



Pender County Library Advisory Board

Agenda

Library Advisory Board Meeting
Monday, May 13, 2024 @ 1:30 PM
Michael Y. Taylor Meeting Room
103 S. Cowan Street, Burgaw, NC, 28425

	Presenter	Page
1. CALL TO ORDER		
1.1.	Whiteside	
2. ROLL CALL		
2.1.	Whiteside	
3. ADOPTION OF AGENDA		
3.1.	Whiteside	
4. ADOPTION OF MINUTES		
4.1. Minutes for February 12, 2024, Quarterly Meeting February 12, 2024, Quarterly Meeting - Pdf		3 - 6
4.2. Minutes for April 15, 2024, Special Meeting April 15, 2024, Special Meeting - Pdf		7 - 8
5. PRESENTATIONS		
5.1. Update on New Hampstead Branch Library Project	Phillips-Bell	
5.2. Other Library Updates	Phillips-Bell	
6. PUBLIC COMMENT		
7. DISCUSSION AND ACTION ITEMS		
7.1. Revisions to the Library's Code of Conduct	Phillips-Bell	
7.2. Revisions to the Library's Private Policy	Phillips-Bell	
8. NEXT MEETING DATE		
9. ADJOURNMENT		



**Pender County
Minutes for February 12, 2024, Quarterly
Meeting**

TO: Library Advisory Board of Trustees
FROM: Allen Phillips-Bell
DATE: May 13, 2024
SUBJECT: Minutes for February 12, 2024, Quarterly Meeting

Pender County Library Advisory Board
Minutes for February 12, 2024 @1:30 pm

- **Call to Order**
 - Allen at 1:35 PM
- **Roll call**
 - Mallory Leimone
 - Cathe Ford
 - Ashley Milam
 - Rochelle Whiteside
 - Sandra Malpass
 - Carley Stewart (staff)
 - Allen Phillips-Bell (staff)
- **Adoption of agenda**
 - The only note is to mark out “Chair Piacenza”
 - Motion to adopt agenda made by Rochelle Whiteside
 - Motion seconded by Mallory Leimone
 - Motion unanimously approved
- **Adoption of minutes**
 - Motion to approve minutes made by Rochelle Whiteside
 - Motion seconded by Ashley Milam
 - Motion unanimously approved
- **Presentations**
 - *Update on new Hampstead Branch Library project*
 - The county posted request for qualifications for architects
 - Applications for architectural firms were received and reviewed by the review committee. Allen Phillips-Bell and the finance department called references before three firms were interviewed. One firm was selected to be recommended to the county commissioners at the meeting on March 11, 2024 at 4:00 PM. Friends of the Library members are invited. Topsail Township Friends of Library will also be present.
 - Discussion of the Design-Bid-Build delivery model for building projects and what that entails. This decision being presented to the commissioners is just on the design. If approved, the architectural firm will likely still be involved in making sure the design goes forward but there will be a separate round of

public bidding for hiring a construction firm for the project. This bidding will take place in spring 2025.

- *Library statistical report for 2023*

- The report presented includes system totals by calendar years 2021-2023 as well as 2023 statistics by location.
 - Numbers for teen programming are down for various reasons, but not unexpected as teens are a challenging group for libraries to attract. There is a discussion happening with staff on possible ways to bring in more teens.
 - Use of community room has increased close to pre-pandemic usage levels. Community room use at Hampstead is likely not used as much as the one in Burgaw due to small size of room and parking availability. Meeting space at the new Hampstead Branch will be bigger.
 - We're very happy with the overall growth in number of visitors to the library.
 - High number of volunteers at both locations allows staff to focus on higher-skilled services such as programming. Shelving and processing are largely done by volunteers and would otherwise be done by staff.
 - Hampstead children's programming attendance is significantly higher than in Burgaw for various reasons including that there are more offerings at HBL and there are more children/families living close to the library in Hampstead than there are in Burgaw. Allen will be requesting a second full time youth services librarian at HBL in the next fiscal year based on the high numbers of attendance at programs and generally being short staffed
 - Adult program attendance numbers higher in Burgaw than Hampstead because there are more programs plus a dedicated staff member at the Main Library. There was a discussion of what programs are available for adults in Burgaw which include craft and painting programs as well as book clubs. Computer classes for adults not currently offered due to low much interest and lack of available/appropriate equipment.

- **Public comment**

- No public comments at this time

- **Discussion and action items**

- *Election of board officers*

- Chair – leads meeting, keeps us on task, etc.
 - Sandra Malpass nominated and unanimously accepted
 - Vice chair – leads meeting if Chair is out
 - Rochelle Whiteside volunteered and unanimously accepted
 - *Policy Updates*
 - Note on updating policies: Introductions in the policy manual can often be contradictory and it has been a bit since the policy manual has been looked over/updated. Motivations to update policy include simplifying and offering an updated, more user-friendly option on the website
 - Review existing library policy on artist and author events at the library
 - Allen Phillips-Bell proposed changes largely to clean up the writing rather than changing the actual policy
 - Rochelle Whiteside motions to adopt changes
 - Motion seconded by Ashley Milam
 - Motion unanimously approved
 - Review existing donor recognition policy
 - No proposed changes other than removal of the introduction
 - Rochelle Whiteside motions to adopt change
 - Motion seconded by Cathe Ford
 - Motion unanimously approved
 - Consider archiving the library’s homebound outreach policy
 - Proposal to archive this policy as we no longer offer this service
 - Mallory Leimone motions to adopt this change
 - Motion seconded by Rochelle Whiteside
 - Motion unanimously approved
- **Next meeting date**
 - May 13th @ 1:30 PM
- **Adjournment**
 - Rochelle Whiteside motions for adjournment
 - Motion seconded by Sandra Malpass
 - Unanimously approved at 2:25 PM



**Pender County
Minutes for April 15, 2024, Special
Meeting**

TO: Library Advisory Board of Trustees
FROM: Allen Phillips-Bell
DATE: May 13, 2024
SUBJECT: Minutes for April 15, 2024, Special Meeting

Pender County Library Advisory Board

Monday, April 15, 2024 @ 2:00 PM

- *Adoption of agenda*
 - Motion to adopt agenda made by Rochelle Whiteside
 - Motion seconded by Ashley Milam
 - Motion unanimously approved
- *Discussion and Action Items*
 - 4.1 Revisions to Donor Recognition Policy
 - Deletion of language in existing policy specifying a minimum donation for naming opportunities based on percentage of project cost and/or percentage of square footage of building and percentage of project cost. This change is intended to provide county staff greater freedom to negotiate potential donations.
 - Motion to adopt revision made by Ashley Milam
 - Motion seconded by Rochelle Whiteside
 - Motion unanimously approved
- *Adjournment*
 - Motion for adjournment by Rochelle Whiteside
 - Motion seconded by Sandra Malpass
 - Unanimously approved