

# CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

## MINUTES LIBRARY BOARD OF TRUSTEES February 15, 2018

### I. CALL TO ORDER

Chair Tyler called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, February 15, 2018 in the Executive Boardroom of the Headquarters library.

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

**Trustee Absent:** Katrina Tiffany

**Present from the Library:** Director Jody Risacher, Deputy Director Cotina Jones, YS Division Manager Megan Smith, Programs & Services Division Manager Nora Armstrong, Business Manager Jessica Hullender, Service Award recipients (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 gave the following report:

- The February book sales were successful. The total book sale revenue was \$11,562; Membership Revenue was \$1,530. There are currently 335 members.
- The next book sales are in May (15, 19 & 20)
- Trustee Chair Brian Tyler is scheduled to attend the March 6, 2018 Friends meeting which will be held in Conference Room #3 at the Headquarters library starting at 6:00 p.m.

### II. APPROVAL OF TODAY'S MEETING AGENDA

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

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

**DISCUSSION:** None

**VOTE:** Unanimous

### III. APPROVAL OF JANUARY 25, 2018 REGULAR BOARD MEETING MINUTES

**MOTION:** Chair Tyler moved to approve the January 25, 2018 meeting minutes.

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

**DISCUSSION:** None

**VOTE:** Unanimous

### IV. DIRECTOR'S REPORT

**A. Introduction of new Librarian staff:**

Name	Title	Branch Location
Shelby Kelly	YS Librarian I	ERL

**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.
Jacquelyn Moore	IS Library Associate	ERL	5
Mark Wilson	Branch Manager	WRL	15

**C. Director's Update:**

**1. Court Library Closing Update:**

Materials from the Court library's collection were made available for FTCC's library collection. Methodist University and Fayetteville State University were also invited to take materials but declined the offer. At invitation through the Bar Association, approximately 20 lawyers and legal representatives of private firms selected from the remainder of the collection this week. L&SH Manager Michelle Gross answered questions about the services now available at Headquarters library.

**2. Successful Library Programs:**

- Valentine's Day DIY Cards – Hope Mills Branch – 16 attendees
- Civil War Quiz Bowl – Headquarters in January – 48 attendees There was lengthy coverage about the Bowl in the *Fayetteville Observer*.

**3. Successful Friends of the Library Book Sales:**

Eight Hundred Seventy-Two customers made the first book sales of the new year a great success. Book sale revenue was \$11,562 and membership revenue was \$1,530. The LEF video was on a continuous loop at the book sales. The use of the credit card machine has increased and is clearly a convenience for customers.

**4. Library Endowment Fund Committee Update:**

The monthly meeting was held on January 30<sup>th</sup> at which the Cumberland Community Foundation provided training on endowments and fundraising. Friends board member Vito Amoroso joined the committee. New Friends board member BeDrea Hare is working on a solicitation letter for pediatric clinic physicians and child therapists who work with low income families. Last week a LEF donation letter was mailed out highlighting the Friends \$50,000 match through April 16<sup>th</sup>.

**5. Outreach Update:**

Library Awareness Coordinator Niambi McLaurin has been visiting various organizations including Operation Ceasefire, Child Support and the Furniture Bank nonprofit. Some organizations are served with library reading materials and the library's calendar of events. Other outreach events this past month included a visit to the Alms House in Hope Mills and the establishment of the Senior Geek Squad at the Spring Lake Recreation Center.

**6. Library's Catalog and Service Interruption (February 26 – March 4):**

When viewing the the library's catalog, a banner at the top is evident. It states, "From February 26 through March 4, there will be no online access to patron account services, such as holds, renewals, or bill payment, due to an NC Cardinal system update. We apologize for the inconvenience. Please contact your library for more information."

The State Library is coordinating the migration of the consortium's catalog to a new hosting service called Mobius. The current company, Equinox, has not provided adequate service. Library staff have attended meetings and webinars, prepared signage and procedures for the week-long process.

