

Southern Shores Library Committee Meeting Minutes January 30, 2020

Attendance:

Advisory Member (non-voting)	Jim Conners	no
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)	Terri Cullen	yes
Primary Member Kitty Hawk (voting)	Mary Bonsall	yes
Alternate Member Duck (non-voting)	Christian Legner	no

A majority of voting members was present
The meeting was called to order at 1:00

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

- **APPROVAL OF 16 January 2020 BOARD MINUTES**
Meeting minutes of 6 January 2020 were updated
Motion to approve as updated by Terri Cullen 2nd by Kevin Wright
Minutes were approved by unanimous vote

- **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 #9: (unassigned): Investigate grants for library startups and/or materials.
In abeyance until after Dare County Council presentation

 - Task #10 (Loretta, Kevin, Lilias): Prepare strawman PowerPoint presentation
Kevin presented PowerPoint format and Loretta provided initial presentation points draft which was circulated and edited by email. Draft slides will be developed from data in brochure and passed by email for editing.

 - Task#11 (Lilias): Prepare strawman hand-out/brochure
Lilias presented draft brochure which was commented on and revised into final format. PowerPoint presentation will be drawn from brochure. Task closed.

 - Task #12 (Terri): Secure a presentation spot on Dare County Council meeting schedule, preferably on 18 Feb 2020
Terri has Library Committee presentation on Dare County Council meeting schedule for 18 Feb 2020. Task closed

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- Task #14 (Loretta): Arrange a meeting with Jonathan Wark, preferably prior to 18 Feb 2020
Loretta arranged a meeting with Mr. Wark for 4 Feb. Task Closed.
- Task #15 (Mike): Contact Jim on his discussion with Bob Woodard
Mike spoke with Jim and determined that discussion with Mr. Woodard was just a general conversation. Task closed.

- **NEW BUSINESS**

- Following a comprehensive edit of the brochure, action items were assigned in preparation for presentation to Dare County Council.
 - Task #6 (Mary Lou) Provide names of local Book Clubs to Terri.
 - Task #17 (Lilias & Mary Lou) Complete brochure.
 - Task #18 (Lilias & Terri) Complete county presentation form.
 - Task #19 (Mike) Locate copy of sign-in sheet from initial community presentation by Jim on 17 March 2019.
- Significant upcoming dates:
 - 3 Feb – Kitty Hawk Town Council presentation
7 pm at 101 Veterans Memorial Drive in Kitty Hawk
Mary to present
 - 4 Feb – Meeting with Jonathan Wark
Lilias and Loretta
 - 10 Feb – Slide show and request form due to Dare Co
Lilias
 - 18 Feb – Presentation to Dare County Council
5 pm at the Board of Commissioners meeting room adjacent to the Dare County Administration Building, 954 Marshall C. Collins Drive in Manteo
Lilias to present

- **CONCLUSION**

A meeting will be 7 February at 12:00, if deemed necessary by Mike
Next definite meeting will be 13 February at 10:00

Meeting adjourned at 3:04

- **NOTE OF 18 FEB 2020**

Brochure and slide presentation were vetted by emails and meetings of 7 Feb and 13 Feb were deemed unnecessary.