

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES SEPTEMBER 27, 2018

I. CALL TO ORDER

Chair Brian Tyler called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, September 27, 2018 in the Executive Boardroom of the Headquarters Library. (Note: The original meeting date was September 20, 2018. However, due to Hurricane Florence, the meeting was re-scheduled to September 27, 2018.)

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

Present from the Library: Director Jody Risacher, Programs & Services Division Manager Nora Armstrong, Division Manager for Collection Development Pamela Kource, YS Division Manager Megan Smith, Headquarters Service Manager Jane Casto, L&SH Manager Michelle Gross, New and Newly Promoted Librarians (see table below), Service Award recipients (see table below) and Admin. Coordinator to the Director Marili Melchionne.

Others Present: Commissioner Glenn Adams and Friends of the Library Treasurer Dennis Cedzo

A. INTRODUCTION OF SPECIAL GUEST: Friends of the Library Treasurer Dennis Cedzo reported that he has been with the Friends for about four years. He believes that the Friends, the Trustees and the library all work well together. The August book sales brought in great revenue (\$11,087). Mr. Cedzo acknowledged the hard work by the Friends volunteers. He stated that the Friends board is focused on growing the Library Endowment Fund which is recognized as a long term investment.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Tiffany seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF JUNE 21, 2018 REGULAR BOARD MEETING MINUTES

MOTION: Chair Tyler moved to approve the June 21, 2018 meeting minutes.

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

IV. DIRECTOR'S REPORT

A. Introduction of new and newly promoted Librarian staff: Director Risacher introduced the following new and newly promoted staff:

Name	Title	Branch Location
Samantha Belmont	Library Awareness Coordinator	HQU
Jay Goldstein	IS Librarian I	HQU
Michelle Lockleair	Librarian I/FTCC Liaison	SPL

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

Name	Title	Branch Location	Years of Svc.
Patricia Hosmer	Library Associate	10	10
Kelly Lindsay	IS Librarian I	15	15

C. Director’s Update:

1. Flood Barriers:

The barriers were purchased after Hurricane Matthew and first utilized for Hurricane Florence. It was clear that the water did rise to the building but the only water in the building came from seepage near windows and walls.

Post Hurricane Florence activities included the following:

- ✓ All county departments were closed for several days. Several Headquarters staff came in the day before the libraries opened in order to prepare for the public. A large number of items were moved back downstairs.
- ✓ With Friends Book Sale Chair Barbara Kiser’s help, on September 21, library staff took donated materials to three shelters. People at the shelters were very happy to receive the materials. Library Awareness Coordinator Samantha Belmont revisited shelters earlier this week to assess the current needs.
- ✓ The annual job fair was cancelled. It will be rescheduled for the Spring 2019.
- ✓ Dr. Elliot Engel’s visit was rescheduled to Sunday, November 18th at 2:00p.m. This is also a Friends book sale day.
- ✓ Deputy Director Cotina Jones is away at a conference this week, but Risacher acknowledged that she provided excellent leadership throughout the Hurricane preparation process. Risacher was out of state but she was not worried because she trusted her leadership team and staff.

2. Successful Library Programs:

- ✓ Summer Reading Programs brought in Celebrity Book Characters @ the Library – Pete the Cat and Clifford the Big Red Dog.
- ✓ Hooray for Hawaii and Big Bang Boom programs were very popular.
- ✓ STEM programming included Science of Sound and Water Zyllophone at Beaver Dam Elementary, East Regional and Headquarters.
- ✓ Fifty children received free meals at Summer Feeding at West Branch – Child Nutrition Services – this program will be expanded to all branches next summer.
- ✓ The African Peace Festival was held at Headquarters library in July.
- ✓ Connections were made with the Boys & Girls Club in July. Teens explored the science of sound and communication.
- ✓ Over 1,400 people attend the 12th annual Librari-Con event. The Fayetteville Observer covered the event. The Friends sold plenty of books and also received a share of what the vendors in “Artist Alley” sold.
- ✓ Adult programs included: CEED: Credit 101, Internet for the Absolute Beginner and Sip and Paint
- ✓ There were 145 attendees for the “An Afternoon with a Holocaust Survivor” program.
- ✓ National Exhibit – The Way We Worked Smithsonian Exhibit was at the Headquarters library from June 22 to August 2. It had some interactive elements to it. Related programs included:
 - July’s 4th Friday event – Musician and poet Alice Osborn played traditional American work songs for an audience of 75.
 - Grist for the Mill: Cumberland County’s Mills – Local & State History room.
- ✓ Many People, Many Faiths in Cumberland County Exhibit – local items were gathered from various local churches.

