

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES OCTOBER 15, 2020

In compliance with the N. C. Governor's Executive Order 121, Section 3.A.a., this meeting was available to the public and media live via the Cumberland County website (co.cumberland.nc.us), Facebook page (facebook.com/CumberlandNC). Staff entered and exited meeting room 564 (County Courthouse) so no more than ten people were gathered at the same time in accordance with the Governor's Executive Order.

County Administration staff present in room 564: Assistant County Manager Sally Shutt, County IS Client Support Manager William Weigel, PIO and IT staff

Library staff present in room 564: Interim Library Director Cotina Jones, Programs & Services Division Manager Nora Armstrong, Youth Services Division Manager Elzena Anderson and Library Awareness Coordinator Traci Cardenas

Trustees present in the Boardroom at Headquarters library: Chair Belinda Wilkerson, Dennis Cedzo and Ann McRae

Trustees present via GoToMeeting video conference: Jeremy Fiebig and Katrina Tiffany

Trustees absent: Irene Grimes and Brian Tyler

Library Staff present in the Headquarters library Boardroom: Admin. Coordinator to the Director Marili Melchionne

I. CALL TO ORDER

Chair Wilkerson called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, October 15, 2020 in the Boardroom at the Headquarters library.

A. Introduction of Special Guest Friends of the Library President Stephanie Dixon: Due to a previous work obligation, Friends President Stephanie Dixon was unable to attend the meeting.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Cedzo seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously.

III. APPROVAL OF THE SEPTEMBER 17, 2020 REGULAR BOARD MEETING MINUTES

MOTION: Chair Wilkerson moved to approve the September 17, 2020 minutes.

SECOND: Trustee McRae seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously.

IV. INTERIM LIBRARY DIRECTOR'S REPORT

A. Introduction of new and newly promoted Librarian staff: Interim Library Director Cotina Jones introduced Marissa Mace as the new IS Librarian I at North Regional Library.

B. Interim Library Director's Update:

1. Virtual Learning Centers (VLCs) Update:

The VLCs began on Monday, October 12, 2020 and in preparation for the VLCs, 65 staff members became CPR and First Aid certified and is valid for two years. The Red Cross trained staff at Headquarters, Cliffdale and North Regional libraries. Staff also attended training relating to managing children's expectations. DSS also provided training and so did the Cumberland County School system on food services management. Cumberland County Schools provide lunches and afternoon snacks for each student each day.

Assistant County Manager Sally Shutt: Shutt shared that on Monday, Oct. 7 there were 18 students across the different locations and on Tuesday there were 13. Wednesday was a teacher work day so the Virtual Learning Centers were closed. Things have been running very smoothly and I went with Cotina and Nate to visit each location on Friday and I'm thankful that I did. Library staff are prepared to take on this project. Staff are following all the procedures, the children's temperatures are being checked and screened as they enter the buildings.

Interim Library Director Cotina Jones: So far we have 15 school personnel across six locations. A few pictures of the first day at Headquarters library were shown. Jones pointed out that staff from many departments helped out and worked together. She also highlighted a picture of the Headquarters Branch Manager walking upstairs with a Kindergartner to take her to her station.

2. StoryWalk Ribbon Cutting Ceremony:

The ceremony on October 7 was very well attended. The Women's Giving Circle (StoryWalk grantor) spoke about the importance of StoryWalk. Commissioner Chair Faircloth also attended and gave a speech on behalf of the County Commissioners.

3. September Outreach:

Library Awareness Coordinator Traci Cardenas has delivered CRFTN's to five different organizations. Deposit Collection books were delivered to the Fayetteville Urban Ministry and the Detention Center requested discarded magazines and we were able to donate five boxes.

V. OLD BUSINESS

A. Update on Trustee Appointments – Chair Belinda Wilkerson for Nominating Committee Chair Brian Tyler:

With Nominating Committee Chair Brian Tyler absent, Board Chair Belinda Wilkerson let the board members know that the second and final vote by the County Commissioners regarding the 1 new appointment (Pamela Story) and 1 reappointment (Dennis Cedzo) will be taken at their October 19 meeting which Brian Tyler will attend. Library Administration should receive confirmation of the approved appointments on October 20.

