

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

LIBRARY BOARD OF TRUSTEE MEETING MINUTES JUNE 15, 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, June 15, 2017 in the Executive Boardroom of the Headquarters library.

Trustees Present: Chair 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, YS Division Manager Megan Smith, West Regional Branch Manager Larry Gavin, Headquarters Branch Manager Jane Casto, Bordeaux Branch Manager Mary DiRisio, Library Learning & Innovation Manager Tiffany Hayes, Service Award recipient (see table below) and Admin. Coordinator to the Director Marili Melchionne.

Others Present: Commissioner Glenn Adams and newly appointed Trustee for Sept. 2017 Belinda Wilkerson

A. INTRODUCTION OF SPECIAL GUESTS:

1. Friends of the Library North Regional Branch Representative Flora McLain
McLain gave the following report:
 - She thanked the Trustees for their service and hard work.
 - There are now 259 members for 2017.
 - The shelving in the Friends room has been installed and the trailers in the back parking lot are in the process of being unpacked.
 - Vice Chair Brian Tyler is scheduled to attend the July 11 Friends meeting as the Trustee liaison. The meeting will be held in Conference Room #3 at the Headquarters library.
 - Ms. McLain is very pleased with library programming, especially the financial literacy series. She believes this type of programming helps people recognize the value of the library.
2. Newly appointed Trustee for September 2017 Belinda Wilkerson: Chair Montoya introduced Ms. Wilkerson. She thanked the group for inviting her and is looking forward to serving on the board. Reading has always been a part of her life and she believes that libraries are the life blood of a community. Her earliest memory as a child was getting her library card.

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 MAY 18, 2017 REGULAR BOARD MEETING MINUTES

MOTION: Trustee Tiffany moved to approve the May 18, 2017 minutes.

SECOND: Trustee Small seconded the motion.

DISCUSSION: None

VOTE: Unanimous

IV. DIRECTOR'S REPORT

A. Introduction of new Librarian staff: None

B. Service Award Recipient: Director Risacher recognized and honored the following staff member for her years of service with the library:

Name	Title	Branch Location	Years of Svc.
Molly Utley	Library Associate	HPM	5

C. Director’s Update:

1. Grants Received:

The library has received the following grants:

- ✓ Arts Council – \$5,100 for the Storytelling Festival
- ✓ Arts Council – \$2,000 for the Writers’ Workshop
- ✓ LSTA (State Library) \$30,248 – School Success Initiative
- ✓ LSTA (State Library) \$5,000 – Hurricane Mathew recovery funds to purchase deposit collection (early reader) materials for youth in the community.

2. Successful Library Programs:

- ✓ **Financial Literacy & Vocational Job Fair:** Attendees received résumé & interviewing skill assistance and an Internet Job Café was also available for the participants. John Maron, Director of the Investor Protection & Education Services Program of the NC Department of the Secretary of State, spoke to attendees about financial literacy.
- ✓ **2017 Summer Reading Program – June 1 – August 15:** This year’s theme is *Build a Better World*. The featured programs include special character appearances by *Emmet* from *The Lego Movie* and *Bob the Builder!* There are also dozens of STEM programs (Science, Technology, Engineering & Math) for children and teens. The prize for Adult participants is a beach chair with umbrella attached.
- ✓ **Senior Geek Squad:** These popular programs are presented at recreation centers. The one featured is conducted by West Regional staff.
- ✓ **4th Friday Event:** Big Band musicians *Second Time Around* played for an audience of 124.
- ✓ **The Fayetteville Observer’s Kidtopia:** Library staff and Friends of the Library volunteers partnered together and were able to reach 700 participants at this year’s event.
- ✓ **Library Outreach Update:** Library Awareness Coordinator Tiffany Torres-Rankine has established magazine deposit collections in public waiting areas at the following locations: Connections of Cumberland County, Public Health Dept. and the WIC office in the Health Dept., Carolina Treatment Center, Child Health Clinic, Veterans Services, Communicare and the Child Support office.

3. Friends Endowment Fundraising Committee Update: The Library Endowment Fund – Cumberland County, North Carolina (LEFCCNC) received eight checks for \$100 each from eight different High School Student Government Associations. This effort was initiated by former Trustee Willie Wright.

A short and humorous video is in the works to promote giving and a new brochure is also being developed. Committee Chair Roberta Waddle tendered her resignation so the committee is in need of another member.

4. Fayetteville Runners Club Annual Book Drive for the Friends: The runners had an event on May 28th at which they donated approximately 50 books to the Friends.

V. OLD BUSINESS

A. FY 2018 Library Budget Update, Director Risacher

A news release was sent out on June 13th regarding the approval of the FY 2018 County Budget. Risacher focused on the following three key items that will impact the library:

- ✓ The elimination of 41 full-time and 49 part-time positions
- ✓ The elimination of 67 service hours a week across the Public Library System
- ✓ A restructuring of the Law (Court) Library in the Courthouse

The final budget has not been distributed so the details are unknown at this time. It is assumed that the final budget figure for the library is \$10,526,799 which is \$724,898 less than last year. Approximately \$568,000 is personnel expenses but it is not clear what the \$158,000 figure represents. It is possible that this number includes the cost of supplemental items added after the budget had been submitted. Those items included equipment and a vehicle. Once the final budget figures are released, Risacher will send the information to the Board.

