

# GREENSBORO PUBLIC LIBRARY BOARD OF TRUSTEES

**Monday, November 21, 2016  
4:00 p.m.**

## MINUTES

*Greensboro Public Library - Central Branch  
219 North Church Street – Hemphill Board Room  
Greensboro, NC 27401*

**MEMBERS ATTENDING**  
(Voting)

**STAFF**

**ABSENT**

**LIAISON**

1	<b>Carolyn Chappell, Chair</b>	Carol Hart	Netta Cox	Kay Cashion
2	<b>Sandra Cramer, Vice Chair</b>	Dena Keesee	Viola Fuller	
3	Trudy Atkins		Willie Taylor	
4	Chris Carlson		Amanda Wils	
5	Ivan Cutler		Brigitte Blanton	
6	Mary Espinola	<b><u>GUESTS</u></b>		
7	Penny Smith	Cham Edmiston - GHM		
8	Bill Finley	Darren Bracey, ECU Student		

***CALL TO ORDER***

- Carolyn Chappell, Chair, called meeting to order at 4:00pm.
- Chair announced to Board, approval of October 17, 2016 Minutes would be held until a quorum was present.

***CHAIR REPORT***

- Chair thanked Vice Chair Sandra Cramer for facilitating October meeting.
- Chair presented 2017 meeting dates to Board, (*Attachment One*) approved at the October meeting, pointing out there would be no meeting in December 2016, July 2017, and December 2017.
- Chair went over the following updates for 2017:
  - Secretary will provide notebooks for each Board Member at the January meeting to help keep up with meeting notes, handouts, etc. Board Members should bring notebooks to each meeting.
  - Chair reminded Board Members about attendance policy and the need for a quorum for voting purposes.
  - Chair reminded Board Members to notify secretary, in advance, if they are unable to attend meetings.
  - Chair asked Board Members to review Minutes prior to each meeting.
- Chair informed Board that Viola Fuller and Penny Smith agreed to stay on the Board until City Council appoints their replacement (terms expired on August 15, 2016).

***DIRECTOR REPORT***

- Carol Hart, Greensboro Historical Museum Director reported for Library Director Brigitte Blanton.
  - Board informed that the Budget season has begun.
  - The \$2M Planning & Design bond for the Windsor-Chavis Center passed. Start date to be determined as Parks & Recreation has several projects on the bond.
  - Library Director had a successful meeting with Dr. Sharon Contreras, Superintendent of Guilford County Schools. An update of meeting will be forthcoming.
- Chris Carlson, President of the Greensboro Historical Museum introduced Cham Edmiston. Cham will be the incoming President in 2017 and Liaison to the Board.

## ***COMMITTEE REPORTS***

### **Friends of the Greensboro Public Library – Bill Finley**

- The Friends of the Greensboro Public Library held its annual Fall Book Sale, October 6-8 with total revenue of \$3,730.64.
- The Friends of the Greensboro Public Library are looking to assign a representative to the Friends of the North Carolina Public Libraries. The Friends of the Greensboro Public Library hosted the annual meeting of the Friends of North Carolina Public Libraries on October 22 at the Central Library. Thirty-five people attended this meeting, which combined a business meeting with several speakers on various topics of interest to Friends' groups for public libraries. The Friends of the GPL provided breakfast for this meeting.
- The Friends of the Greensboro Public Library's Annual Luncheon has been scheduled for June 8 at Revolution Mills Events Center with Lisa Lucas, Executive Director of the National Book Foundation, as guest speaker. Ms. Lucas will also be speaking at the Library on June 9.
- The Spring Book Sale has been scheduled for April 6-8.
  - Comment/Question: Each year, the Friends of the Library has provided 35 books for the Juvenile Detention Center for Children; 8-16 years of age. Willie Taylor works with the Friends to put these books together for us. Do you have any books left? We would need them by December 21.
  - The Friends have quite a few books and DVDs left. Bill Finley to follow up on this project.

### **Advocacy – Ivan Cutler**

- We would like to identify ways for the Library to present (in a non-groveling way) at City Council and County Commissioner meetings and other social gatherings, the strengths of the Library (including funding as being important).
  - Comment: Be selective in your comments; highlight the positive.
- Perhaps if a child were to make the presentation, saying "my assignment was.... and the Library was instrumental in ...." If the presentation is done appropriately.
  - Comment: The first of the year would be best (Jan-Mar), letting the elected officials know the value of the Library is ongoing. Maybe February or March. The Commissioners will listen to children.

