

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES MARCH 17, 2016

I. CALL TO ORDER

Chair Montoya called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, March 17, 2016 in the activity room of the Bordeaux library.

Trustees Present: Chair Daniel Montoya, Vice Chair Brian Tyler, Donald LaHuffman, Connette McMahon, Paige Ross, Betsy Small and Katrina Tiffany

Present from the Library: Director Jody Risacher, Division Manager for Collection Development & Infrastructure Cathy Rudelich, Marketing & Communications Division Manager Kellie Tomita, Bordeaux Branch Manager Mary DiRisio, Business Manager Jessica Hullender, Bordeaux IS Librarian I Denice Enstine, Computer Technician Darryl Ferguson and Admin. Coordinator to the Director Marili Melchionne.

Others Present: Liaison County Commissioner Glenn Adams

A. INTRODUCTION OF SPECIAL GUEST: Friends of the Library President Angela Ray gave the following report:

- There are currently 298 Friends members for 2016. The “Miss You” mailing (a form letter sent to those who have not renewed their membership) will be sent out in mid-April.
- The February book sales brought in a total of \$8,206 and the Juvenile Detention Center (JDC) purchased \$300 worth of books in early March.
- The next book sales will be May 17 (members only) and May 21 (public).
- The next Friends meeting will take place on May 3rd and Katrina Tiffany is scheduled to attend on behalf of the Trustees.

II. APPROVAL OF TODAY’S MEETING AGENDA

MOTION: Trustee McMahon moved to approve today’s meeting agenda.

SECOND: Trustee LaHuffman seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF FEBRUARY 18, 2016 REGULAR BOARD MEETING MINUTES

MOTION: Vice Chair Tyler moved to approve the February 18, 2016 minutes.

SECOND: Trustee Tiffany seconded the motion.

DISCUSSION: None

VOTE: Unanimous

IV. DIRECTOR’S REPORT

A. Introduction of new librarian staff: None

B. Service Award Recipients: None

C. Director’s Update:

1. Library Endowment Trust (LET) Fundraising Committee Update:

Committee Chair Roberta Waddle and Cumberland Community Foundation (CCF) Director Mary Holmes attended the Friends March 1 board meeting. Ms. Holmes discussed the concern with the name of the fund. The use of the word “trust” is troublesome as it is an incorrect legal term to use with this type of fund. It is possible that bequests to the LET may fail.

Ms. Holmes recommended that the Friends start a new fund. CCF has offered to waive the \$10,000 threshold usually required to start a fund. At the March 1 Friends board meeting, the board voted to start a new fund and developed a task force to provide some possible names. The LET will still accept donations but the emphasis will be on the new fund. The Friends also voted to create a new match of \$12,500 to attract donors. A meeting is scheduled for April 1 with a fundraising consultant. The consultant may be hired to develop fundraising strategies. The LET committee will meet on Tuesday, March 22.

Vice Chair Tyler suggested that discussions about a new fund name be discussed with the Board of Trustees. He was asked and agreed to be a liaison between the Trustees and the Friends on the matter of the name.

2. Work Force Development Board Computer Grant:

The \$50,000 purchase order was received on March 16 allowing staff to order the replacement laptops and notebooks. However, the computers will not be available for use at the upcoming Department of Social Services (DSS) job fair on March 23. Staff will compile statistics and a report will be submitted to the Workforce Development Board Director on library activities in support of workforce development.

3. NC Works Job Training (formerly the Employment Security Commission):

NC Works Career Center offered library staff training on the software used to register employment-seeking clients. Many employers are already entered into the system. Library staff will develop training materials to ensure that public services staff know how to assist customers. The system allows job seekers to develop a resume and explore employment opportunities in the area.

4. Library in the News:

The ending of the wildly popular *Downton Abbey* TV show provided an opportunity to invite dedicated fans to dress in period style, enjoy refreshments and mourn the loss of a great story and characters.

5. Local & State History (L&SH) Success Story:

Staff from the L&SH room assisted four soldiers in January & February 2016 as part of a research team working for the 82nd Airborne Museum. Using *Ancestry.com*, staff helped the researchers fill the gaps in the history of records for the accidental/training accident deaths from 1945-1976. Utilizing the data, staff helped the researchers find obituaries and articles they needed from the microfilmed *Fayetteville Observer*.

6. New Adult: Job and Career Program:

Twenty-one photographers attended the first session of *So You Want to Be a Photographer?* program. Eleven dedicated photographers came to the second session in spite of tornado warnings.

7. New Furniture at Headquarters and Voting at North & East Regional libraries:

Headquarters library received new chairs. This purchase supports one of the five year plan's goal of providing a comfortable and welcoming place for customers.

North and East Regional libraries are utilized as official voting sites and early voting activities can be accessed at North Regional.

8. Successful February & March Events:

The following programs were highlighted:

- ✓ Piney Woods Boys
- ✓ Author Scott Mason
- ✓ Friends of the Library Book Sales
- ✓ Job Search Boot Camp
- ✓ Dr. Seuss Story Time
- ✓ 3Dprinting for Teen Tech week

9. Outreach Event Highlights:

Emerging Adult Services Specialist Jennifer Hatcher presents a monthly program at the Juvenile Detention Center (JDC). She offers programs on job & career, financial literacy and writing skills.

Hatcher presented at an outreach at Pauline Jones Middle School on new technology. Several teens stayed after school to ask questions about upcoming programs and to play with the Squishy Circuits and Cubes. Hatcher also met some of the same students at the regular meeting of the Teens Making a Change (TMAC) sponsored by Communicare.

