



# Pender County Library Advisory Board

## Agenda

**Monday, February 12, 2024 @ 1:30 PM**  
**Michael Y. Taylor Meeting Room**  
**Burgaw Main Library**  
**103 S. Cowan Street, Burgaw, NC, 28425**

	Presenter	Page
1. CALL TO ORDER		
1.1.	Chair Piacenza	
2. ROLL CALL		
2.1.	Chair Piacenza	
3. ADOPTION OF AGENDA		
4. ADOPTION OF MINUTES		
4.1. Approval of minutes of December 11, 2023 <a href="#">Minutes - Pdf</a>		3 - 6
5. PRESENTATIONS		
5.1. Update on new Hampstead Branch Library project	Phillips-Bell	
5.2. Library Statistical report for 2023	Phillips-Bell	
6. PUBLIC COMMENT		
7. DISCUSSION AND ACTION ITEMS		
7.1. Election of Board Officers		
7.2. Review existing library policy on artist and author events at the library <a href="#">Artist-Author-Sale-Events - Pdf</a>	Phillips-Bell	7 - 8
7.3. Review Existing Donor Recognition Policy <a href="#">Donor Recognition Policy - Pdf</a>	Phillips-Bell	9 - 12
7.4. Consider archiving the library's homebound outreach policy <a href="#">Homebound Outreach Policy - Pdf</a>	Phillips-Bell	13 - 15
8. NEXT MEETING DATE		
9. ADJOURNMENT		





**Pender County**  
**Approval of minutes of December 11,**  
**2023**

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**TO:** Library Advisory Board of Trustees  
**FROM:** Chair Piacenza  
**DATE:** February 12, 2024  
**SUBJECT:** Approval of minutes of December 11, 2023

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**SUMMARY:**

Attached are the minutes from the December 11, 2023, Library Advisory Board meeting.

**ACTION REQUESTED:**

Approval of minutes of December 11, 2023

**Library Advisory Board**  
**Minutes for December 11, 2023**  
**Pender County Library Advisory Board**

- **Call to Order**
  - The meeting was called to order at 1:36 PM by Liz Piacenza
- **Roll Call**
  - Mallory Leimone
  - Liz Piacenza
  - Ashley Milam
  - Sandra Malpass
  - Carley Stewart (staff)
  - Allen Phillips-Bell (staff)
  - Rochelle Whiteside
- **The adoption of agenda was unanimously approved**
- **The adoption of minutes for October 9, 2023 meeting was unanimously approved**
  - Ashley Milam motioned
  - Rochelle Whiteside seconded
- **Presentations by Allen Phillips-Bell**
  - Stats report
    - We are continuing to see growth in programing and circulation, especially in Hampstead
    - Attendance in teen programs down slightly, but that is normal for this time of year.
  - Staffing updates
    - The Main Branch - Burgaw has filled the position of Children's Librarian. We are very happy to welcome Erin Crites to our team.
- **Public comment**
  - There were no public comments to discuss at this time
- **Discussion and action items**
  - Draft contract for donation
    - A draft of a contract concerning a donor recognition opportunity was shared with the board. The donor wishes to name the large meeting room at the future Hampstead Branch Library after a deceased family member who had been a big supporter of the library.
    - There was a motion to approve of draft of contract with deletion of "and location" from section 4, "Terms."
      - The relevant passage: "the County may designate another space within the Hampstead library branch building of similar size ~~and location~~ if the County undertakes a renovation or remodeling of the Hampstead library branch that would reduce or enlarge the square footage of the spaced designated in honor of the Honoree"

- Rochelle Whiteside motioned
    - Mallory Leimone seconded
    - Unanimously approved
  - There was a motion to waive a clause from the library’s donor recognition policy that would forbid portraits from donor recognition. The motion was to waive this rule for the above-discussed donation for the new library, and to also waive it retroactively for the Edna Kellett bequest from several years ago. The intention of the motion is to all county staff flexibility in negotiations with the donor, should it prove to be important to their decision to make the donation.
    - Rochelle motioned
    - Mallory Leimone seconded
    - Unanimously approved
- Internet policy review
  - There was a discussion of the internet policy being CIPA compliant. The old policy from around 20 years ago was CIPA compliant, but the federal E-Rate grant program requires evidence of public advertising for a public library board meeting where such a policy is approved. Furthermore, the old policy was rather outdated (for example, social media and smartphones hadn’t been invented yet), so there was a need to update the policy anyway. Further discussion included moving away from the current structure of the document, where there is a separate section elsewhere in the policy manual summarizing the policy in a way that creates ambiguity about which section is the actual policy. Additionally, the group discussed removal of outdated wording like “use of chat rooms” and removal of the requirement to maintain parent signatures on file.
  - Motion to approve new policy
    - Ashley Milam motioned
    - Rochelle seconded
    - Unanimously approved
- **Next meeting date**
  - February 12 @ 1:30 PM
  - 2024 schedule for meetings
    - Feb 12 @ 1:30 PM
    - May 13 @ 1:30 PM
    - Aug 12 @ 1:30 PM
    - Nov 18 @ 1:30 PM
- **Adjournment, unanimously approved**
  - Rochelle motions
  - Sandra seconds

