

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES JUNE 20, 2019

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, June 20, 2019 in the meeting room of the North Regional library.

Trustees Present: Chair Brian Tyler, Vice Chair Belinda Wilkerson, Irene Grimes, Daniel Montoya, Paige Ross and Betsy Small

Trustee Absent: Katrina Tiffany

Present from the Library: Director Jody Risacher, Deputy Director Cotina Jones, Programs & Services Division Manager Nora Armstrong, Collection Development Division Manager Pamela Kource, North Regional Branch Manager Mary Campbell, Learning & Innovation Coordinator, Hope Mills YS Librarian II Joy Glasser, Computer Services manager William Weigel, CR Info Specialist Tristan Bailey and Admin. Coordinator Marili Melchionne.

Others Guests Present: Assistant County Manager Sally Shutt, Women's Entrepreneur Network Representative Carmen Blackmore, Library Endowment Fundraising Committee Chair Marty Williams and Friends of the Library Hope Mills Branch Representative Gail Riddle.

A. INTRODUCTION OF SPECIAL GUEST(S):

A. Friends of the Library Hope Mills Branch Rep. Gail Riddle gave the following report on behalf of the Friends of the Library Board:

- There are currently 448 Friends Members. The Friends are always looking for more members for fundraising. Marty Williams is the Chair of the LEF fundraising committee. That committee is working on several things including a Trivia Night event. Riddle urged the trustees to contact Marty if they know of anyone who may want to join the Friends and/or work on a special project.
- The May book sales were very successful – \$9,567 in revenue.
- The next book sales will take place August 13 (members only) 17 and 18.
- Trustee Betsy Small is signed up to attend the next Friends board meeting on July 9th and it will be held in Conference Room #3 at the Headquarters library starting at 6:00p.m.
- Riddle shared her gratitude that the trustees meet at different branches because she was part of the board when the decision was made. She sees the benefit to both the branch staffs and the trustees in this arrangement. The Friends are also meeting at different branches.
- Riddle thanked the Trustees for their commitment to the library.

B. A presentation of an oversized check to the Library Endowment Fund (LEF) from the Women's Entrepreneur Network occurred. LEF Committee Chairman Marty Williams thanked the WEN for the generous donation and noted that it will be doubled by the Friends of the Library.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF MAY 16, 2019 REGULAR BOARD MEETING MINUTES

- MOTION:** Chair Tyler moved to approve the May 16, 2019 minutes.
SECOND: Vice Chair Wilkerson seconded the motion.
DISCUSSION: None
VOTE: Unanimous

IV. DIRECTOR'S REPORT

- A. Introduction of new Librarian staff:** Director Risacher introduced Joy Glasser, YS Librarian II, at the Hope Mills library.
- 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.
Chermaleta Brown	Circulation Manager	CLF	5
Dawn Hall	Library Associate	ERL	10
Melissa Lang	YS Librarian I	ERL	15
Suzanne Pate	YS Librarian I	SPL	15
Susan Weigel	YS Librarian II	NRL	25

C. Director's Update:

- Spring Lake Branch 20th Anniversary Celebration:** Spring Lake branch staff and guests celebrated this milestone 20th Anniversary. Remarks were made by special guests County Commissioners Adams, Evans and Mayor Dobbins as well as staff. This was a bittersweet celebration as Branch Manager Gloria Nelson will be retiring on June 30.
- LSTA Grant Awards:** The library has been awarded the following grants for FY 2020:
 - ✓ FY 21-25 Long Range Strategic Plan Development \$21,080. The library will work with Consultant Dr. Anthony Chow, Associate Professor at UNC Greensboro on this project.
 - ✓ Space Youth Initiative (STARLAB) for \$48,271.
 - ✓ The "Pop-Up" Mobile library grant was not awarded this time but the library can re-apply.
- Risacher spoke briefly about the Strategic Planning Process:**
 - ✓ Consultant Dr. Anthony Chow will meet with staff on July 3.
 - ✓ Recruitment for the steering committee has begun.
 - ✓ Both a Trustee and a Friends Board member are asked to participate on the Steering Committee (the first meeting is August 28 at 5pm).
 - ✓ Staff committee will be selected.
 - ✓ Consultant will meet with various groups, individuals (stakeholders) including trustees.
 - ✓ Assessment tools (surveys) developed and deployed.
 - ✓ More meetings in CY20 with development of Goals/Objectives.
 - ✓ New plan will be ready by July 2020.
- Library's Job Fair:** Statistics were given regarding the events at this year's Job Fair on May 8.
- Staff Development Day:** Photographs were shown of the various events that took place on staff development day on May 17, including awards for exceptional employees.

6. Successful Library Programs:

- ✓ Winter is Over: A Day of Medieval Games and Thrones – May 8 @ West – 151 attendees.
- ✓ County Citizen’s Academy Graduating class (including Trustee Irene Grimes).
- ✓ State Library Technology Workshop
- ✓ Mad Science: Walking on the Moon – June 3 @ Headquarters – 11 attendees.
- ✓ Local Author Showcase – June 15 @ Headquarters – 112 attendees.
- ✓ Southern Friend Poetry Nerd Slam Event – June 7 @ Headquarters – 168 attendees.
- ✓ Meet Llama Llama Pajama Story Time June 6 @ West – 91 attendees
- ✓ Friends of the Library Present: Kevin Maurer – June 9 @ Headquarters – 27 attendees.
- ✓ NASA @ My Library: Food in Space – June 6 @ Headquarters – 13 attendees.
- ✓ LEGO Free Play with Emmet – June 12 @ Bordeaux – 57 attendees.
- ✓ Teen Programs by Emerging Adult Services Specialist Kohnee Harmon:
 - ALA Finding Your Voice Grant: Ramsey Street High School students discussed the book, *I Am Alfonso Jones*. Part of the discussion activities included making a book trailer from the parts of the book that impressed them the most.
 - CC Youth Detention Center: Teens @ the Library Bingo. While playing Bingo teens learned about library programs, databases and services. They enjoyed playing and asked many questions about the programs.

