

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES FEBRUARY 16, 2017

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, February 16, 2017 in the Meeting Room of the North Regional library.

Trustees Present: Chair Daniel Montoya, Donald LaHuffman, Paige Ross, Betsy Small and Katrina Tiffany

Trustee Absent: Vice Chair Brian Tyler

Others Present: Commissioner Glenn Adams

Present from the Library: Director Jody Risacher, Deputy Director Cotina Jones, Marketing & Communications Division Manager Kellie Tomita, Division Manager for Collection Development & Infrastructure Cathy Rudelich, YS Division Manager Megan Smith, Programs & Services Division Manager Nora Armstrong, North Regional Branch Manager Mary Campbell, IT Support Tech I Keith Nease, Service Award recipients (see table below), and Admin. Coordinator to the Director Marili Melchionne.

A. INTRODUCTION OF SPECIAL GUEST(S): Friends of the Library President Amy Garner reported on the following items:

- There are currently 201 members for 2017. The Friends Board is aiming for a goal of 675 members in 2017. Garner challenged the board members to join the Friends and bring in additional members. There is also a goal to raise \$675,000 for the new Library Endowment Fund, Cumberland County, NC (LEFCCNC).
- Trustee Donald LaHuffman will be attending the March 7th Friends meeting to be held at the Carolina Treatment Center.
- On March 4th, some of the Friends Board will be marching with library staff in the Dr. Seuss parade in Spring Lake.
- Chair Montoya asked Garner when the next book sale would be held and she deferred the question to Director Jody Risacher. Risacher stated that it looks doubtful that the May book sales could be held because of delays in the reconstruction of the lower level.

II. APPROVAL OF TODAY'S MEETING AGENDA

MOTION: Trustee LaHuffman moved to approve today's meeting agenda.

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF JANUARY 19, 2017 REGULAR BOARD MEETING MINUTES

MOTION: Trustee Small moved to approve the January 19, 2017 minutes.

SECOND: Trustee LaHuffman seconded the motion.

DISCUSSION: None

VOTE: Unanimous

IV. DIRECTOR'S REPORT

A. Introduction of new Librarian staff: None

B. Service Award Recipients: Director Risacher recognized and honored the following staff members for their years of service with the library:

Name	Title	Branch Location	Years of Svc.
Tammy Holt	Circulation Manager	ERL	30
Katherine Spencer	Library Technician	NRL	25

C. Director's Update:

1. Good Morning Funders – two events:

The focus of the “Good Morning Library” event, cancelled due to inclement weather, was to communicate funding needs to the Commissioners and Legislators. Thankfully, the county sponsored two events in January which enabled Risacher to speak to both the Commissioners and Legislators. One event was the Commissioners’ planning retreat. Department heads were invited to attend and present information about their departments’ challenges. Commissioner Adams sent thank you letters to the department heads for making presentations.

That event was quickly followed by a State Legislators Breakfast. The meeting’s agenda included the full range of funding needs spanning the entire county government. A multi-page booklet included specific departments needs and requests. The library’s funding requests were included. Commissioner Evans was assigned to report for the library and he asked Risacher to speak about the library’s needs. She asked for an increase in State Aid for Libraries by \$3 million to \$17,182,135 and an increase in funding for *NCLive* by \$1 million.

Risacher informed the trustees that these amounts were later altered by Risacher’s professional organization and its lobbyists. The new request is for \$7 million instead of \$3 million for State Aid to Libraries. The funding request for *NCLive* was reduced to \$500,000.

It was noted that if the county continues these two events, it may not be necessary for the library to host a separate legislative breakfast.

2. Flood Recovery & Reconstruction Update:

A general contractor has been hired. The contract approval was temporarily delayed due to legal requirements of bonding. The contract is currently in the County Finance department and a purchase order is anticipated any day. Once the general contractor begins, his plan is to move quickly and have crews working at night.

This delay is part of why the May book sales is unlikely to be scheduled. The cancellation of the May book sales will take the pressure off of the volunteers to rush to get the room setup. The reconfiguration and setup of the book sale room still needs to be decided.

Some minor items lost in the flood have been ordered and will be paid out of a special flood recovery fund.

Friends Fundraising Update:

Cumberland Community Foundation (CCF) has awarded a grant to the Friends to produce a new brochure for the new Library Endowment Fund, Cumberland County, NC (LEFCCNC).

3. Successful Library Programs:

Meteorologists from channel ABC-11 (WTVD) and channel 14 (TWC/Spectrum) came to the Headquarters library and held weather programs for 1,767 children and teachers.

The award winning Winter Reading & Activity Program (It's A Wrap) program had over 1,000 participants, including library staff.

Local & State History Library Associate Arletha Campbell created a Black History Display for January-February 2017. The display includes local African-American heroes. The Umoja Group sent a letter complimenting Campbell's work in promoting displays of leading African-American citizens.

4. Emerging Adult Services Update:

Emerging Adult Services Specialist Jennifer Hatcher's work in the community focuses on teens and young adults. Hatcher continues to actively seek grant funds. She recently received the Great Stories Club grant from the American Library Association. This project is in partnership with Ramsey Street Alternative High School. The theme of the book discussion project is teen violence and suicide. Hatcher's successful January programs were mentioned. During "Tech Week" (March 5-11) the library will begin circulating coding and STEM kits.

5. Library in the news:

An article on families at the library (North Regional) was in the February 6th *Fayetteville Observer*.

6. Headquarters Library Surveillance Captures Parking Lot Mishap:

After hours on February 1, a car entering the side parking lot not only ran down one of the trees, but also turned over. It was clear from the surveillance footage that no one was hurt, but the individuals abandoned the vehicle.

7. Linden Community Building Update:

An extensive article was written about the progress of refurbishing the Linden Community Building and Library. Trustee Small spoke about the volunteers and vendors that have come together to support this community effort.

