



MEETING MINUTES

BRUNSWICK COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING OFFICIAL MINUTES

JULY 28, 2025
4:00 PM

The Brunswick County Library Board of Trustees met in Regular Session on July 28, 2025 at 4:00 p.m. in the Leland Library, located 487 Village Road, Leland, North Carolina.

MEMBERS PRESENT

Diana Dornfeld, Vice Chair, Trustee D2
Diana Fotinatos, Chair, Trustee At Large
June Jones, Trustee D3, Harper & Barbee Branches
Jayne Matthews, Trustee D1
Emma Myles, Trustee At Large
Marilyn Shapiro, Trustee At Large
Melissa Warren, Trustee At Large
Stephen Zerio, Trustee, D5

MEMBERS ABSENT

Marlene DeFrancesco, Trustee D4

STAFF PRESENT

Patricia Dew, Library Director

OTHERS PRESENT

Cindy Phillips, President FOLSOI

Board/Committee/Commission Action, containing all items in this set of minutes, is filed within the Library.

I. CALL TO ORDER

Chair Diana Fotinatos called the meeting to order at 4:00 p.m.

II. ATTENDANCE

Trustee DeFrancesco was absent.

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chair Fotinatos asked for adjustments to the agenda. Hearing none, Chair Fotinatos made the motion to approve the agenda. The motion was seconded by Trustee Shapiro and passed unanimously (5 to 0).

IV. APPROVAL OF MINUTES

1. Meeting Minutes – May 27, Regular Meeting

Chair Fotinatos made the motion to approve the Meeting Minutes of the May 27, 2025 Regular Meeting. The motion was seconded by Trustee Dornfeld and passed unanimously (5 to 0).

V. PUBLIC COMMENT

Chair Fotinatos opened the Public Comment period at 4:05 p.m. Cindy Phillips, President of Friends of the Library Southport and Oak Island attended to observe and participate in the agenda item on program and service fees.

VI. PRESENTATIONS

1. Library Director's Report

Budget

Ordering more e-books already. Branches are ordering books but Baker & Taylor is still experiencing shipping delays. ABCmouse is ready to go as soon as the PO is received. No new information about IMLS, LSTA grants, etc.

Staff

Bookmobile Librarian, Kate Lenz started today. She will be involved in the hiring of the bookmobile assistant, which will likely be an internal hire.

Two part-time staff are being hired for full-time at Barbee and Harper, giving those branches equitable staffing with all other branches.

More part-time staff will be hired – the posting closes Wednesday. Interviews happening soon.

Services

Bookmobile is coming “soon”. We have an almost-final graphic design for the Bookmobile.

Summer Reading ends Thursday. Lots of participants this year. Final numbers to come.

Buildings

Barbee has no HVAC and was closed July 28 due to excessive heat. Operations got one HVAC unit running again, and installed a portable unit until the coils on the second HVAC unit can be replaced. Regular hours will resume July 29.

VII. OLD BUSINESS - none

VIII. NEW BUSINESS

1. Trustee directory was reviewed, updated and shared with all board members.

2. Program and service fees.

Director Dew shared research findings on program and service fees and risk, specifically for programs such as chair yoga, dementia support, and notary services. After a thorough discussion, the board was in agreement that library sponsored programs should be free to the public and a Brunswick County Library program fee policy that supports the library's mission was needed to ensure consistency among the branches. A program fee policy should balance accessibility, equity, cost recovery, value, and sustainability so that programs remain educational and non-commercial.

A motion was made by Trustee Zerio that a draft program policy addressing program fees be presented to the board for review by the September meeting. The motion was seconded by Trustee Matthews and carried unanimously.

Trustees Jones and Warren offered to research program policies at other libraries to be used as a basis to draft a Brunswick County Library program policy.

Trustee Fotinatos, as acting secretary, will draft the policy that will be presented at the September meeting.

IX. BOARD APPOINTMENTS

1. Officer nominations.

The following nominated slate of officer candidates will be presented to the board for a vote at the annual meeting on September 22, 2025; Melissa Warren Board Secretary, Jayne Matthews Vice Chair, Diana Fotinatos Chair.

X. OTHER BUSINESS/INFORMAL DISCUSSION

1. Trustee Shapiro shared a report with the board from the EveryLibrary Institute entitled, The Censorship Acceleration, An Analysis of Book Ban Trends After 2020.
2. Brunswick Community College is no longer offering library cards to county residents.

XI. UPCOMING MEETINGS

1. Monday, September 22, 2025 at 4:00 p.m. – ANNUAL MEETING, Barbee Library, 8200 Oak Island Dr, Oak Island
2. November 24, 2025 at 4:00 p.m. – Harper Library, 109 W. Moore St, Southport
3. Monday, January 26, 2026 at 4:00 p.m. – Rourk Library, 5068 Main St, Shallotte
4. Monday, March 23, 2026 at 4:00 PM - Southwest Branch Library, 9400 Ocean Hwy W, Carolina Shores
5. Tuesday, May 26, 2026 at 4:00 PM – Leland Library, 487 Village Rd NC, Leland

XII. ADJOURNMENT

Chair Fotinatos moved to adjourn the meeting at 5:24 p.m. The motion was seconded by Trustee Zerio and passed unanimously (5 to 0).

Diana Fotinatos

Diana Fotinatos, Chair
Brunswick County Library Board of Trustees

Attest:

Diana Fotinatos

Diana Fotinatos
Acting Board Secretary