



# MEETING MINUTES

1.

## BRUNSWICK COUNTY LIBRARY BOARD OF TRUSTEES ANNUAL MEETING OFFICIAL MINUTES

September 22, 2025  
4:00 PM

The Brunswick County Library Board of Trustees met for the Annual Meeting on September 25, 2025 at 4:00 p.m. in the Barbee Library located at 8200 Oak Island Dr, Oak Island, North Carolina.

### MEMBERS PRESENT

Diana Dornfeld, Vice Chair, Trustee D2  
Marlene DeFrancesco, Trustee D4  
June Jones, Trustee D3, Harper & Barbee Branches  
Jayne Mathews, Trustee D1  
Marilyn Shapiro, Trustee At Large  
Melissa Warren, Trustee At Large  
Stephen Zerio, Trustee, D5

### MEMBERS ABSENT

Diana Fotinatos, Chair, Trustee At Large  
Emma Myles, Trustee At Large

### STAFF PRESENT

Patricia Dew, Library Director  
Kate Lenz, Bookmobile Manager

### OTHERS PRESENT

Cindy Phillips, President FOLSOI

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

### II. CALL TO ORDER

Vice Chair Diana Dornfeld called the meeting to order at 4:20 p.m.

### III. ATTENDANCE

Chair Fotinatos and Trustee Myles were absent.

### IV. ADJUSTMENTS/APPROVAL OF AGENDA

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

### V. APPROVAL OF MINUTES

1. **Meeting Minutes – July 28, Regular Meeting**

Vice Chair Dornfeld made the motion to approve the Meeting Minutes of the June 28, 2025 Regular Meeting. The motion was seconded by Trustee Zerio and passed unanimously (5 to 0).

**VI. PUBLIC COMMENT**

Vice Chair Dornfeld opened the Public Comment period at 4:35 p.m. Cindy Phillips, President of Friends of the Library Southport and Oak Island attended to observe and participate in the agenda item on buildings.

**VII. PRESENTATIONS**

1. **Library Director’s Report**

**Budget**

Baker & Taylor, our primary book vendor, has been acquired by ReaderLink Distribution Services, LLC. Unsure what that means for BCL. Have started ordering from Ingram also. No new information about IMLS, LSTA grants, etc.

**Staff**

Four part-time staff have been hired.

One full-time employee has been hired at Rourk to replace an outgoing employee.

One employee at the Leland Branch is leaving. Applications for his replacement close September 25.

A new state law effective October 1 requires all employees who regularly work with children to complete an SBI fingerprint background check in addition to the County’s standard process, which may extend hiring timelines by up to 30 days. HR will manage the new requirement.

**Services**

The Bookmobile is expected to arrive around Thanksgiving. The Bookmobile Manager is preparing outreach visits to childcare facilities for storytimes and library card sign-ups.

ABCmouse is now live and accessible both at home and in-library through the Library’s website.

The Chair Yoga program has concluded at Southwest and Oak Island due to low participation.

Upcoming services: A virtual book club, “Book Club in a Bag”, and a Winter Reading Program.

**Buildings**

FOLSOI and the library staff are exploring Barbee Library meeting room expansion opportunities. They are working with an architect firm for a proposal.

The County is updating signage across all facilities for consistency, including new front-door signs to clarify rules regarding service animals and weapons.

**VIII. OLD BUSINESS**

The Board voted to approve the updated Library Program Policy. Trustee Mathews made the motion to approve. The motion was seconded by Trustee Zerio and passed unanimously (5 to 0).

**IX. NEW BUSINESS**

1. **None.**

**X. BOARD APPOINTMENTS**

1. **Board Elections.**

The following nominated slate of officer candidates was approved unanimously (5-0); Melissa Warren Board Secretary, Jayne Mathews, Vice Chair, and Diana Fotinatos, Chair.

**XI. OTHER BUSINESS/INFORMAL DISCUSSION**

1. **Boiling Spring Lakes Library Discussion.** Trustee DeFrancesco is a member of the Boiling Spring Lakes Library Commission. She shared plans to expand their small volunteer-run library into a renovated city building and expressed interest in joining the county library system. That would require county funding and staff, which isn't an option currently, but could be revisited as part of long-term planning.
2. **Additional funding opportunities.** Members discussed community partnerships and funding opportunities through civic organizations such as the Elks Club, Rotary, and Lions Club to support local library programs and Friends initiatives.

**XII. UPCOMING MEETINGS**

1. Monday, November 24, 2025 at 4:00 p.m. – Harper Library, 109 W. Moore St, Southport
2. Monday, January 26, 2026 at 4:00 p.m. – Rourk Library, 5068 Main St, Shallotte
3. Monday, March 23, 2026 at 4:00 PM - Southwest Branch Library, 9400 Ocean Hwy W, Carolina Shores
4. Tuesday, May 26, 2026 at 4:00 PM – Leland Library, 487 Village Rd NC, Leland
5. Monday, July 27, 2026 at 4:00 PM – Barbee Library, 8200 Oak Island Dr, Oak Island

**XIII. ADJOURNMENT**

Vice Chair Dornfeld moved to adjourn the meeting at 5:19 p.m. The motion was seconded by Trustee Warren and passed unanimously (5 to 0).

*Diana Fotinatos*

Diana Fotinatos, Chair  
Brunswick County Library Board of Trustees

Attest:

*Melissa Warren*

Melissa Warren  
Board Secretary