

# CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

## MINUTES LIBRARY BOARD OF TRUSTEES September 19, 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, September 19, 2019 in the Boardroom of the Headquarters library.

**Trustees Present:** Chair Brian Tyler, Vice Chair Belinda Wilkerson, Daniel Montoya and Paige Ross

**Trustee(s) Absent:** Irene Grimes, Betsy Small & Katrina Tiffany

**Present from the Library:** Director Jody Risacher, Deputy Director Cotina Jones, Programs & Services Division Manager Nora Armstrong, Division Manager for Collection Development Pamela Kource, Emerging Adult Services Specialist Kohnee Harmon, Intern Riel Hammond, Intern Briana Armendariz; New & Newly Promoted staff (see table below); Service Award recipients (see table below) and Admin. Coordinator to the Director Marili Melchionne.

#### A. INTRODUCTION OF SPECIAL GUEST(S):

Friends of the Library East Regional Representative Marty Williams gave the following report on behalf of the Friends of the Library:

- ✓ Williams stated that the Trivia Night event the day before was very successful.
- ✓ There are now 486 Friends members.
- ✓ For the August Book Sales the total book sale revenue was \$12,165
- ✓ The next book sales are November 19 (members) and the public sales are on the 23rd and 24th
- ✓ Revenue from Librari-Con was \$630 for book sales and \$1,151 (20%) from Artist Alley. A last minute decision to sell old and new Librari-Con pins netted the Friends an additional \$119.
- ✓ Trustee Katrina Tiffany is signed up to attend the next Friends board meeting on Wednesday, November 6 and it will be held in conference room #3 (second floor) at the Headquarters library starting at 6:00p.m.

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

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

**SECOND:** There was not a second for the motion.

**DISCUSSION:** None

**VOTE:** Unanimous

### III. APPROVAL OF THE JUNE 20, 2019 REGULAR BOARD MEETING MINUTES

**MOTION:** Chair Tyler moved to approve the June 20, 2019 minutes.

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

**DISCUSSION:** None

**VOTE:** Unanimous

### IV. DIRECTOR'S REPORT

#### A. Introduction of new and newly promoted staff:

Name	Title	Branch Location
Nazreen Sahib	Tech. Services Manager	HQU
Fabienne Narron	Business Manager	HQU
Sierra Moore	YS Librarian II	CLF
Michelle Gross	Branch Manager	SPL
Jennifer Hatcher	Branch Manager	WRL

**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.
Nate Mahaney	Facilities Manager	HQU	5
Anessa Olson	IS Librarian I	CLF	5
Carina Chun	Library Associate	CLF	10
Heather Heady	IS Librarian I	NRL	10
Robin Deffendall	IS Librarian I	NRL	20
Sana Moulder	IS Library Associate	HQU	20
Rosa Sandefur	Page	WRL	20
Diane Bracanovich	Page	CLF	25
Rhonda Wright	Circ. Admin. Support Specialist	HQU	25

**C. Director’s Update:** Director Risacher

**1. Headquarters Library – Up & Coming Weekly’s Best Library Branch:**

Risacher announced that the Headquarters library was voted “Best Library Branch” for 2019.

**2. Successful Library Programs:**

Risacher summarized and recapped the numerous programs that took place over the summer at various library branches.

**3. Introduction of Riel Hammond – Public Library Association Grant-Funded Intern:**

Risacher introduced Intern Riel Hammond. Riel has been learning about libraries over the summer. Part of her assignment was to create and execute a program. Initially Hammond and IS Librarian I and Mentor Tonya Minor from East Regional library traveled to Chicago for orientation and will be going to Washington DC to give a final report on the internship experience. Risacher invited Hammond to make a few comments about her Career Exploration Workshop.

Hammond stated that 20 teens attended her workshop. The teens engaged with the varied career specialists. Riel also had help from Career Coach Belinda Wilkerson who spoke to the teens about the steps to college. Two colleges came to the career program to interact with students.

**4. Library Wins Chamber of Commerce Diamond Member Recognition Award:**

Risacher attended a Chamber of Commerce Breakfast Event and accepted the Diamond Member Recognition Award for the library’s participation in the chamber for 25 years.

