



FRIENDS OF THE PAMLICO COUNTY PUBLIC LIBRARY
November 12, 2024, MEETING MINUTES

Attendees: Jessie Aldridge, Carolyn Bartz, Rich Bartz, Shelia Cantine, Bonnie Cap, Mary Hiatt, Dr Sue Lee, Sidney Phibbons, Dr Josh Rose

1. Call to Order: Bonnie called the meeting to order at 5:35PM.
2. Review Agenda: Bonnie presenting. Leaning on the board for involvement with upcoming move to the new facility.
3. Review 2024 Budget:
 - a. Rich presenting. Budget has been updated for all 2024 expenses.
4. 2025 Budget:
 - a. Interim insurance coverage is required until ownership is transferred.
 - b. Increased publicity line.
 - c. Library was able to offer programming at reduced cost in 2024. An increase in funding was requested for 2025, and FOL will try to honor the request.
 - d. Donations moved to FOL Vanguard Building Fund
 - e. Mary moved to accept the proposed 2025 budget. Shelia seconded. Unanimous approval.
5. Library Report
 - a. Sidney presenting
 - b. 2024 expenses were less than expected thanks to community support. Many of the programs offered were at little or no cost to the library.
 - c. Design plans and quotes for the interior of the library are in review by the Craven/Pamlico Library. Staff is pursuing CPRL funding options.
 - d. Focus of design will be children's room. The new space will be 2 to 3 times the existing children's space. With a secondary focus on the Young Adult area.
 - e. Plan to move the blue shelving that was donated to the library. Quote for professional movers is \$8,000. Staff pursuing funding through the region. Should be bulk of moving expense.

- f. Transfer of the new library to county is planned with no additional expense for the county.
 - g. Mary asked what is the best way to use a donation that the patron wants used for a specific project. Sidney recommended that it would be great as a match that can be used when applying for grants. Staff is working on getting info on the projects currently.
 - h. Circulation desk is still in works. One quote has been received. Potential anonymous donor has asked to see plans once they are finalized by CPRL. Estimating \$20K to \$40K for our needs.
 - i. Bonnie asked about shelving in the children's library. Sidney working on an hour by hour foot traffic analysis to determine peak hours and plan for the new library as well as community input on hours
 - j. Assuming the children's room and circulation desk are complete, Sidney estimates June 1 move with potential to use Hollowell Annex to avoid any gaps in service to the community.
6. Project Oversight Committee
- a. Rich presenting. As of 11/12, there is a \$12,561 contract shortfall. Possibly one more change order expected.
 - b. 1 March completion date is still expected.
 - c. ADA doors have been approved. With the doors and the support rails on the deck and ramp, library will have full ADA access.
 - d. Reception slider window – used old drive thru slider. Inclusion in plans saves personnel costs. Allows 1 person to serve 2 areas if needed.
7. Review of Proposed Board Members, FOL officers for 2025
- a. Bonnie presenting
 - b. Proposed board members: Dr Josh Rose, Dr Sue Lee, Shelia Cantine, Jim Kellenberger
 - c. Proposed FOL officers: Bonnie Cap, President; Mary Hiatt, Vice President; Rich Bartz, Treasurer; Carolyn Bartz, Assistant Treasurer; Jessie Aldridge, Secretary; Eileen Bell, Assistant Secretary
8. Artisan Sale / Nov 2nd Fundraiser
- a. 11 or 12 people participating in Artisan sale. Asking that artists donate as they are able.
 - b. Fundraiser sold out in under 25 minutes. ADA door line item is completely funded.
9. Considerations for Transfer of Property Ownership

- a. A special meeting will be called to discuss transfer and ribbon cutting. CPRL staff will determine library needs and will follow up with FOL.
 - b. If county does not accept transfer of property, CPRL will take over. There is no expectation that Pamlico County will not accept ownership
- 10. 2025 Meeting schedule
 - a. Will continue with quarterly meetings on the third Thursday of the month. Tentatively moving time to 5:15.
 - b. Tentative dates – Jan 16, Apr 10, Sep 18, Nov 20
- 11. Adjournment: The meeting was adjourned by Bonnie at 6:12PM.