

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES January 19, 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, January 19, 2017 in the Meeting Room of the East Regional Branch Library.

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

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, Programs & Services Division Manager Nora Armstrong, East Regional Branch Manager Birch Barnes, IT Support Tech Jessika Andrews and IT Support Tech II Darryl Ferguson, Service Award recipient(s) (see table below), and Admin. Coordinator to the Director Marili Melchionne.

A. INTRODUCTION OF SPECIAL GUEST(S): Friends of the Library East Regional branch representative Marty Williams reported that there are now 174 members so far for 2017. He also mentioned that on January 13, long-time library employee and Friends volunteer Flavia Thompson passed away. The family has asked that donations go to the Friends of the Library.

II. APPROVAL OF TODAY'S MEETING AGENDA

MOTION: Vice Chair Tyler moved to approve today's meeting agenda.

SECOND: Trustee LaHuffman seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF DECEMBER 8, 2016 REGULAR BOARD MEETING MINUTES

MOTION: Trustee Tiffany moved to approve the December 8, 2016 minutes.

SECOND: Trustee Ross 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.
Lisa Gregory	Library Technician	SPL	10
Nydia Johnson	Library Technician	CLF	10

C. Director's Update and Preliminary FY 2018 Budget:

1. Good Morning Library Event for County Commissioners and NC Legislators:

The breakfast was cancelled due to inclement weather. Risacher will have an opportunity next week to report to the county commissioners during the annual planning session. Her presentation will include details about the challenges for the library – internal and external.

Risacher suggested making an appointment to meet with the entire delegation in Raleigh. If a meeting is scheduled, she will ask a few trustees to join her – details will be forthcoming.

2. Flood Recovery Update:

The County Commissioners approved the contract for the General Contractor yesterday. As soon as the contract is signed and the purchase order is generated, the construction can begin. The contractor will be asked to give an estimated timeline so that furniture and shelving can be scheduled for order.

Replacement computers will be ordered to replace the ones that were damaged in the flood. Also, although the computer server room (lower level) was largely undamaged, the sub-floor that housed electrical boxes was under water. The electrical boxes will be replaced and placed higher up on the walls.

3. Library Services Technology Act (LSTA) Funds Available to Libraries impacted by the flood:

The state library sent a letter announcing the availability of LSTA funded “flood recovery grants” for those libraries affected by the flood. The criteria requires that the funds are used to replace items available to the public and are not covered by other sources. There were not many items that fit the criteria except books being processed by Tech Services staff. It is believed that insurance will cover the non-public items.

The library will write the grant to purchase easy readers for the deposit collections. Early readers are much in demand for deposit collections, especially the Boys & Girls Club.

4. January 10, 2017 Friends Annual Meeting & Author Visit – Damon Tweedy

The event was a great success with 49 people attending. Dr. Tweedy spoke to the group about his book, *Black Man in a White Coat*.

5. Friends, Library Endowment Trust and Operational Fundraising:

The 2016 match of \$12,500 was exceeded and donations were still being received in January. At the January meeting, the Friends decided to match the donations that exceeded the match. Another \$12,500 match has been authorized by the Friends board for 2017. At this point only 34% remains to be matched.

Friends President Amy Garner is working to motivate the board members towards outreach for a membership drive.

6. Library’s Annual Report:

The annual report was distributed in the *Fayetteville Observer*. There were “I Love My Library!” stickers on the newspapers the day before the report’s insertion.

7. FAST Shuttle Bus Advertising:

From December 2016 to May 2017, library advertisements will run on four FAST Shuttle busses. The total cost, paid for by Systel Marketing funds, was \$7,400.

8. Library Staff in the News:

In December, Deputy Director Cotina Jones was highlighted in the Business Observer portion of the *Fayetteville Observer*.

Other staff in the news included Emerging Adult Services Specialist Jennifer Hatcher, YS Manager Caitlin Ostberg and IS Librarian I Anessa Olson – they were all judges of the Christmas Story Contest sponsored by the Fayetteville Observer.

9. Library Marketing Campaign to thank Customers:

Posters were displayed at each library location to thank customers for their support and provide annual statistics for each location. The poster’s design was modeled after the annual report.

