

# CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

## MINUTES LIBRARY BOARD OF TRUSTEES October 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, October 19, 2017 in the Executive Boardroom of the Headquarters library.

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

**Present from the Library:** Director Jody Risacher, Marketing & Communications Division Manager Kellie Tomita, Programs & Services Division Manager Nora Armstrong and Admin. Coordinator to the Director Marili Melchionne.

**Others Present:** Commissioner Glenn Adams and Friends of the Library East Regional Branch Representative Marty Williams

**A. INTRODUCTION OF SPECIAL GUEST:** Friends of the Library East Regional Branch Representative Marty Williams gave the following report on behalf of the Friends board:

- There are now 310 members
- The Friends volunteers are working hard to continue shelving materials in the Friends room in preparation for the November 14 (members only) and 18 (public) book sales.
- Please consider attending the upcoming Elliot Engel program on Sunday, October 22nd at 3:00p.m. here at Headquarters in the Pate Room. He will be speaking about Jane Austen, the first great woman writer in English literature. This is his 40th appearance at the library. In honor of the occasion, cupcakes will be served. Tickets are \$10 but if you are a Friends member you only need to pay \$5.00. You can join the Friends at the door starting at 2:00p.m.

### 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 SEPTEMBER 21, 2017 REGULAR BOARD MEETING MINUTES

**MOTION:** Trustee LaHuffman moved to approve the September 21, 2017 minutes.

**SECOND:** Trustee Wilkerson 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. North Carolina Library Association (NCLA) Pre-Conference, Winston-Salem October 17, 2017:**

Commissioner Adams attended this event and spoke to a large room of attendees, including the next generation of library directors. His segment was called "How to Parley with the People Who Hold the Purse Strings." The entire panel of four speakers were government officials. The others represented smaller counties of NC. Risacher asked Commissioner Adams to comment on the event. Adams said that the event was very successful. He spoke highly about the other three gentlemen on the panel. He also mentioned that it was clear that the counties with only one library had some of the same issues as those with multiple branches. All of the panel members agreed that it is wise to use the Friends of the Library and citizens from the community to talk to elected officials. The conference attendees were grateful for the information.

**2. Library Job Fair – September 20, 2017:**

Photographs depicted the library's job fair. The participation of 450 job seekers made it a smaller job fair than last year. There were positive comments from attendees about the size. They had more time to spend with the 39 vendors. Attendees also participated in the instructional sessions on how to build a resume and help with interviewing skills. Staff will review the activity and identify any changes for next year.

**3. Vocational Job Fair – October 12, 2017:**

This smaller job fair was focused on teens. There were 129 job seekers and their parents. There were several fast-food vendors represented. Teens also learned about the skills they will need to acquire different types of jobs. The interviewing tips class, internet job café and the resume review class were all well attended. Library staff will have an after action review session to discuss this job fair.

**4. Library's 31 Days of Love Campaign:**

October is the month that the library holds this annual campaign. The public and library staff donate toys and animal care products to help support the animals at the County's Animal Control Shelter. This year's campaign featured exhibits depicting the difficult work of Animal Control staff.

One of the most successful pet adoption events happened at Hope Mills at which 15 out of 20 dogs were adopted. Photographs of new pet owners and their happy pets were shown. North Regional also had a pet adoption event.

**5. Other Successful Library Events/Displays:**

Risacher highlighted other successful events including:

- ✓ Cracking the Codes of Racial Bias – Part 1 & 2 on October 9 and 16 averaged 23 attendees.
- ✓ Let's Talk About It: The African American Experience had 21 attendees at their October 3<sup>rd</sup> event.
- ✓ Local & State History WWI and America Display
- ✓ Staff at the Hope Mills branch are shown celebrating as they received the "2017 Best Branch" award from Up & Coming Weekly magazine.
- ✓ At the After Appomattox program, Dr. Douglas Butler discussed the historical, artistic and social contexts in which North Carolina Civil War Monuments were created. This is a prelude to a program on October 26 which is a Forum on Confederate Monuments.
- ✓ There were 27 people who attended the Airline Ticket Hacks program and they learned how and when to buy the best and cost effective tickets.
- ✓ Forum on Child Abuse in partnership with the *Fayetteville Observer*. It was well attended and the Fayetteville Observer ran a couple great articles.
- ✓ Connections of Cumberland County Outreach at the library – another partnership.
- ✓ ESL Students from FTCC annual visit

**6. Court (Law) Library Update:**

Risacher updated the group on the status on proposed self-service model with a card-swipe access. A meeting was held on September 27 between County Administration staff and Court personnel. Plans remain on hold until a Commissioners' Facility Committee meeting in early November.