### **Historical Museum – Chris Carlson**

- This will be Chris' last meeting as Cham Edmiston is the incoming President for 2017.

### **Past Activity**

#### **Ghoulash**

- The Museum's Richardson Park was the site of the annual Ghoulash Halloween event, with Museum programming of a story teller in the cemetery and Ghost Tours. Over 500 people participated in the cemetery tours.

#### **Belle Meade Society**

- The fall dinner for the upper level donors was well attended, with approximately 55 people. Mac Carter's talk on the Underground Railroad was particularly well received.

#### **Community Outreach & Programs**

- Dept. of Agriculture, as part of a national meeting, Immanuel Baptist Church and Corinthian 542 Masonic Lodge all invited the director to speak on Dolley Madison's Red Dress.
- Dr. Carolyn Karcher's Wednesday evening October 26 lecture on Albion Tourgee: His Life and Role in Plessy v. Ferguson had 18 people, mostly from UNCG. The Q & A was lively.

#### **Exploring the Past Through Archaeology: From Local to Global**

- The Museum is collaborating with UNCG's Department of Anthropology on a family archeology day program on Nov. 5 (1-4pm) at the Caldwell Center.
- "Family Friendly Activities" (e.g., sand stratification in cups/plastic boxes; coloring; pottery making)
- Research posters for UNCG archaeology, the State Office of Archaeology (OSA) promises their archaeology month posters which are about public archaeology. We will put out one of Ken's Caldwell reports as an example for Caldwell.

- UNCG students will handle the education programs; Museum staff will take the opportunity to do some surveys and qualitative analysis for future programs and exhibits.

### **Murphy Collection**

- Met with GHM Inc. legal counsel Pat Haywood, who is reviewing all documents and will summarize obligations.
- We continue to receive emails from Sons of the Confederacy and those interested in weapons. Most have a number of assumptions that we are addressing and will be commenting on in the future. We have identified the new location for a smaller display where the current Dolley Madison exhibit resides, and will be contacting City communications with help on a marketing piece.
- Annual dinner was a success with approximately 100 in attendance.
- Successful gift shop event on November 12.
- Murphy Collection (Confederate firearms) is closing. This exhibit has taken up an enormous amount of space for the last 16 years and we are confident that we made the best decision to support the mission and vision for the Museum.
- The year in review:
- Goal was to change perception among many who feel the Museum is not relevant or interesting to them – or that it’s the same Museum it was 20 years ago.
  - New name and logo – a more modern/inclusive image, a signal of progress.
  - Lots of fun events for general public.
  - Lots of fun events/benefits for members – resulting in a net gain of about 50 members.
  - Great exhibits (different and innovative).
  - Financially we are in good shape – one weakness is shop - and now have a new vision for our shop we believe can keep revenue steady and decrease operating costs. Next year we will execute that vision and it will be a major project.
  - Regarding the board specifically, good core segment of board that was passionate about the Museum, worked hard, enjoyed serving the community and working with each other.
  - Next year we are losing two very active members, but losing more less-active members.
  - Membership up and younger, but not as diverse as we would like. We want our membership to closely reflect our visitor population.
  - We need to recruit and develop more talent in the area of raising money.
  - Overall, it’s been a good year for the Museum and the Board; in Cham, we have an effective, proven leader who is very well-respected by the Museum Board and staff. We will be enthusiastic and proud to support him next year and hope you’ll enjoy hearing about our journey.
- Parade Day is December 2; Santa will be coming to the Museum.

### **CHAIR REPORT**

- Chair called for approval of October 17, 2016 Board Minutes. Motion to approve by Sandra Cramer; seconded by Ivan Cutler.