- ✓ Library in the news: A *Fayetteville Observer* article about a rumor that the park next door had been built on an Indian burial ground mentioned the Local & State History Staff as integral to unraveling the mystery.
 - ✓ Architecture Walking Tour program by Local & State History was successful.
 - ✓ The Local & State History room now has a new Microfilm Reader that was purchased with generous donations from the Cumberland County Genealogical Society, Dr. & Mrs. Parfitt (City Center Books), Cumberland County Historical Society and some funds provided through the Friends of the Library
 - ✓ Outreach events – Boys & Girls Clubs – three location visits as part of the School Success Grant.
 - ✓ Military Connected Family Resource Fair at E.E. Smith High School.
 - ✓ Cumberland County Schools – Back-In-School Launch Party – focused on children who had dropped out of school.
 - ✓ National Night Out and Restoration Christian Center Outreach.
 - ✓ Kids received books thanks to the Summertime Kids Grant, and they were photographed reading their books.
 - ✓ Teens attended Coding Camps at Old Wilmington Road, Smith & Cliffdale Recreation Centers and the partnerships with CC Schools and Work Force Development. These locations are in the targeted areas recognized by the Pathways For Prosperity initiative as in great need.
 - ✓ Friends of the Library Book Sales – August sales brought in \$11,087 in book sale revenue.
 - ✓ Author Bryant Simon, author of *The Hamlet Fire* spoke to a group of 34 in June.
 - ✓ Local Author Showcase – 98 people attended the June event. There is also now a “Local Author Collection” setup near the circulation desk at Headquarters library. Books have been donated by local, self-published authors.
3. **Friends Fundraising Committee Update:** The committee did not meet in July. At the August meeting, the committee discussed the annual donation letter which will be sent out the first week in October. The letter was originally written to focus on National Library Card month (September). After the hurricane, the letter’s focus was changed. An application for the Lilly Endowment Challenge has been submitted. The September meeting was cancelled due to the hurricane.
 4. **NC Cardinal Student Access Project:** This project will allow students to access library digital resources by using their student IDs instead of a library card. The students will only be allowed to check out electronic materials, not physical materials. Key meetings were held with School Media Coordinator Jody Hawley around the time when Superintendent Connelly started. Dr. Connelly is aware of and supportive of the project. Discussions about how to introduce and roll out this project led to a consideration of starting with a smaller number of schools – such as secondary schools. In August library staff presented at media coordinator workshops. Staff demonstrated the library’s electronic resources. The media coordinators were very excited. The participants were also issued cards that would allow them to access the electronic materials. There is already a big jump in use statistics of these digital materials.
 5. **New National Exhibit coming soon:** Thanks to the library’s involvement with the NASA program, next summer the Headquarters library will receive the *Star Net Explore Space Exhibit*. Cumberland County Public Library will be one of four libraries in the country to receive the exhibit.
 6. **New Service:** Fliers have been added to all women’s stalls in the Headquarters library noting the National Human Trafficking Hotline – 888-373-7888.
 7. **Fort Bragg Celebration:** Big banners congratulating Fort Bragg on 100 years have been installed in the lobbies of all the libraries.

8. **Parking issues for the library:** Because of the ball park under construction, we anticipate an increase in issues with parking. The parking lot across from the Headquarters library is owned by the city. The library has been granted access to 22 reserved spaces. Some of the spaces are for library owned vehicles and the rest are for staff and the public. We may want to make the spaces “Staff Parking Only” at some point because it could then be enforceable.
9. **Bordeaux Parking Lot Repaving Project – July & August:** While the Bordeaux parking lot was being re-paved, we were able to keep the branch open thanks to the school next door and the church across the street. East Regional’s parking lot has also been repaved but that branch had to close for about five days. North Regional’s parking lot will be re-paved soon and the branch will remain open.

V. OLD BUSINESS

- A. **Recommendations from the Trustee Nominating Committee – Nominating Committee Chair Paige Ross**
Ross informed the trustees that both Katrina Tiffany and Belinda Wilkerson will be completing their first terms of office on December 31, 2018 and are eligible for reappointment. They have both expressed interest in being reappointed for a second 3 year term (2019-2021).

Donald LaHuffman is not seeking a second term. Therefore, the Trustee Nominating Committee met on September 5 to interview a potential candidate to fill his seat on the board. The Nominating Committee unanimously agreed to recommend Irene Grimes as the nominee to fill the vacant seat for the 2019-2021 term.