7. Friends and the Library Endowment Fund Committee Update:

- ✓ May 28 was the regular monthly meeting of fundraising committee.
- ✓ Trivia night location found at Scrub Oaks restaurant off Ramsey. Friends Board voted to hold the event on September 18
- ✓ Realtors Association made a donation of \$500.
- ✓ The LEF committee will meet again in August.
- ✓ The Friends match all donations up to \$25,000 through 12/31/2019.

8. Friends Fundraising Partnership with Civil War Roundtable – On May 19, LEF Committee Chair Marty Williams and Mr. Matt Farina, a member of the Civil War Roundtable, sat outside the Headquarters library to sell Baseball-Themed Cancelled Stamps and Commemorative Envelopes. Some of the remaining items will be available for purchase at the August book sales. Proceeds will be donated to the LEF.

9. Library Endowment Fund Comparison: A list of the library endowments disbursement was presented for FY20. The chart compared the disbursement amounts with last year. Most of the funds are producing more income.

10. 2020 County Budget Hearing – June 10, 2019: In the photograph shown, it was noted that the people in the red shirts represented the those individuals supporting the school system’s large budget increase request. Board Chair Brian Tyler made remarks at the public hearing.

V. OLD BUSINESS

A. FY 2020 Library Budget Highlights – Director Jody Risacher:

Risacher stated that the library budget will be \$10,627,526. It is believed that the library will receive funding for the outside book drops. Funding will also be provided to repair a drain in the Headquarters staff parking lot. County employees will receive a 2% cost of living raise and an additional percentage employer contribution to their 401K for a total of 2%.

There were 43 requested positions across all county departments but only 19 were added. It was clear that this was going to be a very tight budget. The county manager has a definite commitment to reducing the county's high turnover rate (20% compared to 12% for Durham, Greensboro, for example). County Management hired a consulting firm to study turnover and retention issues. County management is committed to a plan of improvement that includes upgrading positions, annual COLA's, flextime policy and tuition assistance. Some changes will be phased in over several years..

Library senior staff were brought in on a plan of a consolidation of resources for improved county communications by the county manager and assistant managers. They explained the benefits to the library and all county departments to the integration of Community Relations into the Public Information Office (PIO) in the County Courthouse.

The official transfer of staff will be July 1, however, the offices for the new staff in the courthouse will come later. All of those positions will work under Assistant County Manager Sally Shutt.

Assistant County Manager Sally Shutt addressed the trustees about the change and stated that they are looking forward to a consolidated communications team. She sees this as an opportunity to enhance and expand what the county is already doing. She spoke of consistency in branding and messaging and an opportunity to expand on the digital platforms and signage within our buildings, our TV channel Fayetteville Cumberland Education TV and social media.

Shutt worked in the Community Relations Department in 2005 as a graphic designer and then as the Marketing & Communications Manager before moving over to the county manager's office.

B. Nominating Committee Update – Nominating Committee Chair Paige Ross:

Ross stated that the nominating committee met this morning at 8:30. Two trustees will be rotating off the board on December 31, 2019 (Daniel Montoya and Betsy Small). The committee reviewed the applicant list and have decided on two people that will be brought in for interviews in early September. The committee will have two people to recommend to the full board at the September 19 Trustee meeting.

VI. NEW BUSINESS

A. Technology Report – Computer Services Manager William Weigel

Weigel discussed how the *NC Cardinal Consortium* has switched to a *WebClient* for staff that will help reduce down time to public services during system upgrades in the future. The library replaced over 98 computers due to life cycle and have expanded the "Mobile Print" services to offer it at a total of five branches now. New technology like VR Headsets, HighEnd Laptops for Coding and mobile phone friendly scanners were added to promote newer technology trends. Computer Services staff also assisted Westover High School with a robotics competition that made it all the way to state finals.

B. Staff Training, Innovation Review Team (IRT) and Book A Librarian (BAL Reports: Leaning & Innovation Coordinator Jennifer Hatcher

Hatcher presented on library trainings, innovations and BALs. More videos on demand are being created for staff as training resources. The library hosted a live webinar for staff on *Developing Your Cultural Understanding* and an in-person training on *Handling Difficult Conversations with Teens*. Hatcher reported on recommendations from the IRT during the past year and on current projects. Hatcher also reported on the BALs from June 2018-May 2019.

C. North Regional Branch Report – Branch Manager Mary Campbell

The North Regional library opened in 1998. One of the features that has particularly changed the branch is the Early Literacy Corner. This branch has become a destination with a puppet theater, puzzles and iPad crayon where children and families come to play and learn. Staff take pride in serving a wide variety of customers, especially those with special needs. Staff present the monthly *Explore* program to special needs adults and the volunteer program has over ten special needs customers. Staff host a wide variety of youth programs including the weather and Native American programs. Hundreds of school children visited the branch this year. The door count is up 30% for the first ten months of this fiscal year and have 60% of branch book circulation coming from our busy youth services department. Adult services staff have completed 406 Book A Librarian training session for customers. Campbell invited the group on a branch tour.

D. Other: None

VII. ADJOURNMENT

With no other business to discuss, Chair Tyler adjourned the meeting at 10:15 a.m.