Davie County Library, Board of Trustees Meeting Minutes

> **Date & Time:** 11-20-2025, 4:00 PM
>
> **Location:** Davie County Public Library - History Room
>
> **Attendees:** Brent Ward, Teresa Bivins, David Joyner, John Chandler, Nikki Johnson-Faircloth, Jane McAllister, Glenn Mace, Derrick Wold

Call To Order

On November 20, 2025 the Davie County Library Board of Trustees meeting called to order by Board Chair, Brent Ward, at approximately 4:00 PM. The Pledge of Allegiance was recited by all in attendance.

Minutes - Chair Ward asked for any questions or comments regarding previous month, September 25, 2025, meeting minutes. No questions or comments were raised. Minutes were approved unanimously after a motion by Member McAllister.

Public Comments (limit of 3 minutes a person, 5 minutes for a group representative; 20 minutes total allotted for comment period) - No public comments were submitted.

Library Director Wold Report

Operations Report:

Cooleemee Building Project

- Current project status: the bid process is complete, target completion date is set at June 30, 2026 but they are actively working on timelines and costs. The incorporation of a “library of things,” kitchen, and breakout room are all attempting to be accounted for.

RFID Conversion

- All physical items within the library are tagged. Awaiting new computer arrivals so all the RFID software installation can be completed at once on staff all workstations. Once the software installation is complete, staff is to be trained on how to use the RFID equipment.

Marquee (Digital Sign) Conversion

- New marquee was installed in October 2025. A prior trained staff member departed so training of new staff is necessary, so the same information does not consistently cycle through.

Technology Lending Program (Hotspots and Chromebooks)

- There has been an elevation in non-returns since May 2025. Director Wold has initiated discussions with County management to identify ways funds can be recouped for those missing, non-returned electronic items. Director Wold has requested input from the Board for ideas to enforce compliance as Davie County is one of, if not the, first library in the area to offer this rental program.

- Non-returned equipment is marked lost after 90 days; replacement cost of $435 is applied after 90 days.

- Inventory: 25 Chromebook + hotspot packages; circulation ~10–12/month.

- Current safeguards for using Chromebooks & Hotspots:

    - Full library card; SSN on file; 6 months' good standing. Three signed agreements (Chromebook, hotspot, Internet policy), reminder cadence in place (2 weeks, 1 month, 3 months).
    - Privacy policy prohibits usage/location tracking; no public disclosure of patron identities
- Technical controls: Ability to shut down hotspot service; "bricking" has not reliably prompted returns.

Proposed Collateral Mechanisms and Compliance

- Further considerations for deposits or credit card holds (pre-authorizations); balancing fine-free practices and equity for those without cards. The uncertainty of the payment processor capability for holds/pre-authorization and all legal/privacy compliance, for alignment with county policies and state library privacy rules, would need to be explored. Government collections via Debt Set-Off permissible; property tax lien mechanism not applicable; county does not pursue third-party collections.

Staffing and Personnel

- Nicole Hamby appointed Adult Services & Technology Librarian (replacing Rachel Nelson)
- Open roles:
    - Customer Service Supervisor (Nicole covering in dual role).
    - Two part-time Library Assistants.
    - Administrative Assistant (vacated by Eli; Director covering duties).

Budget, Fiscal Planning, and Donor Funds

- Board provided updated budget
- Question raised about funds used for purchasing of books, Director Ward said 90% of the allocated funds are used but staffing continues to be a budget line that does not use all allocated funds due to staff turn over.

Donor Funds – $200,000 Donation

- Director Wold requested revisit of donated funds reviewed in September 2025 Board Meeting.
- Suggested Options:
    - Allocation to Cooleemee branch expansion.
    - Fund strategic planning engagement.
    - Donor recognition (plaque) and limited naming opportunities (section-level; county approval required).
    - Establish endowed/quasi-endowed fund at Davie Community Foundation (typical 4–6% payout; terms to be negotiated)
    - Funds can be carried over year to year, permissible with finance coordination.

Decision by Chair Ward for the official plan to be presented to the Board at January 2026 meeting for discussion and approval.

Capital Improvements

- Director Wold met with Brad Blackwelder to review pending capital improvement plans.
  - Carpeting replacement
  - Interior repainting,
  - Roof

  If only one project were to advance the selection would be carpeting. The ask is for walls to be painted as well. Roof replacement to be revisited based on findings of suggested inspection before requesting replacement. Brad to obtain estimates; manage bid process (typically three bids submitted).

ADA-Compliant Entryway – Courtyard (Front) vs. Back Entrance

- Recommendations requested from the Board for new ADA-Complainant entry point.
- Key considerations:
  - Back entrance: Security/visibility issues; Back-of-house and IT/mechanical rooms must remain secured (key fob access retained/updated), ramp non-compliance; complex logistics; generally disfavored.
  - Courtyard/front entrance: Requires ADA-compliant rework; robust drainage and grading; potential sliding doors; camera coverage; tree preservation where feasible. Favored location.
- RFID security gates required at any new entrance.

New Business

- Chair Ward announced no committees to report on.

Adjournment

Adjournment called by Chair Ward
Next meeting scheduled for January 15, 2025
Meeting Notes Completed by:
Nikki Johnson-Faircloth
Secretary DCLTB
11/20/2025
