

**DAVIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING, DCPL Conference Room
May 18, 2023**

PRESENT: Lisa Nielsen, Khristen Mears, Meika Imes (via ZOOM), David Joyner, Brent Ward, Derrick Wold- Executive Director, Rachel Nelson, Karen Martin, Andrew Claybrook, Marissa Brzescinski, Wendy Vernon-member of public

The meeting was called to order by Lisa, chair. She passed out Public Library Ethic Statements for trustees to read and sign.

We welcomed two new trustees, Brent Ward and David Joyner. New trustee applications are attached to meeting minutes.

Khristen moved and Brent seconded the motion to approve the March 2023 minutes as presented. **Motion passed.**

Reports of the Library Director

Operations Report:

Updates:

- Revisions to the library policies and procedures on damaged materials were presented. These are in keeping with procedures of many libraries in our area.
- Security upgrades are in process. Camera system is wired and being installed soon. Derrick is looking to get more accurate quote for RFID system for materials.
- Cabling was installed for more computers in the computer lab area. Next, Derrick will be looking for tables and new computers to expand the computer lab since there is a need.
- Book sale was successful. Community members asked for another which we will do hopefully in the fall.
- A public records request was placed by the ACLU regarding Flamer. The county attorney confirmed all materials were sent to ACLU, and we are awaiting results.

Staff Report:

- The county approved a new full-time position. Andrew and Derrick will begin looking at applications once assessments are back from the county.
- Low morale amongst staff is due to understaffing. Fifty-five hours of coverage is lacking, and this new position will cover around 37.5 hours of that.

Budget:

- A county-wide hiring freeze and budget freeze are in place. The county manager just sent the new year's budget for Derrick to review and ask any questions.
- Non-recurring funds from the state are still available. Derrick is hoping to spend some of that on RFID tags and security updates but have some left over for other misc. library needs.
- T-Mobile grant will be applied for to fund a new digital sign for the library.

Reports of Committees: no reports

New Business:

- Khristen asked Derrick and staff for an update on how they are feeling regarding their safety and disruptive patrons. New security measures, signage, furniture rearrangement have helped staff morale and public awareness. Sherriff patrols haven't been happening regularly at Mocksville branch as requested, so Lisa will follow up with that. Derrick and John Gallimore are discussing having panic buttons installed.
- Policy and Procedure Updates:

DAMAGED MATERIALS POLICY

- The charge for minor damage to library materials is \$3.00 per item. Minor damage includes slight tearing of 1-3 pages, stained covers that can be cleaned, damaged or missing plastic book jacket, barcode, book kits, and other similar damage. Damage must not be severe enough to prevent the item from circulating in order to be considered minor.
- Library customers who return library materials that cannot be easily repaired or cleaned must pay the full list price of the item borrowed plus a \$2.00 processing fee. Once paid, the library customer may keep the damaged item.
- Repeated damage to materials will result in patron losing ability to check out materials. This applies when a patron has two incidents of materials that need to be replaced from damage only and does not apply to minor damage of materials.

REPLACEMENT OF LOST MATERIALS POLICY

The charge to the customer for replacement of materials shall be the cost of the item as listed on the database plus a \$2.00 processing fee for each item. The charge for the loss of magazines is \$3.00 per item.

- If a material is overdue more than 180 days, it is considered lost and the patron's account is billed for the replacement cost.
- The county attorney may contact customers who do not respond to library notices. Accounts may be turned over to a collection agency or submitted to the State under the Debt Setoff Clearinghouse program
- Patrons cannot receive any reimbursement once they have paid for a lost item. They may choose to keep the item if found or return it to the library without reimbursement.
- Repeated loss of materials will result in patron losing ability to check out materials. This applies when a patron has two incidents of not returning materials and item must be replaced.

Khristen moved and David seconded the motion to approve the updates to Library Policy and Procedures. Motion passed.

- Updates to Board of Trustees By-laws:

Article I – Members

The Board of Trustees should be representative of the geography and demographics of the county. The Board of Trustees shall nominate candidates to fill vacancies for final approval by the Davie County Board of County Commissioners for the unexpired term of the member creating the vacancy. The Board of Trustees shall submit recommendations to the County Board of Commissioners for appointment to each vacancy. The Library Director shall promptly notify the appointing body of any vacancies on the board.

A diverse Board of Trustees is defined as:

Article VIII – Amendments

Amendments to these by-laws may be made by the membership with 15 days' notice of the amendment in writing. A simple majority is needed. The amendment must be approved by the Davie County Commissioners.

Khristen moved and David seconded the motion to approve updates to the trustee by-laws. Motion passed.

- There are 2 vacancies for the expired terms of Chris Hazlip and Dr. Regina Graham. Our trustees will submit recommendations to Board of Commissioners for Debbie Dotson, Barbara Harvell, and Jane McAllister to fill those positions.

There being no further business, the meeting was adjourned.

The next meeting will be July 20, 2023, at 4:00 p.m.

Respectfully submitted,

Khristen Mears and Lisa Nielsen, until new secretary can be selected