Since the nominating committee supports the re-appointments and appointment, with the approval by the full board, these are the recommendations that will go to the County Commissioners.

- MOTION:** Committee Chair Ross moved to approve the nominating committee’s recommendations.
- SECOND:** Trustee LaHuffman seconded the motion.
- DISCUSSION:** None
- VOTE:** Unanimous

- B. **Review of FY 2018 Library Goals & Accomplishments Statistical Report – Programs & Services Division Manager Nora Armstrong**

In the absence of Deputy Director Cotina Jones, Programs & Services Division Manager Nora Armstrong presented the annual report on the Long Range Plan. She highlighted several programs and displays that met the plan’s goals. She also offered reasons for the very few goals that staff were not able to meet. Board Chair Brian Tyler requested more information about how the responses to the annual customer-satisfaction survey, particularly at Headquarters. Armstrong said she would provide that for him.

- C. **2018 Adult and Youth Summer Reading Program Reports – Programs & Services Division Manager Nora Armstrong and Emerging Adult Specialist Kohnee Harmon**

Armstrong reported that 746 customers and 65 staff members took part in the adult Summer Reading Program, recording a total of 8,216 titles read. This was nearly identical to last year’s total of 8,224. Armstrong thanked the Friends of the library for their continued support of SRP and of all adult programs.

Emerging Adult Specialist Kohnee Harmon gave a summary of the Children’s and Teen’s 2018 Summer Reading programs and statistics. This included highlights of programs inside and outside of the library. This year’s theme was *Libraries Rock!*

D. Follow-up on Ad Hoc Art Exhibition Committee Report – Vice Chair Daniel Montoya

Montoya was able to meet with Professor Soni Martin. She is very busy but she did promise to get back to Montoya eventually. In August he spoke to staff at the Arts Council. They expressed interest in our project, but now is not a good time – it was suggested to plan for the Spring.

Montoya said he could do something himself, but he does not have the necessary expertise to describe the art pieces. He believes that someone with art expertise is needed to assist with the project. The other alternative he proposed is an online exhibition. Risacher pointed out that most of the library's art pieces are on the library's website with basic information.

Chair Tyler suggested that this topic be removed from the agenda until the Spring of 2019. He offered to add it to the agenda at anytime Vice Chair Montoya has an update. Tyler urged Montoya to continue brainstorming. Montoya said the goal is to plan for some action to occur in January 2019.

E. Approval of the FY 2019 Library Endowment Trust and Library Endowment Fund Disbursements – Chair Brian Tyler

Chair Tyler shared that the Friends budget is linked with the endowment disbursements. Moving forward for FY 2019 the disbursements are \$26,020 from the Library Endowment Trust and \$610 from the Library Endowment Fund.

MOTION: Chair Tyler moved to approve the two Endowment disbursements.

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

F. Trustee Annual Donation to the Library Endowment Fund, Cumberland County, North Carolina (LEF) – Chair Brian Tyler

Chair Tyler reminded everyone that one of the obligations of being a Trustee is to give to the Library Endowment Fund so that the board can report that it is a 100% giving board. The cycle for contributions to the LEF is from September to September each year. Tyler urged trustees to submit their donations by the October 18th trustee meeting.

VI. NEW BUSINESS

A. Proposed 2019 Schedule of dates the libraries will be closed – Director Jody Risacher

Risacher invited the Trustees to review the proposed 2019 schedule of dates the libraries will be closed. The County sets its dates according to the State Government's holiday schedule. Since the libraries are open seven days per week, the library's holiday schedule is always slightly different from that of the County. Once the dates are approved, the approved schedule will be sent to County Administration.

MOTION: Chair Tyler moved to accept the holiday schedule for 2019.

SECOND: Trustee LaHuffman seconded the motion.

DISCUSSION: None

VOTE: Unanimous

B. Proposed Policy Revision: Information Services Policy – Director Jody Risacher

Risacher stated that the update is not significant, it is simply a refinement, rather than a change in the policy. The Local & State History Gift Policy is being removed because it is being moved to a different section. She offered to answer other questions.

MOTION: Chair Tyler moved to approve the policy revision as provided.

SECOND: Trustee Tiffany seconded the motion.

DISCUSSION: None

VOTE: Unanimous

C. Other: None.

VII. ADJOURNMENT

With no other business to discuss, at 10:26 a.m., Chair Tyler adjourned the meeting.