

# CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

## MINUTES LIBRARY BOARD OF TRUSTEES MAY 17, 2018

### I. CALL TO ORDER

Chair Tyler was delayed. Vice Chair Montoya called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, May 17, 2018 in the Executive Boardroom of the Headquarters library.

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

**Trustees Absent:** Paige Ross and Katrina Tiffany

**Present from the Library:** Director Jody Risacher, Deputy Director Cotina Jones, Marketing & Communications Division Manager Kellie Tomita, YS Division Manager Megan Smith, Programs & Services Division Manager Nora Armstrong, Division Manager for Collection Development Pamela Kource, Headquarters Manager Jane Casto, East Regional Branch Manager Birch Barnes, North Regional IS Librarian I Megan Edwards, East Regional IS Librarian I Tonya Minor, West Regional IS Librarian I Christopher Robinson 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 on behalf of the Friends of the Library Executive Board:

- There are currently 428 Friends members.
- The customer count for the Tuesday, May 15 (members only book sale) was 180. The book sale revenue was \$4,516 and membership revenue was \$971. The public book sales are this weekend, May 19<sup>th</sup> 9:30 to 2:00 p.m. and Sunday May 20<sup>th</sup> from 1-4 p.m.
- The Library Endowment Fund had several recent donations and as of 5/9/18, the total donations received is \$2,498. All 2018 donations (up to \$50,000) will be matched dollar-for-dollar by the Friends. There is still \$47,502 left to be matched.
- Brian Tyler is signed up to attend the July 10 Friends meeting at the **West Regional library**. The meeting starts at 6:00p.m.

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

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

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

**DISCUSSION:** None

**VOTE:** Unanimous

### III. APPROVAL OF APRIL 19, 2018 REGULAR BOARD MEETING MINUTES

**MOTION:** Chair Tyler moved to approve the April 19, 2018 minutes.

**SECOND:** Trustee Small 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 librarian staff members:

Name	Title	Branch Location
Megan Edwards (New)	IS Librarian I	NRL
Tonya Minor (Promoted)	IS Librarian I	ERL
Christopher Robinson (Promoted)	IS Librarian I	WRL

- B. Service Award Recipient:** Director Risacher recognized and honored West Regional IS Librarian I Christopher Robinson for his ten years of service with the library.

#### C. Director's Update

**1. New Grants Received:**

The library received the following grants:

- ✓ 2019 Storytelling Festival – \$5,000
- ✓ 2018 Summertime Kids – \$5,000

**2. Summer Partnership – Coding Classes for Ages 12-17:**

The library has partnered with Cumberland County Schools and the Workforce Development Board to provide coding classes for young adults, ages 12-17 at recreation centers and a housing development. The “camps” are a week long for a half day. The classes will be taught by trained CCS teachers. Meals will be provided by the Child Nutrition Services program.

**3. Successful Library Programs:**

- ✓ The April 2018 Science Festival
- ✓ Creative Writing Workshop
- ✓ Author Howard Owen
- ✓ How to Make the Perfect Cup of Coffee
- ✓ Daughters of the American Revolution Visit and Tour (L&SH Room)
- ✓ Salt Dough Sculptures by Teens
- ✓ Daniel Tiger @ Toddler & Preschool Story Time

**4. Reaching Outside Library Walls:**

- ✓ Child Advocacy Center's Child Abuse Summit
- ✓ Prayer Walk and Unity Fair – Festival Park
- ✓ Month of the Military Child Festival
- ✓ Southeastern Regional NC (SERNC) Nerd Slam @ the Sweet Palette
- ✓ Ramsey Street Alternative High School coding activity on bullying
- ✓ Offsite Story Times (Botanical Gardens, Partnership for Children, Fascinate U)

**5. School Success Grant:**

Children and parents received library cards at the Kindergarten Beginner Day program. The children who received library cards received a School Success Kit. The contents included a pencil case, sharpener and eraser.

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

Donation request letters were sent to various child therapists and clinics. Committee members will follow up with visits.

Marty Williams and Kellie Tomita attended the Longleaf Pine Realtors Inc. luncheon and received a \$500 donation for the LEF (which will be matched by the Friends). Books were also donated at the event.

