

CUMBERLAND COUNTY PUBLIC LIBRARY

MINUTES

LIBRARY BOARD OF TRUSTEE MEETING

JANUARY 22, 2026

I. CALL TO ORDER

Chair David Breece called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, January 22, 2026 in the Boardroom at the Headquarters library and welcomed County Commissioner Liaison Glenn Adams.

Trustees Present: Chair David Breece, Vice Chair Daniel Montoya, and Trustees Dennis Cedzo, Gloria Nelson, Sabrina Steigelman, Pamela Story, and Brian Tyler

Present from the Library: Library Director Heather Hall, Deputy Director Gracey Brandt, Division Manager for Programs Carla Brooks, Cliffdale Branch Manager Amanda Horton, service award recipients (see table below) and the Director's Senior Administrative Professional Marili Melchionne

Others Present: Commissioner Liaison Glenn Adams

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Cedzo seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously.

III. SWEARING IN: Newly Appointed Trustee Sabrina Steigelman – Director Heather Hall

Director Hall administered the Oath of Office to newly appointed Trustee Sabrina Steigelman. Those in attendance welcomed her with a round of applause.

IV. APPROVAL OF THE OCTOBER 16, 2025 REGULAR TRUSTEE MEETING MINUTES

MOTION: Trustee Tyler moved to approve the October 16, 2025 meeting minutes.

SECOND: Trustee Story seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously.

IV. LIBRARY DIRECTOR'S REPORT – Library Director Heather Hall

A. Service Award Recipients: Director Hall recognized and honored the following staff members for their years of service with the library:

Name	Title	Branch Location	Years of Svc.
Daphney Wall	Admin. Tech – Tech Services	Headquarters	5
Tonya Minor	Adult Services Librarian I	Headquarters	15

B. Director's Update:

Director Hall introduced newly hired Deputy Director Gracey Brandt. Brandt shared her professional background, including over 10 years of public library experience and recent service as a regional branch manager prior to assuming the Deputy Director role. She reported current departmental focus areas include recruitment, retention, training, and strengthening/modernizing programs to ensure services align with community needs. She noted several open positions are in recruitment and shared optimism regarding strong internal candidate pools, including staff enrolled in MLS programs.

1. Public Comment & Staff Comment Forms

Hall shared information about the launch of a new online “Submit Feedback” public comment form accessible via the library’s website. Submissions route directly to her for categorization (i.e., technology, facilities, customer service, and program suggestions). Paper comment forms remain available to ensure accessibility for patrons who prefer the paper option.

2. December Staff Development Day Recap

Hall provided a recap of Staff Development Day (12/10/25), noting appreciation for County Manager’s approval to close the library so staff could participate. Hall emphasized the event’s importance given recent turnover and new leadership structure, describing it as an opportunity for staff reconnection, shared priorities, and team cohesion.

Highlights included:

- Demonstrations of Maker Space Technology and Learning & Innovation capabilities.
- Team-building activity using the LightZilla space with teams completing a departmental challenge.
- Exposure to programming resources and coding/STEM kits supporting branch implementation.
- Communication exercises and team activities described as highly engaging.

3. FY27 Budget Season Overview

Hall reviewed current budget-season progress and outlined the following requests and priorities:

Maintenance & Repair (M&R) Requests Submitted

- Hope Mills flooring replacement (related to prior sanitation/flooding issues)
- Entrance door replacements at multiple locations (cost-prohibitive to maintain)
- Replacement of water fountains with bottle fillers
- Music & Movement Garden initiative at Headquarters (outdoor percussion instruments; grant limitations for capital costs noted and additional partner support being explored)

Capital Improvement / Safety Requests

- Security camera system upgrade (previously approved but not completed; resubmitted for next fiscal year)
- Public alert/PA system at Headquarters (three floors; safety communications), with intent to phase in to other locations over time.

Technology

- Technology assessment completed with ITS and a customized roadmap developed.
- Hall is pursuing grant funding and supplemental resources.

Personnel

- No personnel requests have been submitted for the next fiscal year at this time.
- Long-range staffing needs may be evaluated in support of a future bookmobile.

Programmatic Budgeting

Hall described the County’s implementation of programmatic budgeting to separate mandated services from non-mandated work and align investments with BOCC strategic goals for transparency and accountability.

4. General Department Updates

Strategic Plan

The State Library expects a new strategic plan to be available by January 2028, with planning to begin and trustees are asked to be engaged in the process.

Performance Management System (*Neo Perform*)

The plan is to implement *Neo Perform* to modernize performance management, replacing vague paper-based tools. County HR coordination is underway.

Branch Visits & Leadership Engagement

There are plans for leadership visits to all branch locations to support staff and gather early feedback for strategic planning.

Training & Future Staff Development

Hall noted continued planning for staff development, including exploring customized training with NC LIVE to strengthen staff support.

