

**Southern Shores Library Committee Meeting Minutes
June 20, 2019 at 6:00 pm**

Attendance:

Advisory Member (non-voting)	Jim Conners	yes
Committee Lead (voting)	Mike Fletcher	yes
Primary Member Southern Shores (voting)	Mary Lou Hoffert	yes
Primary Member Southern Shores (voting)	Lilias Morrison	yes
Primary Member Southern Shores (voting)	Kevin Wright	no
Primary Member Southern Shores (voting)	Loretta Michael	no
Primary Member Duck (voting)	Terri Cullen	yes
Primary Member Kitty Hawk (voting)	Gary Perry	yes
Alternate Member Southern Shores (non-voting)	Lee Fallon	no
Alternate Member ? (non-voting)	Wayne Barry	no
Alternate Member Kitty Hawk (non-voting)	Andy Stewart	no
Alternate Member Duck (non-voting)	Christian Legner	no

A majority of voting members was present
The meeting was called to order at 6:00 pm

- **COMMITTEE LEAD REPORT – *Michael Fletcher***
Welcome and call to order

- **APPROVAL OF PRIOR BOARD MINUTES**
No prior meeting

- **SOUTHERN SHORES ADVISORY MEMBER REMARKS – *Jim Conners***
 - Southern Shores Town Council established this Library Committee at the 4 June 2019 public council meeting. The committee is to be 7 volunteer members from the towns of Southern Shores, Kitty Hawk, Martin’s Point, and Duck with Jim serving as a non-voting advisor. Since there are more than 7 volunteers, it was decided to have 7 primary voting members with remaining volunteers serving as alternate, non-voting members. If primary member(s) are unable to attend a meeting, an alternate will fill their voting role(s).
 - Jim distributed copies of his 15 March 2019 public presentation and described the initiation of the idea for a library in Southern Shores and efforts that have been investigated to date.

- **LIBRARY COMMITTEE DELIVERABLES – *Michael Fletcher***
 - Per Jim’s hand-out this committee is to serve for 9-12 months with brief progress reports presented monthly to the Southern Shores Town Council. Goals are:
 1. Further assess interest in a branch library in Southern Shores;
 2. Explore options and costs to establish such a facility;
 3. Determine necessary next steps to implement this branch library idea;
 4. Complete any other related tasks deemed necessary by the committee; and
 5. Prepare a written summary of committee efforts and findings for presentation to the Southern Shores Town Council and the public.

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- Mike suggested using an online survey to determine interest in having a branch library located in Duck.
- Mike suggested that one or more Business Cases be prepared and given to the represented town councils for use in pursuing request to Dare County for a Southern Shores branch library.

- **OLD BUSINESS**

None

- **NEW BUSINESS**

- Gary Perry will attempt to locate a volunteer from Kitty Hawk to replace him as a primary member of the committee. He may continue to attend in an advisory capacity.
- These meetings are open to the public
- There was discussion on requesting some funding from the towns of Southern Shores, Kitty Hawk, Martin's Point, and Duck to augment the Dare County budget. It was decided not to pursue this, as it could be a complicating factor.
- Mike will request contact emails and phone numbers and distribute to the committee.
- Several tasks were developed and assigned:
 - TASK #1 (Mary Lou Hoffert): Contact Jonathan Wark, Directory of Eastern Albemarle Library System, to arrange an early July presentation on current library functions, current usage demographics, and budget.
 - TASK #2 (Lilias Morrison): Investigate options for library location including structure type, contacts for property, rental cost, lease availability, size, parking space, needed modifications, ease of access, current public use of the location i.e. "where people already go", and other pertinent issues.
 - TASK #3 (Terri Cullen): Request suggestions from local librarians on what they would suggest for branch services in Southern Shores.
 - TASK #4 (Jim Conners): Determine if Town of Southern Shores has a current contract with Survey Monkey and if it might be used to survey interest in a library branch in Southern Shores.

- **ADJOURNMENT**

Meeting was adjourned at 7:05 pm