○ Adjourned at 2:31 PM



**Pender County**  
**Review existing library policy on artist**  
**and author events at the library**

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**TO:** Library Advisory Board of Trustees  
**FROM:** Allen Phillips-Bell  
**DATE:** February 12, 2024  
**SUBJECT:** Review existing library policy on artist and author events at the library

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**SUMMARY:**  
Review existing library policy on artist and author events at the library

XIX. SPECIAL EVENTS

Special and ongoing events are part of every library operation. Book sales, author events and book signings, art exhibits and sales are often in the realm of public expectations for the library as a special community place. The library has a policy to guide some of these events in Appendix 17.

**APPENDIX 17.**

Approved 8/15/01

Amended 4/19/07

**AUTHOR BOOK SIGNINGS – BOOK SALES  
ART EXHIBITS – ART SALES**

Pender County Public Library

Authors, artists or other representatives of works in various media may wish to have book signings, art exhibits or other events promoting their works in the library. Such events may only be held by invitation from the Friends of the Library groups and/or the Library staff. Any invitation must be approved by the Library Director. The Friends are representative of the community the library serves and have the privilege of offering such opportunities to the public in the name of the library and their respective group.

The library promotes the exchange of ideas by virtue of being a depository of books and other media. While it may accept a gift copy or even purchase a title of a book, it is not obligated to promote every work by individuals who may approach the library by allowing such events. Artists, or individuals, who wish to donate art work would do so under guidelines of the “Art Acquisition Policy” of the library.



**Pender County  
Review Existing Donor Recognition  
Policy**

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**TO:** Library Advisory Board of Trustees  
**FROM:** Allen Phillips-Bell  
**DATE:** February 12, 2024  
**SUBJECT:** Review Existing Donor Recognition Policy

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**SUMMARY:**  
Review Existing Donor Recognition Policy

## XX. DONOR RECOGNITION POLICY

The library encourages the private support of library services through gifts of money, real property, personal property, mixed property, bequests, and trust funds. A policy to accept such gifts and to recognize appropriately the generosity of the donor has been developed (Appendix 18). This policy applies to small and large gifts, and stipulates a procedure in the event of a building campaign program to guide any recognition that might be attached to such gifts.

### **APPENDIX 18.**

#### Pender County Public Library

##### **Donor Recognition Policy**

The Pender County Public Library System encourages the private support of library services through gifts of money, real property, personal property, mixed property, bequests, and trust funds. The library accepts gifts to enhance services and facilities. The library, as advised by the Board of Trustees, and administered by the County, retains the right to reject or return any gifts or donations.

In addition to gifts made directly to the library, donors may offer gifts to the North Carolina Community Foundation (NCCF), and to the Friends of the Library (FOL) for each facility. The primary function of these support organizations is to provide financial support to the libraries. The NCCF receives and administers bequests, endowment funds, and other gifts for the library system. The Friends of the Library groups undertake a variety of activities, including book sales, to raise funds and provide support for their specific facility.

While unrestricted gifts are more desirable for the flexibility they allow the library, gifts with reasonable restrictions are also welcome. Contributions may be accepted for particular projects or services that fall within the library's mission and plans. All property and objects donated to the library become the sole property of the county which reserves the right to sell or dispose of such property if that should be for best interest of the library.

All contributions are acknowledged with respect and gratitude. Consistent with this policy the specific recognition accorded to donors may include named spaces, furnishings or fixtures within a library, letters of acceptance and appreciation, press releases, public events, mementos, certificates and presentation plaques, donor wall, or other ways approved by the Board of Trustees that commemorate the gift.

##### **Books and Non-Print Materials Guidelines:**

1. The library accepts gifts of books and non-print materials.
2. The library adds only those titles needed in the collection that meet the selection standards required of purchased materials.

3. The Friends group of each facility may sell or dispose of the materials not selected by the library for inclusion in the collection.
4. The Friends of the Libraries are organizations independent of the library, but whose existence and mission is to benefit the library. As such, the Friends and the library seek to work together to this end. The Friends receive, hold and dispense donations in support of the library's needs. Donors wishing to purchase materials for the library are encouraged to make a financial contribution to the Friends of the Library for this purpose. Materials will be selected by library staff and invoices forwarded to the Friends for payment.

### **Major Gifts**

For contributions large enough to generate ample annual income, the library encourages endowments managed through the NC Community Foundation. NCCF will invest and professionally manage these funds providing supplemental income for purchases on an annual basis for perpetuity. Such annual revenue shall not be used to replace tax revenues.

