

**Southern Shores Library Committee Meeting Minutes
January 6, 2020**

Attendance:

Advisory Member (non-voting)	Jim Conners	yes
Advisory Member (non-voting)	Gary Perry	no
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	yes
Primary Member Duck (voting)	Terry Cullen	yes
Primary Member Kitty Hawk (voting)	Mary Bonsall	no
Alternate Member Kitty Hawk (non-voting)	Andy Stewart	no
Alternate Member Duck (non-voting)	Christian Legner	no
Guest	Elizabeth Morey	

A majority of voting members was present

The meeting was called to order at 5:30

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

- **APPROVAL OF PRIOR BOARD MINUTES**
Meeting minutes of 1 August 2019, 13 September 2019, 20 September 2019, and 11 November 2019 were approved by committee email and posted to the Southern Shores Town website.

- **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.

- **SURVEY PRESENTATION– Michael Fletcher**
The survey was closed on 31 Oct. 395 people took the survey of which 60% were from Southern Shores. Respondents were overwhelmingly in favor having a library branch in Southern Shores – 80% for, 17% against, and 3% not sure.

Mike presented the survey to:

Kitty Hawk Town Council on 4 November at 5pm

Southern Shores Town Council on 6 November at 5:30pm

Duck Town Council on 4 December at 7pm

Following council presentations, the survey results were posted on the Southern Shores Town website, the presentation was posted on the Kitty Hawk Town website, and an article appeared in The Outer Banks Voice (6 November 2019 edition).

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- **OLD BUSINESS**

- TASK #2 (Lilias Morrison): Investigate options for library location. Lilias provided a proposal from Towne Bank for use of their facilities at 6 Juniper Trail.

Taylor Sugg on behalf of Towne Bank has agreed:

- To lease 6 Juniper trail for the purpose of a Dare County Library Branch
 - Lease to be for 10 years at a cost of \$1.00 a year
 - Dare County to pay insurance and maintenance
 - Dare County Library and the County to be allowed to make changes as needed, per the House engineering plan
 - Changes to be paid by the Tenant, Dare County Library
 - Towne Bank would like to be acknowledged as benefactor of this wonderful opportunity.
- TASK #3 (Terry Cullen): Request suggestions from local librarians on what they would suggest for branch services in Southern Shores.
No update
 - Task #6 (Mary Lou): Provide pertinent statistics on Dare & Currituck libraries
No update
 - Task #8: (Mary): Investigate how Hatteras developed their library in stages.
No update.
 - Task #9: (unassigned): Investigate grants for library startups and/or materials.
No update.
 - Task #10: (Kevin): Prepare a summary of the survey comments
Survey summary was provided 2 November 2019 and included in the town council presentations. Task closed.
 - At the 1 Nov 2019 meeting there was discussion on options for initiating a library in Southern Shores, such as a full Dare Co branch library, a limited Dare Co branch library, a Dare Co automated borrow/return kiosk, and a limited option run by volunteers. Due to Towne Bank's generous offer, this was considered to be no longer necessary.

- **NEW BUSINESS**

Lilias offered a draft paper to be presented to the town councils of Southern Shores, Kitty Hawk, and Duck. There was much discussion and editing which produced a final format (attached) for presentation to the Southern Shores Town Council on 7 January 2020 followed by Kitty Hawk and Duck town councils on dates to be determined.

The presentation requests that the Southern Shores Town Council support establishment of this branch library and authorize the committee to both continue its efforts and present the project to Dare County Commissioners in time to meet the Dare County Budget deadline for years 2020-2021.

- **ADJOURNMENT**

Meeting adjourned at 7:00

January 6, 2020
Report of Town of Southern Shores Library Committee.

Mission: To determine the level of interest and feasibility of establishing a branch of the Dare County Library in Southern Shores.

This report is in three parts:

- 1. Findings of the Committee**
- 2. Feasibility**
- 3. Conclusions and Requests to the Town Council**

1. Findings of the Committee

The Committee conducted a survey of three northern beach towns: Kitty Hawk, Southern Shores and Duck. There were 400 responses. Of these, 80% were in favor of a Dare County Library Branch being set up in Southern Shores. (This being central to the three northern towns.) While numerous reasons for this were cited, the main consensus was that of convenience: saving time and gas, particularly in the congested summer months. It would fill a void between Corolla and Kill Devil Hills. Present users would go more frequently, and more would become users. As well as book loaning and reading, a computer section offering services for internet courses, resume preparation and job applications, and high-speed research would be welcomed, along with comprehensive access to news, periodicals and magazines. Further, through the initial meeting and survey, strong interest was expressed in having a community gathering and meeting space, permitting programs for adults and children to be brought to northern Dare County

2. Feasibility

The biggest factor in establishing a branch of Dare County Library in Southern Shores is finding suitable premises. The Committee pursued several possibilities, but one location stood out. The former law offices building at 6 Juniper Trail, Southern Shores has space available. It is centrally located and in an easily accessible location. The present owner of 6 Juniper Trail is Towne Bank. The estimated size of the proposed Library is 2000 sq. ft.- about the same size as the Hatteras and Corolla Libraries. Towne Bank has offered to lease this space for a branch of the Dare County Library for \$1.00 a year for ten years. The Committee checked out the Zoning, Building Compliance and Fire Safety Compliance. The building is presently zoned for office use. A modest zoning change would be necessary to permit use as a Library. Modification of the structure would have to be made in order to meet requirements of Dare County Library operating space. An engineered plan has been developed and approved by Towne Bank. The cost of modification, capital improvement would be the responsibility of the tenant, Dare County.

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3. Conclusions:

- The survey results indicate to us that there is strong interest and enthusiasm in establishing a Dare County Library Branch in Southern Shores for a variety of reasons and uses.
- The 6 Juniper Trail location is well suited for establishment of a Library. Additionally, the lease terms on the 6 Juniper Trail property offered by Towne Bank are extremely generous and would allow the library to be operated at comparatively low cost for at least ten years.

The Committee Requests:

- That the Southern Shores Town Council support establishment of a branch of the Dare County Library at 6 Juniper Trail in Southern Shores to benefit residents of Southern Shores, Duck and Kitty Hawk.
- That the Southern Shores Town Council authorize the Southern Shores Library Committee to continue its endeavors and to present this project for implementation by Dare County Commissioners in time to meet the Dare County Budget deadline for years 2020-2021.

Thank you for considering this matter,
The Town of Southern Shores Library Committee
Chairman, Mike Fletcher.

Members: TOSS - Jim Conners, Councilor

Mary Lou Hoffert, Loretta Michael, Lillas Morrison

Town of Duck - Terry Cullen, Kevin Wright

Town of Kitty Hawk - Gary Perry, Mayor

Andy Stewart, Town Manager

Mary Bonsall

Note: Upon approval of the Branch Library project by Southern Shores Town Council, the TOSS Library Committee will present the project to both the Town Council of Duck and the Kitty Hawk Town Council for their support and approval before presentation to Dare County Board of Commissioners.

Proposed Library Site at 6 Juniper Trail

