

**BRUNSWICK COUNTY LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes – October 23, 2023**

The Brunswick County Library Board met on October 23, 2023 in the Leland Branch Library meeting room. Chair Jeff Mount called the meeting to order at 3:59 PM.

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

**Also present:** Patricia Dew, Library Director; Karen Robbins, Rourk FOL president; Deanna Lewis, Leland Library Patron; Kate Lenz, Leland Library Assistant.

**Members absent:** Barbara Akinwole and Mary Stilwell.

Minutes of the July 24, 2023 meeting were unanimously approved.

**Director Dew's Report:**

**Budget**

Subscriptions to LibCal (~\$1,400), LibraryAware (~\$6,500), and NewsBank (~\$4,500) have started. LibraryAware is the newest and will allow us to send newsletters about books, movies, and library events to anyone who subscribes. NewsBank gives all patrons access to full-text newspapers across the country, including The Brunswick Beacon, as well as full-color newspapers for the Star-News.

Soon the budget process for FY25 will begin with goals, plans, etc. and then actual budget planning.

The bookmobile is still in process. Getting the buying agreement settled has been more complicated than the Library (or Sheriff Dept) imagined!

The NC state budget – that finally passed! – has a large increase in funding for public libraries. BCL's share is to be determined, using the same state aid formula.

**Staff**

Youth Services Librarian will be starting on Nov 13<sup>th</sup>. Hunter Miller is coming to us from Cumberland County Library where she's been a YSL for 8 years.

After some unexpected PT departures, we have new PT staff onboard or onboard very soon for SWB and Leland. Hiring has been completed for Harper PT staff as well as our new FT staff across the County. The five new Library Assistants are all on board/will be onboard soon. Hiring for Rourk's Youth Services Specialist library assistant is in process.

**Services**

As of the week after Labor Day, all BCL locations are open until 7pm on Tues & Thurs and 9a-5p on Saturdays. There has been a good response from patrons about the extra hours.

New public computers, purchased with ARPA funds, should hopefully be installed by IT in the next month. This has been a process but the end is in sight. Printing & copying is still \$0.10 for B&W, \$0.30 for color, and will be automated once the new computers are online.

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**Buildings**

SWB will be getting a new front desk as soon as the quote is finished & submitted. This will help accommodate staff as well as give patrons a staffed drop-off point for their returns.

Changes are coming to areas of Rourk and Leland as shelves, tables, etc. are moved around. Our libraries need more, smaller study tables for teens and a more concise area for FOL book sales.

**Unfinished Business:**

Marilyn Shapiro led a thorough discussion on the amended procedures documents for the reconsideration of materials process. It included a review of the “request for consideration” form which was renamed the Reconsideration of Materials form, as well as the newly created Reconsideration Trustee Report. A motion to approve the amended reconsideration of materials procedures document was made by June Jones, seconded by Emma Myles, and was carried unanimously.

Marilyn Shapiro will provide the edited Procedures for Reconsideration of Materials document. Diana Fotinatos will provide the edited Reconsideration Trustee Report template. Patricia Dew will edit the Reconsideration of Materials form to include the instruction that all forms must be completed entirely.

**New Business:**

A motion to approve the slate of officer candidates (Jeff Mount as board chair, Diana Dornfeld as vice chair, and Diana Fotinatos as secretary) was made by June Jones, seconded by Marilyn Shapiro, and carried unanimously.

After a discussion on the benefits the board of trustees meeting more frequently, a motion was made by Diana Fotinatos to amend the section III, item A, of the bylaws to read, “Regular meetings shall be held on the fourth Monday at 4:00 p.m. during odd numbered months (January, March, May, July, September and November) or as determined by the Board at its annual meeting. If the meeting falls on a holiday, the meeting will be held on the next Tuesday.” The motion was seconded by Diana Dornfeld and carried unanimously. The location would continue to rotate among the library branches.

Pursuant to a discussion and review of the internet policy, a motion to approve the policy was made by Diana Fotinatos, seconded by Emma Myles, and carried unanimously.

**Public Comments:** None.

The meeting was adjourned at 5:19 PM by a motion from Anne Smith that was seconded by Diana Dornfeld.

**Upcoming meetings:**

- January 22, 2024 at Barbee Library, 8200 Oak Island Drive, Oak Island, NC 28465

Respectively submitted,  
Diana Fotinatos, Board Secretary