**7. Staff Development Day:**

John Formica, the “Ex-Disney Guy,” was the keynote speaker on May 4<sup>th</sup> at Staff Development Day. He spoke for over an hour maintaining a high energy level. His message of loving your work and providing excellent customer service was well received. Community Relations staff raffled lovely gift baskets made up of donated materials. Exceptional employee awards were handed out to Library Awareness Coordinator Niambi McLaurin, YS Librarian I Sheila Rider, IS Library Associate Jocelyn Williams, YS Librarian I Hunter Miller and L&SH Manager Michelle Gross.

**8. Community Conversations – Southern Poverty Law Center Speaker: Hate Crimes on the Rise:**

An article was written in the Fayetteville Observer about this well attended event held at Headquarters.

**9. NC Student Ambassadors visit Legislators:**

Former Friends President Angela Ray sent a photograph of her son Alizdair, other students and State Librarian Cal Shepherd. The students visited legislators in Washington to promote libraries.

**10. Academic Achievement – Deputy Director Cotina Jones Receives Honor:**

The International Honor Society in Education Kappa Delta PI initiated Jones into the Theta Tau Chapter at NC A&T State University.

**11. Spring Lake Chamber of Commerce:**

Spring Lake Branch Manager Gloria Nelson received a plaque of gratitude for hosting the Thursday Coffee group.

**12. Director Risacher Receives 20 Year Recognition from the BOCC:**

Risacher attended the annual County Employee Recognition Ceremony and reception where she and many other county employees were recognized for their years of service.

**13. FY 2019 Budget Update:**

Risacher let the group know that the County Manager will present her budget on May 22<sup>nd</sup> and it will be televised. The BOCC Department Head appeals will take place on Thursday, May 31<sup>st</sup> starting at 5:30 p.m. Risacher will speak to the commissioners. The trustees are invited to attend the meeting but will not have to speak. The public hearing will take place on Monday, June 4<sup>th</sup> at 7:00 p.m.

**V. OLD BUSINESS**

**A. Trustee Nominating Committee – Trustees Eligible for Reappointment – Committee Chair Paige Ross**

With the absence of Committee Chair Ross, Board Chair Tyler read the 2018 Nominating Committee Charge: Trustees Donald LaHuffman, Katrina Tiffany and Belinda Wilkerson (serving an unexpired term) will complete their first terms of office on December 31, 2018 and they are all eligible for reappointment.

On May 10, 2018, Donald LaHuffman sent an email to Library Administration stating that he is not interested in serving a second term. The nominating committee will propose a candidate to fill the vacant seat. Tyler asked the committee members to identify their availability by the June 21<sup>st</sup> Trustee meeting and the process of reviewing candidates will begin. He suggested that if anyone knows of anyone who is interested in serving on the board, please have them contact library administration or ask them to apply through the county’s website.

During the summer, the nominating committee will conduct interviews of potential candidates and bring their recommendation to the September 20<sup>th</sup> Trustee meeting to be approved by the full board. Subsequently the candidate’s name will be presented at two County Commissioner’s meetings before they are approved.

**B. Follow Up Reports – Trustee Meetings with County Commissioners – Chair Brian Tyler**

Tyler asked the trustees to report on their meetings with the commissioners. Wilkerson said that she spoke briefly to Commissioner Boose. He agreed to meet Wilkerson for coffee to talk about the library.

LaHuffman had a conversation with Commissioner Evans who told him that he fully supports the library. He is grateful for the support that the library provides for people who have been released from incarceration.

Small had a phone conversation with Commissioner Council who expressed her support for the library. Small thanked her for her support.

Chair Tyler asked for this item to be added to the June trustee meeting agenda so that additional reports can be given.

**C. Ad Hoc Art Exhibition committee Status Report – Vice Chair Daniel Montoya**

Montoya believes that at this meeting we were going to ask people if they wanted to be on the committee. Montoya contacted FSU Art Professor Soni Martin but has not heard back from her.

Montoya met with Director Risacher about having a small art exhibition at the Headquarters library. Montoya said he would not want to begin the art exhibition process without input from a professional artist. Montoya spoke with staff at the Arts Council and they are very interested in providing support for this effort. It is important to contact people who are actually producing local art.

