



Pender County Library Advisory Board

Agenda

**Library Advisory Board Meeting
Monday, August 12, 2024 @ 1:30 PM
Michael Y. Taylor Meeting Room
103 S. Cowan Street, Burgaw, NC**

	Presenter	Page
1. CALL TO ORDER		
1.1.	Malpass	
2. ROLL CALL		
2.1.	Malpass	
3. ADOPTION OF AGENDA		
3.1.	Malpass	
4. ADOPTION OF MINUTES		
4.1. Minutes for May 13, 2024, Quarterly Meeting Minutes - Pdf		3 - 5
5. PRESENTATIONS		
5.1. Update on New Hampstead branch Library Project	Phillips-Bell	
5.2. Library Statistical Report and Other Library Updates	Phillips-Bell	
6. PUBLIC COMMENT		
7. DISCUSSION AND ACTION ITEMS		
7.1. Revisions to Library Use Guidelines	Phillips-Bell	
7.2. Archive the Safe Child Policy and Parent-Library Partnership (superseded by Library Use Guidelines approved at May 2024 meeting)	Phillips-Bell	
8. NEXT MEETING DATE		
9. ADJOURNMENT		



**Pender County
Minutes for May 13, 2024, Quarterly
Meeting**

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

Pender County Library Advisory Board

Minutes for May 13, 2024 @1:30 pm

1. Call to order – Whiteside
 - 1:29 PM
2. Roll call – Whiteside
 - Ashley Milam
 - Cathe Ford
 - Mallory Leimone
 - Rochelle Whiteside
 - Allen Phillips-Bell (Staff)
 - Carley Stewart (Staff)
3. Adoption of agenda - Whiteside
 - Motion to adopt agenda made by Ashley Milam
 - Motion seconded by Mallory Leimone
 - Motion unanimously approved
4. Adoption of minutes - Whiteside
 - Minutes for February 12, 2024 quarterly meeting
 - Minutes for April 15, 2024 special meeting
 - Motion to approve minutes made by Cathe Ford
 - Motion seconded by Ashley Milam
 - Motion unanimously approved
5. Presentations
 - a. Update on new Hampstead Branch Library project - Phillips-Bell
 - Stakeholder input session – June 14th with Library Advisory Board and Topsail Township Friends of the Library board
 - Public Input Sessions & survey will be advertised/available soon
 - Schematic designs of new library will be available in Fall 2024
 - b. Other library updates - Phillips-Bell
 - Summer Reading Program: June-July
 - Stats: May 2022-April 2023 vs May 2023-April 2024
 - Increase in digital loans
 - Increase in attendance for children’s programs for both branches
 - Slight decrease in teen/adult program stats mostly due to slight scaling back on programming for these ages at Hampstead. A part-time employee who participated in planning and implementing these programs left in December. The director and branch manager felt that staff at that location was spread

thin, so used the staff change as an opportunity to scale back on teen/adult programming at Hampstead location.

- Continued growth in use of meeting rooms
- Continued increase in volunteers

6. Public Comment

- No public comment

7. Discussion and Action Items

a. Revisions to the library's code of conduct - Phillips-Bell

- *Library Use Guidelines* – updated in consultation with full-time staff at Burgaw location and with the Hampstead Branch Manager. Modeled off of Charlotte Mecklenburg Library’s policy after comparing policies from several NC libraries with help of staff.
- Motion to adopt made by Mallory Leimone
- Motion seconded by Ashley Milam
- Motion unanimously approved

b. Revisions to the library's privacy policy - Phillips-Bell

- *Confidentiality of Library Records Policy* – this is mostly just presenting a longstanding North Carolina law (NCGS 125-19) in language easier for a lay person to understand. The only substantive addition to the law in this policy is the requirement that a patron’s designated representative present a government-issued photo ID when accessing the account holder’s records.
- Motion to adopt made by Cathe Ford
- Motion seconded by Ashley Milam
- Motion unanimously approved

8. Next meeting date

- August 12, 2024 @ 1:30 PM

9. Adjournment

- Motion to adjourn made by Ashley Milam
- Motion seconded by Mallory Leimone
- Motion unanimously approved