For capital projects, donations may be given to the county or the NC Community Foundation which are governed by strict fiscal policies and audits. Donations may be also be given to the Friends organizations which are independent.

Major donor recognition shall be within the following general parameters:

- Recognitions shall contribute to the aesthetic integrity of the library building.
- Permanent recognitions must be easily maintained and withstand heavy use in the interior, or the weather if outside the library.
- Recognition in the form of portraits or photographs of donors to be hung on library walls shall not be permitted.

Recognition plaques shall be provided by the library. Other recognition may be provided by the Friends of the Library upon approval of the Library Board of Trustees.

### **Naming Privileges as Part of a Capital Campaign**

The library may offer donor recognition opportunities as part of its library building and expansion programs. Such opportunities may include commemorative naming of facilities or parts of facilities, vehicles, equipment, furnishings and collections. Final decisions on naming and/or accepting any offers of contributions to name facilities or equipment shall rest with the Pender County Board of Commissioners.

### ***Naming Guidelines***

- Library facilities may be named as designated by a donor who makes a significant monetary contribution to the Library. Such donors must provide 50% to 100% of the cost of construction and equipment as negotiated with the County.
  - The "cost of construction" will be the actual cost expended, if the amount of the contribution is negotiated within three (3) years of actual construction, or the current replacement/construction cost if the facility is more than three years old.
  - Other naming opportunities within a facility may include such areas as meeting rooms, conference rooms, special use areas, collections and equipment. During the planning of a building project, appropriate contributions for such naming opportunities will be determined by square footage cost, actual cost of equipment and on-going operating cost. Such naming opportunities should be available to donors for 50% to 100% of the actual cost.
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- Commemorative options for the purchase of equipment, shelving, furniture, fixtures, etc. are available to donors for 100% of the actual cost. In the event that such items have already been purchased out of Library funds, a contribution of an equivalent amount to the Library will earn the donor the desired commemorative opportunity.
  - Named facilities or areas within facilities shall bear signage citing the role of the donor. All signage will be provided by the Library.
  - No product logos shall be displayed on the signage.
  - These guidelines may be revised by recommendation by the Board of Trustees to the County Commissioners in response to unique needs and opportunities of various projects and gifts.

Pender County Board of Trustees

March 2006



**Pender County  
Consider archiving the library's  
homebound outreach policy**

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**TO:** Library Advisory Board of Trustees  
**FROM:** Allen Phillips-Bell  
**DATE:** February 12, 2024  
**SUBJECT:** Consider archiving the library's homebound outreach policy

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**SUMMARY:**  
Consider archiving the library's homebound outreach policy

### XIII. OUTREACH SERVICE POLICY

The purpose of the outreach program is to provide basic public library services to individuals confined to their homes, nursing facilities and day care centers and who are unable to come to the county library or branch libraries in the county.

Services include programming for preschool children in day care centers, registering library users, promotional activities, and homebound services.

**HOMEBOUND:** Library outreach services operate to preschoolers and homebound as a part of the Pender County Library System. Homebound Outreach Service is provided by the Pender County Library to the homes of persons who meet the criteria for homebound service as established by the Pender County Library Board of Trustees. These criteria are similar to those of other counties, as well as to the Medicare Home Health restrictions and the Meals on Wheels guidelines. This policy is found in Appendix 12.

### **APPENDIX 12.**

Approved 8/15/01

#### **HOMEBOUND OUTREACH SERVICE**

The Homebound Outreach Service operates as a part of the Pender County Public Library System under the direct supervision of the Library Director. The service provides home or institutional delivery of library materials and readers advisory service.

Homebound Outreach Service is provided by the Pender County Public Library to the homes of persons who meet the criteria for homebound service as established by the Pender County Library Board of Trustees. These criteria are similar to those of other counties, as well as to the Medicare Home Health restrictions and the Meals on Wheels guidelines. Exceptions to these conditions will be considered individually by the county Library Director.

A recipient of this service must meet one of the following conditions:

1. He/she must have a condition resulting from an injury or illness restricting his/her ability to leave the residence except with the aid of supporting devices or the assistance of another person, or he/she has a condition, that is medically contraindicated.
2. He/she must be a senior citizen (age 65 or older) who has no other means of getting to a library facility.
3. He/she may temporarily need homebound service. It will be provided to persons who are suffering from extreme weakness after surgery or illness. These persons must be incapacitated for at least six weeks.

We encourage institutions to bring patrons to the library if possible as a benefit to the resident. However, if the library visits the institution, cooperation from the agency will be a necessary and expected ingredient in the relationship.

Each prospective outreach patron will be interviewed to determine eligibility and given a review of the program before being enrolled.

The only materials not available are reference works and videos. Materials may be renewed by phone and will also be renewed automatically by library staff if either patron or the library has to postpone a visit. No fines apply. Both library and patron are expected to call one another to convey a cancellation.