10. Marketing Outreach Visit to a Library Partner:

Risacher highlighted a library staff visit to the Cumberland County Council on Older Adults. Library staff added library paraphernalia to the Christmas baskets being prepared by the CCCOA staff. The library also disseminates this organization's information through the Mobile Outreach Services.

11. Outreach Activities – Emerging Adult Services:

Risacher highlighted outreach events hosted by Jennifer Hatcher.

12. Library Staff Recognized for NC Public Library Director's Association (NCPLDA) awards at County Commissioners meeting:

At the December 19th meeting, the County Commissioners recognized library staff for their successful NCPLDA awards.

13. FY 18 Library Budget update:

The budget was moved up a couple months and budget books will be distributed in early February. The board will vote to approve the budget at the February 16th trustee meeting.

Risacher spoke about the following FY18 budget recommendations:

- Requesting a new small vehicle
 - ✓ Current vehicles are larger vans and aging. Some staff are reluctant to drive the vans
- Requesting new Aquos Boards for two additional locations (West Regional and Spring Lake)
 - ✓ Previously, the existing boards were purchased with grant funds and are available for public use.
- Increase in Travel and Training in order to maintain expected skill and innovation levels.
- Printing line item will be increased significantly. Machinery used for the calendar at the county print shop will be aging out. Marketing staff went the process of deciding whether or not to change the format and it was decided to keep the format the same.
- County has recommended increases in utilities and insurance

V. OLD BUSINESS

A. 2016 Library Highlights – Director Jody Risacher

Risacher gave an overview of the events, programs and developments that occurred throughout the library system in 2016.

VI. NEW BUSINESS

A. Proposed 2017 Board of Trustee Meeting Calendar – Director Jody Risacher

MOTION: Trustee LaHuffman moved to approve the 2017 Trustee meeting calendar as presented.

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

B. Appointment of 2017 Trustee Nominating Committee Members – Chair Daniel Montoya

Chair Montoya, in communication with the trustees, appointed Paige Ross as the Nominating Committee Chair and the other committee members are: Donald LaHuffman, Brian Tyler and Betsy Small.

The Nominating Committee task is to proceed to fill one trustee vacancy. A list of applicants were passed out. The new trustee will become part of the board once approved at two Commissioner's meetings.

C. Proposed Policy Revision – Material Borrowing Procedures – Director Jody Risacher

The material borrowing policy was reviewed and discussed. The library is adding a new format (Playaway Launchpads) and needs to be reflected in the policy.

The implementation date will be effective upon completion of the processing of materials.

MOTION: Vice Chair Tyler moved to approve the proposed policy revision as presented.

SECOND: Trustee Tiffany seconded the motion.

DISCUSSION: None

VOTE: Unanimous

D. Proposed New Policy – Security Cameras – Director Jody Risacher

The library submitted the proposed new policy to reflect the addition of this new security asset. Procedures had already been in place for several months.

In most cases law enforcement requesting access to camera footage must provide a subpoena. In order to protect the privacy of customers and staff, access to the camera footage is limited to those approved by the library director. The new policy will be effective on January 20, 2017.

MOTION: Trustee Tiffany moved to approve the proposed new policy as presented.

SECOND: Trustee LaHuffman seconded the motion.

DISCUSSION: None

VOTE: Unanimous

E. Housekeeping Items: Trustee Sign-up to attend 2017 County Commissioner and Friends Executive Board Meetings – Chair Daniel Montoya

Chair Montoya distributed the official meeting sign-up documents and requested that everyone sign-up to attend Commissioners and Friends 2017 meetings.

F. East Regional Branch Manager's Report – Branch Manager Birch Barnes

Barnes reported on the ways that East Regional Branch is making a difference in the community.

Barnes presented several pictures of adult programming, children and teen programming, and outreach events giving visual examples of the ways in which East Regional staff help to improve the lives of customers, and make their lives more fulfilling. Barnes also used the program pictures to discuss the ways in which the staff are achieving the goals of the library's long range plan.

A. Other: None.

VII. ADJOURNMENT

With no other business to discuss, Chair Montoya adjourned the meeting at 10:11 a.m. on a motion by Vice Chair Tyler, with a second by Trustee Tiffany.