Staff Reductions: The library has 47 part-time positions that will be eliminated (6 are vacant and 41 are filled). However, the library will retain 13 part-time positions.

Timeline:

- ✓ On May 25 all part-time staff attended meetings conducted by County Human Resources for a preview of the Manager's budget. The budget would recommend elimination of most library part-time positions. Those staff members were introduced to the Reduction in Force (RIF) policy & procedures and possible scenarios.
- ✓ On June 22 & 23, the affected part-time staff will receive the official notification packets. Three mandatory meetings are scheduled for part-timers. The last day of work is June 30. Per the new policy, RIF employees will receive five weeks of pay beyond the last week of work and have priority privilege for re-hire.
- ✓ June 19 – since there is a reduction in library hours of operation, it will be necessary to transfer some staff to different branches in order to optimize staffing. Staff to be transferred will be notified on this day.
- ✓ The new hours of operation will be effective on July 1.

Court (Law) Library:

Court (Law) library services will be restructured. No additional information is known at this time.

Commissioner Adams stated that the court library will not close. It may be possible to use Senior Aides or volunteers to staff the facility.

Commissioner Adams offered praise for the Library Director for her work in helping to define the reductions. The County Manager does understand the importance of the library. Some of the Commissioners were willing to close branches. The Bordeaux branch was considered for closing. This was a tough budget. Because library services are not mandated by statute, the library is subject to cuts.

Closing a branch was prevented by spreading the loss of staff among the other branches. The library management team worked hard to maintain hours at all branches. Adams fought against closing any library because he believes it gives a very poor impression of your community if you close libraries.

Adams stated that the trustees' presence at County Commissioner meetings helped him convince his colleagues to keep the libraries open. He urged the board members to continue attending the meetings to show support for the library.

Adams informed the group that in a recent meeting with the Mayor of Fayetteville, the suggestion to close libraries was raised. The Mayor raised his smartphone to show what he considered a viable substitute.

Adams suggested that the trustees send a letter to each individual commissioner thanking them for their actions in maintaining the libraries in the budget.

Chair Montoya asked Commissioner Adams if he thinks the budget problems will continue next year and Adams mentioned that future challenges are expected to come from both the federal and state governments. Federal block grants will allow only a limited amount of money for social services. Once that allotment is used up, the local government will have to use its own funds.

VI. NEW BUSINESS

A. Proposed Adoption of New Hours for FY 2018, Director Jody Risacher

Risacher referenced the handout given to the board members. She stated that it made a difference that the County Manager contacted the library early on so that the management team could determine a plan for reduced hours. Risacher thanked Deputy Director Jones and the Division Managers for their extensive help in this situation.

Many different sources were used to determine optimum hours with available staff. These statistics included high and low traffic times, programming statistics, staffing and workload studies.

The Sunday hours at Cliffdale, Headquarters and North Regional libraries were expanded by one hour. The use of the libraries on Sunday at these locations is heavy.

Use at East and West Regional libraries on Sundays was much lower, therefore, those branches will be closed on Sundays. Because of the transfers of staff, West Regional will discontinue operating a media center at New Century Elementary School. Since the library was built in 2010, library staff have been operating the media center after hours, on Saturdays and during the summer.

Based on all statistical information, Spring Lake is the least used branch. However, continuing library services to the Spring Lake community is very important. Tad Davis, the Spring Lake City Manager has been very vocal about the need for that library. The sister branch, North Regional, will receive some of the positions that are being transferred and will help support outreach to the community.

The internal message throughout the library system is that it is important for the library to continue taking services beyond the walls of the library. This will include programs and services like the Senior Geek Squad programs, the Boys & Girls Club programs and attendance at large events like Kidtopia, etc.

Headquarters, Cliffdale and North Regional will have the same hours because they are larger facilities with the most use and they will have the most open hours. Bordeaux, East and West Regional will have the same hours to reflect those branches' comparative usage.

Hope Mills is a community branch by size and number of staff. It is very busy, nearly equaling the use of a regional branch. Unfortunately there isn't room to increase staff, so the hours of operation are limited.

The Spring Lake branch will be closed on Fridays but open on Saturdays. It is important to make sure working families are supported. The library administrative team will reevaluate the hours of operation at some point to ensure proper coverage.

It was brought up that Spring Lake is open one additional hour on Thursdays and Risacher explained that this decision was made in an effort to ensure that groups who meet at the branch still have some evening use of the meeting rooms.

MOTION: Trustee LaHuffman moved to accept the proposed hours of operation as presented.

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

B. Library Innovation/Learning/IS & Bal Reports – Bordeaux Branch Manager Mary DiRisio and Library Learning & Innovation Manager Tiffany Hayes

Library Learning & Innovation Manager Tiffany Hayes and Bordeaux Branch Manager Mary DiRisio presented an update on the successful Book-A-Librarian program, staff training on technology and customer service and the activities of the Innovation Review Team.

C. Other: Chair Montoya brought up the letter from the Trustees to the Commissioners for follow-up. The director was asked to compose a letter and each trustee will come by and sign the letter when it is ready.

VII. ADJOURNMENT

With no other business to discuss, Chair Montoya adjourned the meeting at 10:15 a.m. on a motion by Vice Chair Tyler and a second by Trustee LaHuffman.