



**Brunswick County Library Board of Trustees Meeting**  
**October 28, 2019**  
**Brunswick County Emergency Center, Bolivia NC**

Call to Order: Meeting called to order by Chairman Sheila Umbricht at 4:05 PM.

Trustees Present: Sheila Umbricht, Brett Riggs, Gibby Wilson, Ron Benton, Randy Sullivan, Sheila Schreyer, Donna Morgan

Also Present: Southwest Branch Manager Christi Iffergan for Brunswick County Library Director, Diana Fotinatos, President of Friends of the Library Southport and Oak Island (FOLSOI) Jeff Mount, Southport Oak Island Kiwanis, and Gail Neffinger of FOLSOI.

Trustees Absent: Lena Butler and Emma Myles

Agenda: The Agenda was unanimously approved as distributed.

Reading of the Minutes of the Previous Meeting: The minutes of the July 22, 2019 meeting were unanimously approved.

Library Director's Report:

1. Harper Branch: New carpet was installed and exterior trim work was completed. The Children's Room was refurbished with donations in memory of Jim and Ed Harper, for whose parents the library was named. Southport Lions Club donated \$1000.00 for new audio books. Denise Ballard, Library Manager, is still on extended medical leave.
2. Leland Branch: Nathan Phillips, who has thirteen years of service with Brunswick County Libraries, was trained by the previous Manager and had a three-month on the job interview, was promoted to Library Manager. Nathan's expertise with Polaris and Microsoft is a bonus to the entire library system. He also does the cataloging for the system. Speed bumps in the parking lot were installed, landscaping was improved, the Leland Arts League completed a seaside-themed mural, and Leland Friends of the Library did some refurbishment of the Children's Area and purchased new DVDs.
3. Barbee Branch: Plans for new landscaping was approved, will be financed by the Parks Department and completed by Operation Services. After several season without it, preschool Story Time was reinstated with attendance from seven to twelve children per session. Other children's programming includes Robotics and S.M.ART Kids Club (Science, Math and Art). Adult programming include John Whiting's Film and Literature fall presentation, a Writing Class, Lifelong Learners, and Meet the Author.
4. Rourk Branch: Library staff participated in Parents' Night at Cedar Grove Middle School, handing out information and prizes. Book displays in the library included a Toni Morrison memorial and Staff Picks. Book Club and Art Cart continue this Fall and Lois and Kelly are already preparing for the Summer Reading program.
5. Southwest Branch celebrated its first-year anniversary in the new building, Christi gave a program for NARFE. Voting will take place in November and February. A Memory Lab funded by a grant from ATMC and Friends of the Library Southport and Oak Island was installed in the Computer Room after it was determined that the equipment was too delicate to move from branch to branch. Volunteers are in training to assist patrons in using the equipment. Many programs, from Master Gardening, Meet the Author, Yoga, Bridge, Movies, and Mahjong are taking place.

6. Hurricane Dorian caused a few leaks, but no major damages were reported. Fines were waived for the day due to County Office closures.
7. The new County Manager, (Randell Woodruff—formerly Manager in Pender County) is coming on board and was highly recommended by the Library Director in Burgaw.
8. A patron who insists on working in the Children’s Department at Rourk on Saturday mornings complained about the noisy kids yet refuses to use any of the quiet areas or meeting rooms.

Unfinished Business:

1. Gibby Wilson provided the slate of officers for 2020: Sheila Umbricht for Chair, Ron Benton for Vice Chair, and Brett Riggs for Secretary.
2. Master Gardeners’ Tom Woods replied to a query by Donna Morgan about liaising with the library branches for landscaping needs. Master Gardeners will help planning and landscape problem diagnoses but will not do landscape maintenance projects.
3. Sheila Umbricht led a discussion of Duties of Trustees in the Bylaws. Donna Morgan volunteered to contact Lynda Reynolds with the NC State Library to see how the Bylaws correspond with NC Statutes and will report back at the next meeting.
4. Representatives from each Friends of the Library group in Brunswick County were invited to attend Trustee meetings or provide a report to be shared and reports were made from Southwest, Rourk, and Southport Oak Island. Leland FOL did not respond to the request.

New Business:

1. Upon motion and second, the slate of Officers was unanimously approved, with Sheila Umbricht as Chair, Ron Benton as Vice Chair, and Brett Riggs as Secretary for 2020.
2. The Secretary provided a Guideline for the Roles and Responsibilities for the Governing Board and the relationships between the Library Director, the Trustees, and the Friends of the Library. It was noted that many of the duties of the Trustees align with the Bylaws, and further research will be presented in February’s meeting.

Public and Closing Comments:

Diana Fotinatos provided a report from FOLSOI. Jeff Mount was recognized for his work with Chess Clubs in area schools and Ron Benton, who in the past oversaw Chess Clubs, offered to donate materials to Jeff’s program.

The meeting adjourned at 5:15 PM.

Respectfully submitted,

Donna Morgan, Secretary

Upcoming meetings will be held at the Emergency Services Building "C" at 4:00 PM on:

February 24, 2020

April 27, 2020

July 27, 2020

October 26, 2020