

June 26, 2013

The Trustees of the Public Library of Johnston County and Smithfield met on Monday June 24, 2013 at 6:00 PM at the Corbett Hatcher Community Building located at 5438 Hwy 39 N Selma, NC.

Present	Absent
Tim Rogers, Chairman	Michael Creech
Debbie Cobb	Rita Dickinson
Carolyn Ennnis	Heather Ford
Terri Lee	Jimmy Narron
Sandra O'Berry	

Also present were Jeff Jennings and Jerry Ferguson, new Board members whose terms will begin next month, Elmore Phillips, from the Board of Corbett Hatcher Community Building, Library Director, Margaret Marshall, and Recording Secretary, Vickie Duren.

Tim Rogers called the meeting to order at 6:05 PM. Introductions were made by each Board member and guest. Tim asked for a motion to approve minutes of the May 20th meeting. Terri Lee made a motion to approve the minutes. Sandra O'Berry seconded the motion. The motion carried. Mr. Elmore Phillips gave a brief tour of the Atkinson Memorial Library.

Director's Report

The chiller compressor has arrived for the library's HVAC system. The workmen will make the repair on Wednesday. The Ava Gardner museum donated two display cases for use by the Heritage Center. The display cases are in the entry hall of the library. The Heritage Center will be in charge of creating and changing the displays.

Margaret reviewed the library's circulation statistics.

Committee Reports

The Finance Committee met Monday June 17th, with Financial Consultant, Beth Stancil of First Citizens Investor Services. They discussed short term and long term investment options. Currently most of the funds are in Public Insured Money Market accounts that are drawing very little interest. These funds originated from bequests and an attorney should be advised to explore the feasibility of combining some of the funds since they were given with some stipulations. David Mills was suggested as a possible attorney to consult, however, he is the attorney for Johnston County and this could pose a conflict of interest.

The library also has 3 CD's one of which is currently due to renew. Debbie Cobb expressed interest in investing those funds into another money market account rather than renewing the CD, until decisions can be made about investing.

The Personnel Committee has been working on the evaluation documents that will be used in Director Margaret Marshall's Performance Evaluation.

The Art Committee will need to meet soon to make plans for a reception to celebrate the framing and display of the library's collection of 51 Louis Orr Etchings. A question was raised as to the value of the collection and whether the library's insurance is adequate to cover them or would a separate insurance policy be necessary. Margaret will speak to our insurance representative for information and advice.

Sandra O'Berry will begin to make plans for the reception and will bring her ideas to the next board meeting.

Vickie Duren read correspondence from Michael Creech whose term on the Board is expiring. Michael served for 14 years. The Board will sign a Resolution of Appreciation for Michael at the July meeting.

Strategic Plan

A copy of the completed plan was included in the Board packets. This is the plan that will be turned in to the State Library. Terri Lee suggested that the information on the front cover be changed. The cover reads the Strategic Plan for the Johnston County Library System. While we do share a system with our affiliated libraries, the state does not recognize us as a county system; therefore it is more accurate to state that the Plan is for Johnston County Libraries, with each library listed separately.

Terri made a motion to approve the goals and objectives of the current document, for submission to the State Library, for the general goals of all the libraries in the county, with the stipulation that the Public Library of Johnston County and Smithfield will craft our own activities, with measurements, for our specific plan. Sandra O'Berry seconded the motion. The motion carried.

Vickie Duren presented an amendment to the 2012-2013 Budget which included \$3,834.00 from the Town of Smithfield, which was 1/3 of the total amount quoted by ab controls for replacing the chiller compressor for the library's HVAC system. Also included were revenues collected from fines and fees and from copy fees and DVD rentals. Debbie Cobb motioned to approve the budget amendments. Terri Lee seconded the motion. The motion carried.

Margaret Marshall brought the first draft of the 2013-2014 Budget to the Board's attention. At recent budget meetings, the Town of Smithfield approved \$272,000 to fund the library. The County has approved the same amount as last year, \$441,000. Final figures from FY 2012-2013 are not yet in for YTD revenues and expenditures, so the carryover in this budget is an estimated figure. There will be adjustments in this budget once final figures are in. with Board approval we can submit this budget to the County for the start of 2014. Sandra O'Berry approved the 2013-2014 Budget. Terri Lee seconded the motion. The motion carried.

The Lassiter Endowment Fund, which is one of the Bequests given to the library, is invested with UBS Financial. In year's past, a phone call was made to request withdrawals, however with fraudulent activity on the increase, UBS now requires a Corporate Resolution to show which individuals within an institution are authorized to withdraw funds. UBS has given us a copy their standard resolution to adopt. The Library Director and Board Chairman are the individuals who are given authorization on this resolution. The Board will need to approve this and send the signed resolution back to UBS with the library's corporate seal. Terri Lee made a motion to approve the Corporation Resolution with Margaret Marshall and Tim Rogers as authorized signers. Debbie Cobb seconded the motion. The motion carried.

As there was no further business on the Agenda, Chairman Tim Rogers asked for a motion to adjourn. Carolyn Ennis made a motion to adjourn the meeting. Terri lee seconded the motion. The meeting adjourned at 7: 15pm.

Tim Rogers, Chairman

Vickie Duren, Recorder

