

# CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

## MINUTES LIBRARY BOARD OF TRUSTEES OCTOBER 17, 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, October 17, 2019 in the Meeting Room of the Spring Lake Branch.

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

**Present from the Library:** Director Jody Risacher, Collection Development Division Manager Pamela Kource, YS Division Manager Megan Smith, Spring Lake Branch Manager Michelle Gross, IT Support Tech II Darryl Ferguson and Admin. Coordinator to the Director Marili Melchionne.

**Others Present:** Friends of the Library Spring Lake Branch Representative Regina Thompson-Xadu

**A. INTRODUCTION OF SPECIAL GUEST:** Friends of the Library Spring Lake branch representative Regina Thompson-Xadu gave the following report on behalf of the Friends Executive board:

- There are currently 490 Friends members for 2019 and if you join now, your membership will be valid until December 31, 2020
- Starting with the November 19 members only book sale, Barbara Kiser has decided to start the Members Only book sales an hour early – (3:00p.m.) so that people can shop while it is still daylight. The public book sales are November 23 & 24.
- Trustee Katrina Tiffany signed up to attend the next Friends board meeting on November 6 (Wednesday) and it will be held at the Headquarters library in Conference Room #3 – second floor.
- She also mentioned that Elliot Engel will be at the Headquarters library on Sunday, Nov. 3 @ 3:00p.m.

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

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

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

**DISCUSSION:** None

**VOTE:** Unanimous

### III. APPROVAL OF SEPTEMBER 19, 2019 REGULAR BOARD MEETING MINUTES

**MOTION:** Chair Tyler moved to approve the September 19, 2019 minutes.

**SECOND:** Vice Chair Wilkerson seconded the motion.

**DISCUSSION:** None

**VOTE:** Unanimous

### IV. DIRECTOR'S REPORT

**A. Introduction of new Librarian staff:** None

**B. Service Award Recipients:** None

**C. Director's Update** – Director Jody Risacher

In addition to presenting photos and brief information on a variety of programs held at various branches in September and October, the following items were reported upon:

**1. Library's Five Year Plan Survey:**

Risacher stated that during October the library is focusing on the customer survey for the new five year plan. With the help of the County Public Information Office, members of the community are urged to participate. A survey was mailed to 1,000 random addresses. The "general" survey has been distributed in paper form and through electronic access in branches. Fayetteville Observer Columnist Myron Pitts wrote an informative column about the survey. Pitts is a library supporter and a member of the Steering Committee for the five year plan.

**2. New Free Service @ the Library:**

Risacher reported that the library now offers *Freegal*, a service for downloading music. Customers can download three songs per week that they can keep and listen to on their devices. There are 16 million songs and videos to choose from. The entire Sony music entertainment catalog is available through *Freegal*.

**3. Public Library Association Grant Funded Intern:**

Risacher shared the PLA newsletter article that featured PLA Intern Riel Hammond who went to Washington DC in September and gave her final presentation to complete her internship.

**4. New Mobile Reference Desks for Cliffdale Regional Library:**

Cliffdale branch recently received two new mobile service desks for Information Services. One of the desks is placed in the back of the building in order to maintain a line of sight with the customers. Staff have reported positive responses from customers.

**5. Fayetteville Running Club donates to the Friends of the Library:**

The Friends received an unexpected \$500 donation from the Fayetteville Running Club. The donation is for the Library Endowment Fund (LEF) and will be doubled through the Friends' match.

**6. Friends of the Library Endowment Fund (LEF) Committee Update:**

The LEF committee met on September 24 and discussed the successful Trivia Night event. After expenses, the event raised \$1,543 for the LEF. A Fall donation letter will be mailed shortly. The next committee meeting is October 22.

**7. County Commissioners Meeting Presentation**

Risacher will attend the County Commissioner's meeting on Monday, October 21 and present information about the 2020 Census Activities and the StoryWalk MOU. There will be a community organization census meeting on November 13 at 2:00p.m. at the Crown Coliseum.

**V. OLD BUSINESS**

**A. Trustee Appointments Update** – Nominating Committee Chair Paige Ross

On behalf of the nominating committee Ross reported that the final vote by the Commissioners regarding the trustee appointments will take place at their October 21 meeting. Confirmation of the appointments should be received on October 22. The three applicants nominated by the committee are Ann McRae, Jeremy Fiebig and Dennis Cedzo.

**B. 2020 Trustee Officer Slate – process explained** – Nominating Committee Chair Paige Ross

Regarding the nominations for the 2020 Officer Slate: 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 office. The Committee Chair will poll all Board of Trustee members to ascertain their interest. Consideration will be given to a Trustee’s longevity on the board, previous service as an officer and willingness to serve.

Over the next month Ross plans to poll each of the board members to ascertain interest in holding the seat of Chair or Vice Chair. She stated that any trustee with an interest in the Chair or Vice Chair can contact her via email. The Nominating Committee will meet at 8:30 a.m. on November 21 (prior to the trustee meeting) in order to discuss the results of the Trustee polling. Then the committee’s recommendations for Chair and Vice Chair will be brought to the full board at the November 21 meeting.

**VI. NEW BUSINESS**

**A. Proposed Policy Revisions (4) Willfully Damaged Materials, Temporary Computer Use Card, Materials Borrowing Procedures and Exhibits Policy** – Director Jody Risacher

Chair Tyler proposed that since the revisions to the four policies were minor and since each trustee had received a copy of the proposed policy revisions there was no discussion needed.

**MOTION:** Chair Tyler moved to approve the policy revisions as proposed.

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

**DISCUSSION:** None

**VOTE:** Unanimous

**B. Spring Lake Branch Report** – Branch Manager Michelle Gross

Gross gave a brief update on the Spring Lake Branch. She highlighted photographs of programming offered by the staff and the partnership with FTCC. Gross talked about the 20<sup>th</sup> Anniversary of the Spring Lake Branch that was celebrated in June. For FY 2019, there were 56,617 customers who visited the branch. Volunteer hours were up 220% from 2018 because of the excellent leadership of Administrative Support Specialist Lisa Hutchison who took over supervising the volunteers in June 2018. Gross also presented pictures and statistics of the community events and outside programs where the Spring Lake staff have represented the library.

**C. Other:** None.

**VII. ADJOURNMENT**

With no other business to discuss, Chair Tyler adjourned the meeting at 9:32 a.m.