### **OLD BUSINESS**

- None

### **NEW BUSINESS**

- Guilford County Commissioner Kay Cashion inquired if the Library would have an interest in her collection of old magazines such as Architecture Digest, etc.
  - Chair stated that she would check with the Library Director.
- GCC Cashion informed the Board that she had been in Raleigh supporting the restoration being made to the North Carolina State Capitol building and presented to the Greensboro Public Library a copy of “The North Carolina State Capitol” publication by John L. Sanders reflecting some of those restorations which included its original colors from 1840. GCC Cashion informed the Board that she wished to present each library in

Guilford County with a copy of the publication and inquired if it would be possible for the Central Library to host a media event surrounding the presentation of this publication.

- Chair stated that she would check with the Library Director.
- Question: Can the publication be purchased?
- Yes. Through the State Capitol Foundation.

***OTHER***

- “Books on the Fly” was shared with the Board -- Rochester Public Library (*Attachment Two*) from OverDrive Media Console.

Chair called for adjournment. Motion to adjourn by Trudy Atkins, seconded by Penny Smith.

Meeting adjourned: 4:37pm



# Greensboro Public Library

*Attachment  
One*

## Board of Trustees Meeting Dates

2017

January 17, 2017	(Tuesday)
February 20, 2017	(Monday)
March 20, 2017	(Monday)
April 17, 2017	(Monday)
May 15, 2017	(Monday)
June 19, 2017	(Monday)
July 2017	No Meeting
August 21, 2017	(Monday)
September 18, 2017	(Monday)
October 16, 2017	(Monday)
November 20, 2017	(Monday)
December 2017	No Meeting

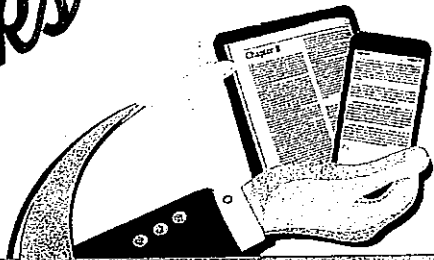
All Board of Trustees meetings are held on the "third" Monday of each month at 4:00 p.m. in the Hemphill Board Room, 2<sup>nd</sup> Floor, at the Central Library (219 North Church Street), **except** the January meeting, which is held on the third Tuesday.



Read ebooks and listen to audiobooks on your

# Android or Apple Device

Rochester Public Library  
*Books on the Fly!*

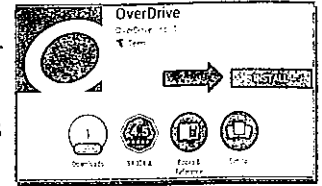


1

• Search your device's app store for **OverDrive**.

• **INSTALL** Overdrive.

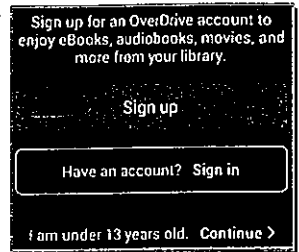
• **Accept** request for OverDrive to access photos/media/files.



• After the app has been installed, **open** it.

2

You will then be asked to sign up for an OverDrive account.



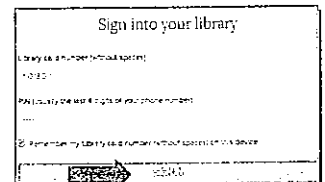
• Select **Sign up**. (If you are under 13 years of age, select **Continue >** to avoid sharing any personal information.)

• Select **Sign up using library card**. (If you do not have a permanent Rochester Public Library card, you may sign in with Facebook or create a new account with your name and email address.)

• On the Find Your Library page, search by location for **Rochester MN**.

• Select Rochester Public Library.


• Sign into your library by entering your library card number and PIN; select **SIGN IN**.

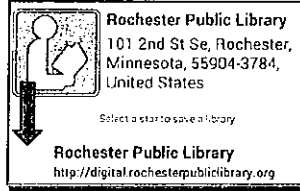
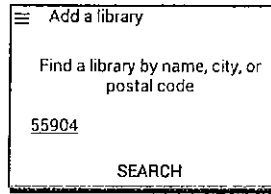


• If you are taken to a Finish setting up page, select **Yes** or **No** under Are you 13 or older?, then select **Sign up**.



### 3

You will then be taken to the Add a library screen.


- Enter the Rochester Public Library postal code (**55904**) and select **Search**.
- If given the option, tap the star icon  to set Rochester Public Library as your default library.
- Select **Rochester Public Library**. This will take you to the RPL digital catalog.