Montoya spoke to Calvin Mims at Ellington-White Gallery. This company is interested in new artists. Montoya is considering a proposal of new artist exhibitions. After an exhibit at the gallery, the exhibit could be moved to Headquarters library for a couple weeks.

The main partner will be the Arts Council. Montoya indicated that the next step is to identify the members of the committee – including support from some professional artists.

Tyler indicated that he also spoke to Calvin Mims right after Montoya spoke to him and he is very excited about the opportunity. Mims said he would get back in touch with Montoya about other people in the community who might help with exhibits. Chair Tyler asked for a follow up report at the September 20<sup>th</sup> trustee meeting.

**VI. NEW BUSINESS**

**A. Proposed Policy Revision – Collection Development – Director Jody Risacher:**

Risacher reminded the board that every five years library staff review and revise all of the library policies in an effort to ensure the policies are serving the customers. The changes for the collection development policy are not significant – the proposed policy is more streamlined.

Staff reviewed the policies of other libraries to strengthen the CCPL&IC policy. The Local & State History collection policy statement was moved from another section to this section.

Graphic Novels were also identified and described. The name, “Easy Books” has been changed to Every Age (E) books.

Because the public has the right to question the placement of any material in the collection, the Reconsideration of Library Materials policy is included as a brief statement. The lengthier procedures that previously had been included in the policy have been moved to the library’s procedures manual.

**MOTION:** Trustee Wilkerson moved to approve the policy revision as presented.

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

**DISCUSSION:** None

**VOTE:** Unanimous

**B. Employment & Small Business Task Force (EBSTF) Report – ERL Branch Manager Birch Barnes and HQU Branch Manager Jane Casto:**

Barnes is the ESBTF Co-chair and discussed the library partnerships, including Center for Economic Empowerment & Development (CEED), the Department of Social Services (DSS), the Cumberland County Council on Older Adults and the Fayetteville Cumberland Reentry Council. Barnes also reviewed job and career programs in general and the library job fairs specifically. He explained the changes to the 2017 Vocational Job Fair and plan to be in place moving forward. One hundred-twenty job seekers attended the most recent Vocational Job Fair. At the DSS March Into Work Job Fair, 117 people were assisted by staff at the Internet Job Café station. Four Hundred-Fifty job seekers attended the library's September Library job fair in 2017. Overall, a total of 2,860 participants have attended 808 programs.

Small Business Coordinator Jane Casto provided a summary of the programs the library offered. She also discussed the efforts she is making to maintain existing and establish new connections in the small business community. Casto also discussed some upcoming small business programming.

**C. Summer Reading Program (SRP) – Incentives Display – Programs & Services Division Manager Nora Armstrong and YS Division Manager Megan Smith**

Programs & Services Division Manager Nora Armstrong gave the group a brief overview of the adult SRP. She described the program's structure and prizes, and gave each board member the first-level prize, a canvas tote bag. Armstrong also thanked the Friends of the Library for their support of the SRP.

The Children's SRP for children birth through 5<sup>th</sup> grade will take place between June 1 and August 15. This year's theme is *Library's Rock!* and children can receive prizes for 5, 10 and 20 hours of reading. Prizes this year include musical instruments, a free book and a baby prize option. Children can keep reading in five hour increments after they have completed 20 hours of reading, and each five hour continuation log will be entered into a prize drawing for a chance to win a \$25 gift card from Barnes & Noble. Children of staff can have their continuations entered into a separate staff drawing for a \$25 Barnes & Noble gift card.

Teens in grades 6 through 12 can participate in the Teen SRP. The theme is also *Library's Rock!* Teens can join on the library's website or they can visit any branch. Teens will track the amount of time they read and bring their reading logs to any branch to receive prizes. For five hours of reading, they can choose between a sports bottle or fidget cube. For ten hours of reading, they will receive a book of their choice and be entered into a drawing for a \$25 gift card. Teens can be entered in a drawing to win a \$50 gift card from Amazon by continuing to read for five hour increments or attending five library programs and logging them in on continuation logs.

**D. Other Business:** None.

**VII. ADJOURNMENT**

With no other business to discuss, Chair Tyler made a motion to adjourn the meeting at 10:14 a.m. Trustee LaHuffman seconded the motion.