DISCUSSION: Commissioner Adams offered some additional information. The court system has made a proposal and will offer the information at the upcoming Facilities Committee meeting. The Court System personnel would like to see the law library relocate to the Headquarters library because the office space is needed. Some lawyers think that there needs to be a law library in the courthouse.

Adams suggested that the trustees communicate their recommendations for the Court Library. As chair of the Facilities Committee, Adams can ensure that the opinion of the board is weighed as decisions are made.

It is evident that most of the uses are for the forms used in court. Those can be easily moved to Headquarters. Perhaps a small space can be found for a computer, printer and copier for use by attorneys.

Risacher indicated that hourly usage statistics have been captured since July 1. Adams recommended that Risacher provide the statistical information to the Facilities Committee. She assured Commissioner Adams that she has sent this information to Assistant County Manager Duane Holder, upon his request.

Vice Chair Tyler commented that the FTCC law library is under-utilized and very well-funded. Risacher added that she had spoken to the FTCC Library Director (Larry Gavin) and he wants to encourage the public to use the FTCC law library. Vice Chair Tyler said that FTCC wants to hire a law librarian and expand their law library. Many people don't know there is a law library at FTCC.

Commissioner Adams expressed concern about the inconvenience of people needing to make two stops downtown in order to acquire the forms. Another issue he discussed is the growing challenge to find parking downtown. He advised all to focus on the big picture, not just their part of the issue.

Even though the law library is not mandated, Adams believes there are some things that the community ought to have. Risacher mentioned that at this point the library does not have the staff to continue covering the court library.

Adams observed that if the court library moves to Headquarters, additional staff and equipment would be needed. There would also be a cost to move it to the library.

Tyler said that he will create a "position paper" on the subject and seek input from the other trustees. The trustees could vote by email to send the document to the County Commissioners.

**MOTION:** Vice Chair Tyler made a motion and took responsibility for drafting a "position paper" on behalf of the board regarding the court library. There will be a vote on the draft via email.

**SECOND:** Trustee LaHuffman seconded the motion.

**DISCUSSION:** None

**VOTE:** Unanimous

**V. OLD BUSINESS**

**A. Trustee Reappointment Update and Nomination for 2018 Offices – Nominating Committee Chair Paige Ross**

Committee Chair Ross announced that the reappointments for Paige Ross and Brian Tyler were approved by the Board of County Commissioners.

Ross then stated that according to the By-Laws: “Nominations for Officer Slate: The Trustee Nominating Committee recommends a Board of Trustee officer slate (Board Chair and Vice Chair) for election by the Board as a whole at their November meeting. All Trustees are considered eligible for office. The Committee will poll all Library Board of Trustee members to ascertain their interest. Consideration will be given to a Trustee’s longevity on the board, previous service as an officer, and willingness to serve.”

Therefore, over the next month, she will poll each trustee in order to ascertain your interest in holding the seat of Chair or Vice Chair. The Nominating Committee will meet at 8:30 a.m. on November 16th (prior to the trustee meeting) in order to discuss the results of the trustee polling. The committee’s recommendations for Chair and Vice Chair will be brought to the full board meeting on November 16th.

## **VI. NEW BUSINESS**

### **A. Programs & Services Report – Nora Armstrong, Programs & Services Division Manager**

Armstrong gave the Trustees a brief over view of activities for FY 16-17. She stressed the role of the Long Range Plan in planning and evaluating library programs and services. Highlights included the implementation of a new series, *Explore*, for developmentally challenged adults, and the Senior Geek Squad, which takes computer instruction programs for older adults into the community. She highlighted the creation of a database for the collection of customer comments about library programs and ended by thanking the Friends of the Library for their continued support throughout the year.

### **B. Other Business: NONE.**

## **VII. ADJOURNMENT**

With no other business to discuss, Chair Montoya adjourned the meeting at 10:15 a.m. on a motion by Trustee Tiffany, with a second by Trustee Small.