

THE CATAWBA COUNTY LIBRARY ADVISORY BOARD OF TRUSTEES MEETING
Minutes of November 11, 2014

The Catawba County Library Board of Trustees met on Tuesday, November 11, 2014, 12 Noon, in the Conference Room of the Main Library in Newton.

MEMBERS PRESENT

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

MEMBERS NOT PRESENT

Patricia Gibson, Susan Hunsucker

CALL TO ORDER

Amy Smith, Chairman, called the meeting to order.

PUBLIC COMMENT

No members of the public attended.

MINUTES

The minutes of the previous meeting, August 12, 2014, were approved as written. Brenda Sigmon made the motion to approve the minutes as submitted; Mary Bess seconded the motion; motion carried.

IV. DIRECTOR'S REPORT

Sherrills Ford Project Update

- Grand Opening September 29th
- Over 800 visits opening day
- Circulation statistics are looking good; increase in circulation, will be able to tell a few more months in to the opening
- Staffing numbers will be evaluated as time passes to see if the correct staffing level is at the location
- Programs – Kayla Lavigne still able to do outreach through branch location
- Meeting Room Use – FOL are happy with new branch facility
- Old library is going to be a satellite for the Catawba County Sheriff's Dept & Social Services; they plan to have a couple people at the site

Community Garden Update

- Citizeninvestor campaign complete, with significant support from Friends of the Library
- Received \$2,000 donation from the George Foundation
- Currently planting cereal rye to work soil
- Removing dead tree, using wood for stools for programming
- Black rod iron fencing to be installed
- Pathway, reading garden, music, story times, working with Hawksridge
- Ready for planting again in spring

Main Library Refresh

- Recently met with consultant in reference to Main Library refresh
- New floor plan in review, working on furnishings plan; considering some of the same furnishings at the Sherrills Ford-Terrell Library
- Highlights include new reference service desk, new children's service desk, literacy center, and office/storage area, relocation of computer center to front and center, addition of 2 conference rooms, new furnishings, new end panels; April, Youth Services Librarian, is choosing some fun literacy stations for early literacy center
- Where possible, will get quotes from local vendors
- Coffee area is still under discussion

Staffing Update

- Sherrills Ford-Terrell Branch has hired two .5 Part-Time Library Assistants: Jenny Meeseree (promoted from hourly position) and Maria Gelabert (new)
- Main Library's Circulation Manager, Carol Banker, retiring Dec. 31; working on position review and will begin hiring process
- Southwest Branch is working on position review for .5 Part-Time Library Assistant vacated by Hannah Drum (transferred to Main Library); applicant hiring in process with human resources

Strategic Planning Process

- **Committee Meetings:** three meetings scheduled so far; next meeting scheduled for next Wednesday; there has been lots of good input
- **Interviews:** county and city managers, commissioners, school superintendents, community members and leaders involved
- **Focus Groups:** Library Board, Staff, Friends Groups, Hmong, Hispanic, African-American
- **Surveys:** Planner wanted to have 1,000, we have 1,277 completed so far; staff is working on inputting printed surveys
- **Forums:** St. Stephens High, this Wednesday at 6 pm; Nov. 17th at Sherrills Ford-Terrell, Nov 19 at Fred T Foard High School; Dec 1st at YMCA in Conover
- **Next Steps:** Consultant analyzes the data, and we schedule longer, more intensive planning meetings to work on the plan

V. Other Business

Other Current Grants:

- **RFP for RFID:** closes tomorrow, will be reviewing with purchasing and IT
- **Robotics:** in the works, about halfway through, good participation; will continue to have robotics labs

New Grants Considering:

- iPads to tether at each library location; continuation of RFID at remaining branches; Smart tables for youth; Hot spots to loan

Notes:

- **Leadership Catawba:** connections in community, network, work with agencies to enhance outreach
- **Alliance for Innovation:** Municipalities and local government innovation, homelessness, community mapping portal to assess and connect with resources
- **Name Tags**
Suzanne reported that all staff has name tags with their first name & library printed on it; this was a suggestion from a library board member.

VI. Adjournment

There being no further business, the meeting was adjourned at 1:20 p.m.

Next Regular Scheduled Library Board Meeting: Tuesday, February 10, 2015, Newton Library

Respectfully submitted,
Linda Shull