The catalog will be available, but it is not a live catalog – staff will be busy helping people. The self-checkout will not be available but staff will assist in check-out.

**7. Review of Library Policies Project:**

Library administrative staff will begin the process of reviewing library policies. A timeline will be developed to complete the review over several months. Staff will review the policies and recommend changes/updates as needed. The trustees will be asked to vote on the recommended changes. There are policy styles that some libraries are using that are less formal. We will look at them as well.

## V. OLD BUSINESS

### A. Review & Approve FY 2019 Budget – Library Director Jody Risacher:

Risacher prefaced the budget discussion with the statement that the personnel costs are not accurate. The library does not have access to the revised personnel budget which now includes a recently implemented 2% cost of living increase. Library Director Risacher reviewed the proposed FY 2019 Library budget with the trustees.

The previous week, the trustees received preliminary information describing the re-allocation of funds within the \$11,009,445 budget. There is no expected increase in the operating funds, but because of savings in various line items, some monies were available to re-allocate. Less computers need replacement and the switch from personal printers to shared copier/printers will require considerably less expenditures on printer cartridges. This budget includes funds for new software, replacement task chairs for two branches and an increase in travel and training.

Some additional budget sheets with breakdowns of material purchasing were provided this year to show the primary vendors used and the estimated amounts per vendor.

Information on the supplemental requests totaling \$87,700 had been discussed at the January meeting. The library is requesting an upgrade to an existing position in the Computer Services department to assist with server technology. The library is also requesting that eight Library Page positions be restored.

Information on an increase in auto insurance came to the library's attention the morning preceding the meeting. The director promised to send updated information to the trustees.

Chair Tyler inquired about the collection fees. Risacher explained that the agreement with the collection agency, Unique Management, is budget-neutral. That is, the customer is charged for the account cost. The fines/fees revenue includes any monies collected from customers who had accounts sent to Unique Management.

Trustee LaHuffman asked whether the library's budget had ever been reduced due to declining revenue. Risacher said that it has not.

**MOTION:** Trustee LaHuffman moved to approve the FY 2019 budget.

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

**DISCUSSION:** None

**VOTE:** Unanimous

### B. Appointment of Ad-Hoc Art Acquisition Policy Review Committee – Nominating Committee Chair Paige Ross:

Committee Chair Ross stated that the members of the ad-hoc art acquisition policy review committee will include Vice Chair Montoya and Trustee Wilkerson. Chair Tyler will be on the committee as ex officio. FSU Art Professor Soni Martin and Library Director Jody Risacher will also be on the committee.

**MOTION:** Trustee Ross moved to approve the appointments to the committee as suggested.

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

**DISCUSSION:** None

**VOTE:** Unanimous

## **VI. NEW BUSINESS**

### **A. E-Resource and Database Team Reports – North Regional Branch Manager Mary Campbell**

Campbell described the function of the E-Resource and Database team where staff representatives from each location meet to discuss electronic needs and evaluate resource usage.

The resources are divided into two groups. First, there are the free downloads for streaming or downloading electronic materials such as eBooks, magazines and eAudiobooks. Second, there are databases used for research or for services such as Brainfuse (it provides free online tutoring).

The Annual statistical report for 2017 showed a 6.5% decrease in downloaded media. We hope the move from Axis 360 to RB digital for locally owned eBooks will increase down-loads. The site is already popular with customers for downloadable audiobooks. The statistics for November 2017 show a decrease in NC LIVE usage but much of that is attributed to how NC LIVE changed it the ways it interprets usage reports. Campbell also highlighted the new NC LIVE resources including Consumer Reports, Testing & Education Reference Center and Mango Languages.

### **B. Other: None.**

## **VII. ADJOURNMENT**

With no other business to discuss, Chair Tyler made a motion to adjourn the meeting at 9:58 a.m. with a second by Trustee Small.