B. 2021 Trustee Officer Slate process explained – Chair Belinda Wilkerson for Nominating Committee Chair Brian Tyler:

With Nominating Committee Chair Brian Tyler absent, Board Chair Belinda Wilkerson let the board members know 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 the 2 offices. As the Nominating Committee Chair, Brian will poll all Trustees to ascertain their interest in holding the seat of Chair or Vice Chair. Consideration will be given to a trustee's longevity on the board, previous service as an officer and willingness to serve. If needed, the Nominating Committee will meet at 8:30 a.m. on November 19 (prior to the trustee meeting) in order to discuss the results of the trustee polling. Then the committees' recommendations for Chair and Vice Chair will be brought to the full board at the November 19 Trustee meeting.

VI. NEW BUSINESS

A. Final Five Year Plan Programs & Services Report – Programs & Services Division Manager Nora Armstrong

Armstrong presented the FY 2019-20 annual report for her area of library operations. She noted that although all programming ceased in mid-March due to the COVID-19 pandemic, several programs earlier in the year were very successful. She discussed job & career/entrepreneurship programs and highlighted the library's programming partnerships with CEED, the FTCC Business Center and the library's relationship with the County Workforce Development Board. She wrapped up her presentation with a discussion of the staff's virtual programming accomplishments and stated that the library will continue to create and offer digital programming content even after re-opening and resuming in-person programs.

B. Final Five Year Plan Computer Services Report – County IS Client Support Manager William Weigel

Weigel shared that there is a need to continuously monitor the equipment usage at libraries to make sure that devices are available to meet public demand while being responsible with tax payer's money.

Prior to the COVID-19 shutdown his staff ran hardware usage statistics at all the branches in order to obtain the hardware usage in the adult labs. We found that the Headquarters and Cliffdale libraries had more equipment than the public was using so we reduce their numbers. We also found that West branch equipment usage went up so their equipment was increased. Usually we take from one location and give to another so there is no cost incurred by the county.

During the COVID shut-down which has been for the last six months, we have not been able to get any statistical data on the equipment. Bandwidth usage still falls within the normal range because the community is able to use the parking lot to access the internet.

There is no new technology to introduce at this time but we did find that there are 60 laptops and tablets that the library needs to budget for next year. These devices were purchased over the last 5 or 6 years using non-county funds. That equipment has reached the end of their life cycle.

Projects being worked on during the shut down include:

- ✓ Wireless access point replacements with newer models
- ✓ Streamline manual functions with electronic options instead of on paper
- ✓ Systel Review:
 - Customer credit/debit card hold went from \$20 to \$4 per transaction which is the market norm.
 - Potential upgrades to public equipment prior to the libraries reopening to the public
- ✓ Prepping for the next round of computer upgrades which is part of the county standard refresh and there are 89 devices scheduled for replacement. This happens every four years based on the life cycle of the equipment.

C. Outreach Services Report – Library Awareness Coordinator Traci Cardenas

Cardenas shared that she moved to the library's social media team, which consists of Kelly Lindsay and Nora Armstrong in May 2020.

- We create weekly content for *Wellness Wednesday*, *Throwback Thursday* and *Staff Picks* which comes out on Sundays.
- Additionally, I create content for other events and programs. Most recently, West Branch's 10th Anniversary poster & banner.
- Curbside Pickup with C.C. Leopard video:
 - Nora Armstrong and I developed the script. Afterwards, I directed and produced it. Brianna Davis was the camera person. Brianna, along with Jennifer Hatcher, edited and selected the music. Aaron Mehaffey was the voiceover. The video has gotten over 2K views on *Facebook* so far and presently is pinned to the top of the page on the library's website
- StoryWalk Ribbon Cutting – held on October 7
 - I was the project manager on StoryWalk
 - Book installation will be changed quarterly

D. Other Business:

YS Division Manager Elzena Anderson offered a brief Youth Services report. Staff have continued to provide weekly programs for children and teens. Last month staff hosted Librari-Con and we offered a variety of programs but it was a family event. We had over 500 children the day of the event and staff did a wonderful job. Currently we are preparing for winter reading coming up December 1 and it ends January 31.

VII. ADJOURNMENT

With no other business to discuss, Chair Wilkerson adjourned the meeting at 9:40 a.m.