

**Southern Shores Library Committee Meeting Minutes
August 1, 2019 at 6:00 pm**

Attendance:

Advisory Member (non-voting)	Jim Conners	yes
Advisory Member (non-voting)	Gary Perry	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 Duck (voting)	Kevin Wright	yes
Primary Member Southern Shores (voting)	Loretta Michael	no
Primary Member Duck (voting)	Terri Cullen	yes
Primary Member Kitty Hawk (voting)	Mary Bonsall	yes
Alternate Member Kitty Hawk (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 7:30 pm

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

- **APPROVAL OF PRIOR BOARD MINUTES**
Meeting minutes of 18 July 2019 were approved

- **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.

- **OLD BUSINESS**
 - TASK #2 (Lilias Morrison): Lilias provided an update on her activities. She met with Southern Shores Building Inspector and Fire Marshall, Buddy Shelton, and Southern Shores Planning Director, Wes Haskett, on space reconfiguration, fire regulations, flood insurance, parking, and zoning for library use of 6 Juniper Trail. No major obstacles were noted. Lilias will next contact an architect and structural engineer concerning reconfiguration of the space. She had visited the Hatteras Library, as it is a similar size to what is envisioned for Southern Shores. She provided pictures of the Hatteras setup.
 - TASK #3 (Terri Cullen): Request suggestions from local librarians on what they would suggest for branch services in Southern Shores. No update

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- Task #5 (Mike Fletcher): Mike established a sub-committee to prepare the survey. Loretta, Mary, and Terri will serve on this sub-committee with Mike as lead. The sub-committee will meet separately from the main committee and has a goal of early September to have a survey ready for distribution.
- Task #6 (Mary Lou): Mary Lou provided a spread sheet with square footage of the 3 Dare and 3 Currituck libraries plus other pertinent information. She will continue to add information to the spreadsheet.
- Task #7 (Jim): A list of questions was given to Jonathan Wark for discussion at the 1 Aug meeting. Task closed.
- Task #8: (Mary): Mary volunteered to investigate how Hatteras developed their library in stages. No update.

- **NEW BUSINESS**
 - Jonathan Wark, Directory of Eastern Albemarle Library System, participated in a discussion and answered questions on aspects of establishing a library in Southern Shores:
 - Jonathan provided a comprehensive Annual Statistical Summary for the Dare County libraries showing statistics and growth or decline over 1,2,3,5,10,15, and 20 years.
 - Current buildings are reaching storage and people capacity. Only Elizabeth City has quiet study space. Some books have hold lists of 100 people.
 - Additional funding would be required to provide a facility in Southern Shores, as current budget is underfunded now and would not support an additional library.
 - Currently funding is 10% state and 90% county
 - State funding would not increase for an additional library
 - Library receives two block grants based on number of people served and low income level of residents
 - Operating budget runs a fiscal cycle with next cycle being 1 July 2020 to 30 June 2021. Previously, it was a 2 year cycle so coming fiscal year had been approved and is not expected to see much change.
 - Budget is \$2.50 per person for library materials
 - Library has income from lost books, fines, and copying, FAXing, and printing services, but must support copiers and printers so not much, if any, income is realized.
 - The Capital Improvement Budget runs on a 5 year cycle and the next meeting of County Commissioners for this purpose will be in February 2020. It is hoped that Southern Shores library committee will be able to get a proposal in by this date.
 - Dare County Library Foundation is a 501c organization which supports the libraries. Any donations are funneled through this organization. It was hoped to allow funds to accumulate to where income would support material purchases, but some capital had to be used throughout the years.
 - As Dare County libraries provide services to non-residents, it was suggested to look into asking Tourist Bureau for some funds. Per Jonathan, this has been unsuccessful in the past.

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- 28% of users are from 27949 zip code
- Library cards are free to Dare county residents and property owning non-residents. Other non-residents are charged \$25 for a card.
- Per county regulations, volunteers may not serve as librarians.
- Per county regulations, there must be two staff members on duty at all times.
- It is important to create an awareness of the Southern Shores library effort and to emphasize that it is not meant to take away from existing resources.
- This committee is looking for a small, leased space that would be the right size to appeal to the towns. It is thought that two main uses would be for children and book pickup, as onsite collection could not be extensive.
- Kill Devil Hills serves a lot of children after school. There is a Safe Child policy which allows children alone in the library only if they are 5th grade or older.
- Libraries do not specifically support home schooling, but do assist home schooling parents when requested.
- Jonathan provided handouts on available library services and the higher cost for provide digital over physical materials. Digital is about 15-18% of borrowing. Nationwide there appears to be a leveling off of eBook borrowing possibly due to “digital fatigue”, i.e. “I looked at a computer all day, want to use a different format.” Audio book borrowing is still increasing.
 - A future agenda item will be investigation of grants for library startups and/or materials.
 - Next meeting will be soon after Labor Day.
- **ADJOURNMENT**
Meeting was adjourned at 8:40 pm