

THE CATAWBA COUNTY LIBRARY BOARD OF TRUSTEES MEETING
Minutes of May 14, 2013

The Catawba County Library Board of Trustees met on Tuesday, May 14, 2013, 12:00 Noon, in the Conference Room of the Main Library in Newton.

MEMBERS PRESENT

Kevin Moretz, Brenda Sigmon, Amy Smith, Amanda Edwards, Mary Bess Lawing, Susan Hunsucker

MEMBERS NOT PRESENT

Patricia Gibson

Mary Bess Lawing, Chairman, called the meeting to order.

PUBLIC COMMENT

No members of the public attended.

MINUTES: The minutes of February 12, 2013, were approved as written. Susan Hunsucker made the motion to approve the minutes as submitted; Brenda Sigmon seconded the motion; motion carried.

DIRECTOR'S REPORT – Suzanne White

SHERRILLS FORD PROJECT UPDATE

- Architectural plans and electrical work are complete
- Project goes out to bid within the next two weeks
- Possibility of groundbreaking mid-summer
- Furniture, fixtures, and equipment are in the works now
- Friends of the Library are considering their contribution to the branch

MAIDEN BRANCH LIBRARY UPDATE

- Town will be vacating the building June 30, 2013; this will provide an additional 800 sq. ft. to the current library space
- County maintenance team has looked over the building and given structural recommendations
- County administration is working with the Town of Maiden on agreement for the library to take ownership of the building; this includes taking on maintenance and care of the building
- Next step - architectural review of building to determine recommendations for expansion and how to best use the new space

BUDGET- FY 2012/13

- Budget released today; available on county website; approved Library budget = \$ 2,264,869
- 5% increase: operating of new Sherrills Ford library, and staff compensation plan including COLA, and retirement
- Outcomes based budgeting focus on library's impact in the community. Several new outcomes have been added in addition to early literacy, summer reading, STEM, digital literacy, adult programming, customer service
- Off site surveys, collecting success stories, volunteers to advocate for libraries, collaboration with Hickory library

STAFFING UPDATE

Big focus for staffing needs based on conversations with staff.

- Moved Collection Development Librarian from St. Stephens to Newton for efficiency of workflow and to help with staffing at Reference
- Created two half-time positions from a vacant full-time position, to give increased flexibility for staffing. Two hourly staff members took these positions: *Brandy Burnett and Debbi Frye*
- Hired vacated hourly positions: *Kao Kang and Donna Fuller*
- Added two hourly positions to base at St. Stephens and to share among locations for increased staffing flexibility: *Steve Yang and Christa Hill*
- Biggest impact: additional staffing for better night and weekend rotation and coverage when staff are out sick or on vacation

OTHER BUSINESS

Newton Library Refresh - consultant coming to look at space and needs to best maximize the space of the library; possibly including a coffee shop.

Conover Branch - Amanda Edwards brought up issue of outdoor lighting needs around Conover Branch for safety of patrons.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:00 p.m.

Next Meeting: Tuesday, August 3, 2013, 12:00 noon, Main Library

Respectfully submitted,
Amy Smith,