### 4

- Select the menu icon  to browse the digital collection by format and/or topic.
- Tap the magnifying glass icon  to search for a specific title by author or title.

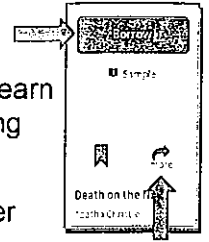


**NOTE:** Available titles will have a dark grey book or headphones icon in the upper right corner of the cover. If it is checked out by another patron, the icon will be . You have the option of reserving unavailable titles by tapping the cover, then selecting **Place a Hold**.



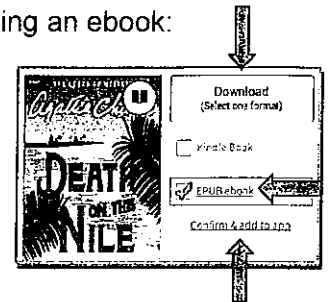
### 5

- To check out a title, tap the book cover and select **Borrow**. If you would like to learn about the item before checking out, tap **more**.
- Enter your library card number and PIN.
- Select **Sign In**.




### 6

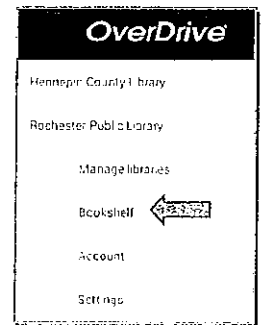
- If you are downloading an ebook:
  1. Tap **Download** (select one format).
  2. Check the box next to **EPUB ebook** (even if using a Kindle tablet).
  3. Tap **Confirm & add to app**.









- If you are downloading an audiobook, tap **Add to app (MP3 Audiobook)**.

### 7


- If you are not automatically taken to the OverDrive app, tap the OverDrive home menu icon  in the upper left corner of the screen.
- Tap **Bookshelf** (if not taken there directly), then select the book cover of the title you would like to read or listen to.



8

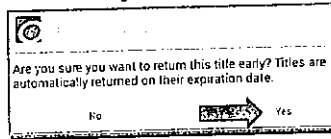
- Tap the center of the screen and then the following icons to:
  1.  Adjust reading settings and font size
  2.  Place bookmarks
  3.  Go to a different chapter, view bookmarks, or share via Facebook or email
  4.  or  Go back to your bookshelf
  5.  Adjust font size (Apple devices)

9


- Downloadable items are automatically returned on their expiration date. However, if you would like to return ebooks early, go to the Bookshelf (located under the OverDrive home menu ).

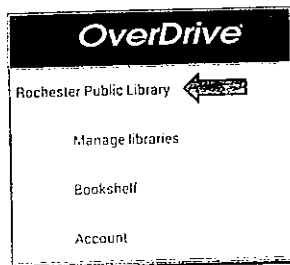



- Press and hold the book cover and select **Return to Library**.
- Select **Yes** or **Return**.

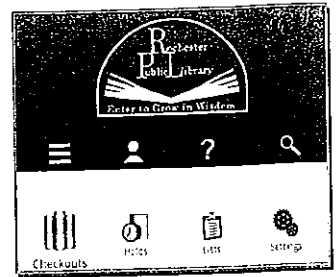



10

- To check out additional titles or view eAccount information, tap the OverDrive home menu icon .
- Select **Rochester Public Library** to open the RPL digital catalog.



- Once in the digital catalog, select the **Account** icon  to modify default checkout settings or to view current checkouts, holds and lists.



- Tap on the **Search** icon  to find additional titles.

11

With the latest version of the OverDrive app you can sync your progress and bookmarks for ebooks, audiobooks, and streaming video across multiple devices.

If you install OverDrive and use the same OverDrive Account (i.e. register with the same library card number) on each device, **syncing is automatic**.

If you did not use the same OverDrive account on all devices and would like to sync them:

- Deauthorize and uninstall the OverDrive app on each device you would like to sync.
- Reinstall OverDrive app (see **Steps 1-3**).
- Download the title(s) you would like synced to each device.
- From there, **syncing is automatic**.

2016

**Questions? Call 507.328.2305**  
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[www.rochesterpubliclibrary.org](http://www.rochesterpubliclibrary.org)