet policy was tabled until the IT department has completed a compliance review.

The following motions for nomination of officers for 2024 to be voted on at the October meeting were:

- Jeff Mount as chair by Diana Fotinatos and seconded by Marilyn Shapiro,
- Diana Dornfeld as vice chair by Barbara Akinwole and seconded by Anne Smith,
- Diana Fotinatos as secretary by Emma Myles and seconded by Marilyn Shapiro.

Barbara Akinwole motioned to close the nomination for officers. Emma Myles seconded the motion.

Diana Dornfeld introduced a proposal to increase the frequency of trustee meetings to bimonthly beginning in January, 2024 meeting on the fourth Monday of odd numbered months (January, March, May, July, September, November) at 4 PM. The location would continue to rotate among the library branches. After discussion there was unanimous agreement among the trustees present. The proposed change will be presented at the October meeting as a motion. If approved, the by-laws would be updated in accordance with this decision.

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Barbara Akinwole and Patricia Dew discussed the N.C. Digital Equity Survey which helps identify individual challenges to accessing and affording the internet, computers, and digital skills. It also helps people enroll in the Affordable Connectivity Program, a federal program that gives low-income households a discount on internet services so they don't have to decide between purchasing broadband and other necessities. Patricia Dew shared links to the survey and how to help spread the word.

Diana Dornfeld shared tips for applying for county advisory boards and suggested candidates reach out to their commissioner to introduce themselves and express their interest in serving directly to their commissioner.

Public Comments: None.

The meeting was adjourned at 5:27 PM by a motion by Barbara Akinwole that was seconded by June Jones.

Upcoming meetings:

- October 23 Leland Branch, 487 Village Rd NE, Leland, NC 28451
- January 22 Barbee Library, 8200 Oak Island Drive, Oak Island, NC 28465

Respectively submitted,
Diana Fotinatos, Acting Secretary