Library Handbook Project

There is an ongoing Library Handbook Project consolidating and modernizing policies and procedures currently distributed across multiple manuals.

Mentorship & Supervisor Development

There is a plan to develop a mentorship program and individualized supervisor development plans.

Dogwood Festival Planning

Hall shared updates on discussions with Dogwood Festival leadership and noted potential changes to festival layout that could impact library access. Additional coordination with County management will continue.

Bookmobile Update

Hall shared that a bookmobile vendor contract was awarded using ARPA one-time funding and noted the bookmobile cost was reported as just over \$200,000. The design will support book service and browsing. A CDL will not be required to drive the vehicle.

Community Resource Hub (Headquarters)

The first-floor glass area has been transitioned into a community resource hub featuring flexible programming space and one-on-one consultation areas, including partner services and digital navigator support.

Bridgerton Ball (May)

The return of the Bridgerton Ball will be in May and there has been strong social media engagement and there are plans to expand the event.

Trustee Badge Access & Facilities Updates

Hall handed out and shared that Trustees have been issued badge access cards for Headquarters entry while clarifying trustees will not arm/disarm the building. Lost badges can be quickly deactivated and replaced.

First Aid Supplies: Glucose Syrup Packets

Glucose syrup packets will be added to first aid kits at all locations to support emergency response for patrons experiencing low blood sugar.

County Encampment Ordinance (County Property)

Hall shared a newly passed ordinance related to encampments on county property. Enforcement authority, notice/trespass procedures, and property removal processes were summarized, including the requirement for law enforcement presence when county staff remove property. Hall noted the ordinance is expected to help address issues during prolonged closures, including the accumulation of trash in the area.

V. OLD BUSINESS:

A. Meeting Calendar Discussion

The Board continued discussion of the Trustee meeting calendar previously tabled. Trustees discussed increasing meeting frequency to improve continuity and reduce long gaps between meetings.

Key discussion points:

- Increased meeting cadence could reduce disengagement and improve awareness of library initiatives.
- July scheduling challenges were raised due to vacations and conferences; alternatives such as an early June meeting were discussed.

MOTION: Trustee Cedzo made a motion to adjust the meeting calendar to 6 meetings per year (January, March, May, July, September and November) and to remove the previously proposed April 16 and October 16 meetings.

SECOND: Trustee Tyler seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously. (Exact dates will be coordinated and distributed via email.)

VI. NEW BUSINESS

A. Housekeeping Item: Trustee Sign-Up for 2026 Friends of the Library Executive Board Meetings

Trustees were asked to sign up to attend upcoming Friends of the Library Executive Board meetings to ensure trustee representation.

B. Cliffdale Regional Library Branch Report – Branch Manager Amanda Horton

Horton reported on the following information:

Staffing & Hours

- 14 full-time staff; 2 part-time staff; 1 vacancy and the branch is open 61 hours/week

Calendar Year 2025 Service Statistics (reported)

- Print materials circulated: 114,452; Audio-visual circulated: 15,922
- Reference questions: 17,275; desktop computer sessions: 17,847
- Cliffdale accounted for 24.2% of system printing/scanning/faxing (reported).
- New library cards issued: 2,125
- Program attendance: 5,813 attendees across 347 in-person programs and volunteer services: 313.33 hours

Programming Highlights

- Indie Author Day (90 attendees), with discussion of expanding the program in 2026.
- Teen/tween cooking programs described as highly popular and aligned with broader “Cumberland Cooks/Charlie Cart” development.
- Weekly “Hanging Out and Nerding Out” program featuring rotating themes including STEM/coding.

Facility/Space Updates

- Upgraded AV equipment for meeting space.
- Safety improvement: film added to diagonal glass panels to prevent collisions; no incidents reported since installation.

Proposed Layout Revision

Horton presented a proposed shelving reconfiguration to improve browsing, sightlines, and safety. ADA and fire standards were reported as maintained.

C. Other Business:

- **Dogwood Festival:** Director Hall noted that the library will likely maintain a presence through outreach/table promotion. Additional layout concepts and policy constraints (including food trucks) were discussed, and she will provide updates as planning advances.

- **Giant Battleship:** Hall referenced community engagement plans for the “Giant Battleship” interactive game and noted trustees may have the opportunity to see/experience it at a future meeting.
- **Community Navigator Presentation:** A trustee requested a future presentation and data update from the community navigator. Hall agreed to schedule Mr. Santini at a future meeting.
- **“Access for All” Pilot:** Hall described a proposed pilot effort (in coordination with Friends support) to address access barriers such as transit tickets and document costs to support employment/housing needs, with data collection intended to inform future funding options.

VII. ADJOURNMENT

With no other business to discuss, Chair Breece adjourned the meeting at 10:19 a.m.