**5. Library’s Five-Year Plan Steering Committee Meeting – August 28, 2019:**

Risacher stated that the first steering committee meeting was successful. The group is interested in library planning and discussed community, library priorities, community strengths and challenges. Surveys will be distributed to the public, library staff. The director will send the board the link to the online survey.

**6. 2019 ALA Conference in Washington DC:**

Risacher stated that several staff attended this year’s conference. Emerging Adult Services Specialist Kohnee Harmon was shown in a photograph with 95 year old writer and illustrator Ashley Bryan.

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

The LEF committee met on August 27 and confirmed an interest in a Fall donation letter. The rest of the meeting was spent on planning the Trivia Night event held last evening at Scrub Oaks. Cash and in-kind donors were identified and most tickets were sold. The next committee meeting is September 24.

## V. OLD BUSINESS

- A. Recommendations from the Trustee Nominating Committee – Nominating Committee Chair Paige Ross**  
Ross informed the board that the nominating committee met on September 11 and interviewed three candidates. The committee was impressed with all three candidates.

Ross notified the board that both Daniel Montoya and Betsy Small will be completing their second terms of office on December 31, 2019 and are not eligible for reappointment. Ross has decided to resign from the board as of December 31, 2019.

The Nominating Committee unanimously agreed to recommend Ann McRae and Jeremy Fiebig as the nominees to fill the two vacant seats for the 2020-2022 term and Dennis Cedzo to serve the remaining year of Ross' second term. He will also be eligible for two additional three-year terms.

Since the nominating committee supports these appointments and with the approval by the full board, these are the recommendations that will be forwarded to the County Commissioners.

**MOTION:** Committee Chair Ross moved to approve the nominating committee's recommendations.

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

**DISCUSSION:** None

**VOTE:** Unanimous

- B. Review of FY 2019 Library Goals & Accomplishments Statistical Report – Deputy Director Cotina Jones**

Deputy Director Jones presented the annual report on the FY 2019 Long Range Plan. She highlighted several programs and displays that met the plan's goals. She also offered reasons for the two goals that staff were not able to meet. To address concerns raised last year regarding the annual customer survey, Jones highlighted the 807 completed surveys. This amount was 400 more than last year's numbers.

- C. 2019 Adult and Youth Summer Reading Program Reports – Programs & Services Division Manager Nora Armstrong and Emerging Adult Specialist Kohnee Harmon**

Emerging Adult Services Specialist Kohnee Harmon presented a statistical summary of the Youth Services 2019 Summer Reading Program. This year's theme was *A Universe of Stories*. There were 2,328 children registered with the Children's SRP with a total of 1,729,983 minutes read. Staff presented 554 children's programs with a total attendance of 16,504. The teen SRP had a total of 475 teens registered with a total of 470,386 minutes read. Staff presented 72 programs with a total attendance of 753.

Programs & Services Division Manager Nora Armstrong reported that 594 people participated in the adult summer reading program, reading a total of 5,688 titles. Staff reported enthusiasm for the branch-level prize, a stargazer's package that included a 60 mm telescope and related items. Armstrong thanked the Friends of the Library for their generosity in underwriting the cost of the prizes.

- D. Approval of the FY 2020 Library Endowment Trust and Library Endowment Fund, CC, NC Disbursements – Chair Brian Tyler**

Chair Tyler shared that the proceeds from the endowments generated for FY 2020 for use in library programming are \$27,410 from the Library Endowment Trust and \$1,790 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

**E. Trustee Annual Donation to the Library Endowment Fund – 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 soon.

**VI. NEW BUSINESS**

**A. Proposed 2020 Schedule of Dates the Libraries will be Closed – Director Jody Risacher**

No discussion was needed.

**MOTION:** Chair Tyler moved to accept the holiday schedule for 2020.

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

**DISCUSSION:** None

**VOTE:** Unanimous

**B. Proposed Policy Revisions (3): Rules Governing the Use of the Library; Display of Posters, Pamphlets & Flyers and Distribution of Materials Policies – Director Jody Risacher**

Given the nature of the changes, there was no need for discussion by the board.

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

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

**DISCUSSION:** None

**VOTE:** Unanimous

**C. Other Business: None.**

**VII. ADJOURNMENT**

With no other business to discuss, Chair Tyler adjourned the meeting at 10:17a.m.