V. OLD BUSINESS

A. Review and Approve FY2018 Budget – Director Jody Risacher

County Management called a special budget meeting on February 6. Amy Cannon, County Manager, informed department heads that the loss through home re-evaluation is very serious and could be as much as a \$4 million loss of revenue. The other serious and pending situation is a State Bill that allows disabled veterans to be exempt from paying property tax. This could heavily impact the community.

Commissioner Adams spoke about the State Bill for Veterans. Currently the first \$45,000 is exempt for those veterans who are 100% disabled. The State wants to exempt the entire 100% of the property tax. The bill may also include first responders. The county would lose about \$3.7 million at current estimates. The Commissioners asked the local delegation to support reimbursement to the County for at least a portion of the cost. Senator Meredith understands the impact and is working on behalf of Cumberland County.

Risacher noted that this will be a challenging budget year so she re-evaluated the library's budget requests and removed anything that was not an immediate need.

Aquos Boards and replacement furniture were removed from the supplemental requests. There is still a proposed increase of \$20,000 in operating expenses.

Referring to the budget binder, Risacher referred to the memorandum and its explanation of significant increases or decreases in line items.

County asked all departments to increase utilities by 10%.

Printing costs is a variable this year. We set an amount based on uncertain equipment needs and staffing in the county print shop.

Risacher referred to the notable increases in microfilm, new software, replacement computers, contract renewal and increases in travel in the memorandum.

Trustee Tiffany asked how the library is going to cut \$4,000 in departmental supplies. Risacher explained that the \$4,000 was originally for youth programming supplies. The Friends budget assumed those expenses. This transfer makes it much easier to order supplies.

Chair Montoya asked about miscellaneous furniture/equipment budgeted at \$0. Risacher explained that this past year that the library was able to replace many of the worn out comfortable chairs at Headquarters. This is one of the areas that the director voluntarily cut.

Revenue: The library will discontinue the discard book sales at the branches once the Friends are reestablished.

Fines & Fees: There has been a decline in fines & fees over the years. The amount budgeted is based on an approximation of collection. At the end of December 2016, the library collected around \$86,000.

Fayetteville Technical Community College (FTCC): The library has an agreement with FTCC. The college pays for the salary of one librarian at Spring Lake. This position is the liaison between the FTCC Spring Lake campus and the library. The college remains accredited through this arrangement with the library. The budget amount decreased because the previous librarian/liaison was at a higher salary. He accepted another position within the library and the new FTCC/liaison was hired in at the base salary.

Court Library: There are no changes.

Chair Montoya asked about the supplemental items such as a new vehicle that was mentioned at a previous meeting. Risacher reported that she is uncertain how to add a new vehicle request and no instructions have been given so far. She expected to more fully understand this after the budget meeting with the Finance Director and County Manager in March.

The court library was discussed. The budget remains the same.

Commissioner Adams urged Risacher to submit the items previously on the library's "wish list" because if there are any overages, some of the immediate needs on the wish list could be purchased.

MOTION: Trustee LaHuffman moved to approve the FY2018 budget with the addition of the wish list items.

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

B. Recruiting a New Trustee – Timeline Options – Nominating Committee Chair Paige Ross

Due to the resignation of Connette McMahon on 11/6/16, there is a vacant position on the board. She resigned before she reached half of her first term. The following two options were presented as the nominating committee work to fill the position:

OPTION 1:

If the new Trustee is appointed (after two Commissioner meetings) before or during June 2017, he or she will finish the current term (through December 31, 2018) and then be eligible for one additional three year term.

OPTION 2:

If the new Trustee is appointed in August 2017, (Commissioners do not meet in July) then he or she will serve the remainder of the term (through December 2018) and will be eligible for two additional three year terms.

After a brief discussion, it was decided to choose Option 2 because it would give the nominating committee more time to seek qualified candidates.

MOTION: Trustee Tiffany moved to accept Option 2 in filling the current vacancy.

SECOND: Trustee Small seconded the motion.

DISCUSSION: None

VOTE: Unanimous

VI. NEW BUSINESS

A. E-Resource and Database Team Report – North Regional Branch Manager Mary Campbell

Campbell chairs the Electronic Resources & Database Task Force team and they review and evaluate electronic resources for the library system. The team also discusses problems that staff and public encounter and overall usage patterns. The resources are found on the library's website. For FY 2016 the searches and electronic checkouts were 441,312 with the drop coming from a decrease in *NCLive* usage after the change in resources, which is set to change again in January 2018. In January we launched the *NoveList Select* into the library's catalog to give readers book recommendations based on their search. In February, we launched *NCKids* which is unique as a state-wide project funded by the NC State Legislature. Campbell reminded the board of the variety of resources the library owns with brief descriptions of *Fold 3*, *Brainfuse*, *One Click Digital*, *Zinio* and *NCLive*.

B. North Regional Branch Report – Branch Manager Mary Campbell

The branch is open 70 hours a week and has 28 staff (10 part time). In February 2018 we will celebrate the branch's 20th Anniversary. Photographs were shown from the February article in the *Fayetteville Observer* of families using the library for a weekend program and homework. Campbell spoke about youth programs and showed program pictures including *Mr. Peanut* and science programming like the *Marble Run*. For adult programming Campbell focused on the January Quilting Workshop sponsored by the Tarheel Quilters. They supplied the 70 attendees with 16 sewing machines and help to make squares. The Explore program was also mentioned – this is a program that Library Associate Kathryn Beach presents monthly for special needs adults.

C. Other Business: None

VII. ADJOURNMENT

With no other business to discuss, Chair Montoya adjourned the meeting at 10:18a.m. on a motion by Trustee Tiffany, with a second by Trustee Small.