10. 2016 Storytelling Festival Highlights:

Many attendees enjoyed the programs of the 2016 Story telling Festival:

- ✓ Cartooning Workshops with Dave McDonald
- ✓ Think Bigg with Trent Arterberry
- ✓ Master Storyteller Vicky Town

11. The Library in the News:

The *Fayetteville Observer* ran an article in the Saturday Extra on the Scottish heritage library fair which featured history and games.

12. L&SH Program Highlight:

Seabrook Elementary 5th grade science students participated in an alternative way of attending the North Carolina Weather program held at Headquarters Library on March 15 through a Skype connection.

13. Transition time at the Library:

Library staff are celebrating the retirements of three long-term employees:

- Kenneth Young – IT Manager
- Susan Parrish – Community Relations Manager
- Mary McArthur – Cataloguer/Supervisor in Technical Services

All three have made significant contributions to the library over their decades of service. They will be greatly missed.

The library will be hiring for their positions. This is an opportunity to re-organize. Risacher promised to share the proposed organizational changes with the trustees at the appropriate time.

V. OLD BUSINESS

A. Review & Approve the FY 2016-2017 Budget – Director Jody Risacher

Risacher remarked that the budget process is complicated this year by the introduction of a new accounting software implemented by the county called *MUNIS*. Staff have started training on the software.

Risacher directed the trustees to their budget binders and referenced the memorandum with the budget summary of the library's needs and other pertinent budget information.

Initially a YS Manager position had been listed as a supplemental request. In discussion with County Admin., it was evident that new funds were not likely to be allocated next year. In order to develop this needed position, two vacant library positions were combined with other available funds in a proposal to create the new position. This request has been submitted for approval through county management.

Replacement computers remain a request on the Supplemental Request Budget.

Risacher gave an overview of the proposed FY 2017 budget of \$11,073,217. The focus of the discussion was on fund 4402, the regular library budget.

Risacher proceeded with an overview of line items to include the following points of note:

- Personnel line items are pre-entered by the county.
- Fuel costs were decreased due to declining gas prices.
- Computer Hardware line item was reduced. Receipt of supplemental funds last year were backed out for the FY17 proposed budget.
- Monies are being moved between budget lines in order to accommodate upcoming projects within facilities.
- Due to reported increased costs from the security company that provides guards for several locations, the line item called Contracted Services sustained an increase. Library administrators reduced the number of security guard hours at most locations based on door count studies, incident reports and overlap of hours (HQ).
- COM production line item represents a contract with OCLC company, which provides electronic records for materials. Risacher promised to provide some follow-up explanation for this service.
- Unique Management is a collection agency used by the library. A line item budgets \$50,000 to pay the company for its services. It is a budget-neutral expense in that a customer account sent to collection is assessed a \$10 fee to cover the agency cost. Trustees suggested that the return of the agency could be budgeted. Risacher promised to approach county management and report back to the trustees.

At 10:27 a.m., noting the time, Chair Montoya asked for a motion to extend the meeting:

- MOTION:** Trustee Tiffany moved to extend the meeting as needed.
SECOND: Trustee Small seconded the motion.
DISCUSSION: None
VOTE: Unanimous

Revenue: State Aid was increased by \$1 million by the state legislature and distributed by formula to all public libraries. Cumberland County is budgeting an increased amount. Efforts to push for restoration of State Aid will continue through the director's professional organization.

Court Library: The group discussed the need for the Court library. It is budgeted at \$95,748. It was agreed by the two attorneys (Trustee Tyler and Commissioner Adams) that most law firms and judges have use of their own resources and do not need a Court library. The budgeted figure of \$35,000 to purchase books & periodicals was questioned as excessive. It was suggested that the Court library could be modified and reduced to work space with some laptops. It was also suggested that its services could be moved to the Headquarters library.

Risacher reported that staff are preparing a use study of the Court library to be submitted to the County Manager.

Raising A Reader: This activity is funded with State funds administered through the Partnership for Children. The library provides management and oversight over the program and its one employee. It is a well -designed literacy based program which focuses on daycares that feed into under-performing schools.

- MOTION:** Vice Chair Tyler moved to approve the 2016-2017 budget as presented.
SECOND: Trustee LaHuffman seconded the motion.
DISCUSSION: None
VOTE: Unanimous

VI. NEW BUSINESS

A. Switch Trustee Meeting Locations for May 19 to Hope Mills and October 20 to West Regional – Director Jody Risacher

Risacher noted that a request from the Hope Mills Branch Manager to switch the meeting locations is due to a work-related conflict. She is the chair of a North Carolina Library Association (NCLA) committee that will be meeting at that time.

MOTION: Trustee Tiffany moved to approve the meeting location switch as requested.

SECOND: Trustee Small seconded the motion.

DISCUSSION: None

VOTE: Unanimous

B. Bordeaux Branch Library Report – Mary DiRisio, Branch Manager

DiRisio presented previous year's statistics about the Bordeaux library. Both adult and youth program attendance has increased from the previous year. Book a Librarian sessions have nearly doubled with a total of 183 for the year.

The 30th Anniversary celebration was highlighted which took place on December 16, 2015. A time capsule was opened in front of a room capacity crowd.

C. Other Business: The board was reminded that State Library board training will take place following the April 21 board meeting held at North Regional library.

VII. ADJOURNMENT

With no additional business to discuss, Chair Montoya adjourned the meeting at 10:45a.m. on a motion by Trustee Ross with a second by Trustee Tiffany.