

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES NOVEMBER 17, 2016

I. CALL TO ORDER

Chair Montoya called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, November 17, 2016 in the Meeting Room of the Cliffdale Regional Library.

Trustees Present: Chair Montoya, Vice Chair Brian Tyler, Paige Ross, Donald LaHuffman and Katrina Tiffany

Trustee Absent: Betsy Small

Present from the Library: Director Jody Risacher, Deputy Director Cotina Jones, Marketing & Communications Division Manager Kellie Tomita, Division Manager for Collection Development & Infrastructure Cathy Rudelich, Programs & Services Division Manager Nora Armstrong, Computer Tech Keith Nease, New Librarian Staff (see table below), Service Award recipient (see table below), and Admin. Coordinator to the Director Marili Melchionne.

A. INTRODUCTION OF SPECIAL GUEST: Friends of the Library President Angela Ray gave the following report on behalf of the Friends:

- There are now 445 Friends members for 2016/2017.
- Due to the flooding in the lower level of the Headquarters library, the February book sales have been cancelled and the May sales are tentative.
- The next Friends meeting will take place on Tuesday, January 3rd
- Save the date – On January 10th the Friends will have their annual meeting/speaker, Dr. Damon Tweedy. His book is *Black Man in a White Coat*.

II. APPROVAL OF TODAY'S MEETING AGENDA

Nominating Committee Co-Chair Paige Ross requested that item VI. A. Election of 2017 Trustee Officers be moved up after the Services Awards due to Vice Chair Tyler's need to leave the meeting early.

MOTION: Trustee Tiffany moved to approve today's meeting agenda as revised.

SECOND: Trustee LaHuffman seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF OCTOBER 20, 2016 REGULAR BOARD MEETING MINUTES

MOTION: Vice Chair Tyler moved to approve the October 20, 2016 minutes.

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

IV. DIRECTOR'S REPORT

A. Introduction of new Librarian staff:

| Name | Title | Branch Location |
|----------------|-----------------------------|-----------------|
| Cotina Jones | Deputy Director | HQU |
| Theresa Wagner | IS Librarian I/FTCC Liaison | SPL |

B. Service Award Recipient: Director Risacher recognized and honored the following staff member for her years of service with the library:

| Name | Title | Branch Location | Years of Svc. |
|-------------|-----------|-----------------|---------------|
| Tonja Scott | Custodian | Bordeaux | 5 |

VI. NEW BUSINESS (MOVED UP IN THE AGENDA)

A. Election of 2017 Trustee Officers – Nominating Committee Co-Chair Paige Ross:

Ross stated that she polled the trustees for their interest in the officer positions. As a result, the committee proposes that Daniel Montoya remain as the Chair and Brian Tyler remain as the Vice Chair for 2017.

MOTION: Nominating Committee Co-Chair Ross moved to accept the proposed 2017 Officer nominations.

SECOND: Trustee LaHuffman seconded the motion.

DISCUSSION: None

VOTE: Unanimous

Ross announced that due to time restrictions, Trustee Connette McMahon resigned from the board effective November 6, 2016. The Nominating Committee will review the process of filling the vacant position. Ross asked the board members to think about others that may be interested in serving on the board. She urged them to be sure that anyone interested in serving as a trustee complete the application on the County Commissioner’s website or contact Deputy County Clerk Kellie Beam at 910-678-7772. The committee will start the process in early 2017.

C. Director’s Update:

1. FY 2018 County Budget Schedule Change:

The county budget process has been moved up a couple months. In order to stay on the county’s schedule, a preliminary budget will be presented at the December 8th meeting. It will be necessary for the board to vote on the budget at the January 19th Trustee meeting.

2. Library Endowment Trust (LET) Fundraising Committee and Friends updates:

The LET fundraising committee will meet on November 22nd.

An unexpected \$5,000 donation to the LET was received recently. While this did not complete the match, it helped move the goal closer.

Vice Chair Brian Tyler has been continuing to process books to sell online. The Friends have lost income due to the flooding and cessation of book sales. All library locations are now selling discarded library books for \$1 each. At the November 2nd Friends of the Library meeting, the board discussed developing some additional fundraising for the operational budget. Risacher and two members of the Friends board will meet in December to discuss raising funds for the Friends.

3. Good Morning Library (GML) Event:

The GML event will take place on Monday, January 9th at 7:45a.m. at North Regional library. Staff are working on “Save the Date” postcards to send to legislators and commissioners. The Trustee Chair will address the group.

4. Update on the Flood – Recovery Phase:

Library staff are having weekly meetings with County Risk Management and Engineering staff. Based on the Health Inspector’s report, deep cleaning and fogging was required to get rid of mold spores. A second report is forthcoming from the inspector.

With so many aspects to the reconstruction of the lower level, a general contractor will be hired to manage the reconstruction effort. Inventories of what was lost have been developed and submitted. Replacement furniture has also been selected.

Photographs of the space were shown and plans for new carpeting with special backing was discussed. Nearly half of the walls were removed. A chair railing will be installed to hide the cut after reconstruction.

The new board room furniture will be designed for flexibility and future disasters.

5. Writers' Workshop moved to the Spring:

The decision was made to move the workshop to the Spring because of the unavailability of meeting room space at Headquarters.

6. Discontinuing Raising A Reader Program:

After much consideration, the decision was made to discontinue providing the Raising A Reader program. The library has operated as a Direct Service Provider (DSP) through the Partnership for Children for many years. The program coordinator retired last June. After an evaluation of workload and capacity, it was determined that the library cannot extend the resources to support this program. Risacher is waiting for direction from the Partnership for discontinuation of the program and disposal of the program materials.

7. Results of the Successful 31 Days of Love Campaign:

The month-long annual campaign was a success. There was an extensive list of items donated for the Animal Control Shelter. The shelter manager was very grateful to the library for the effort. This type of campaign builds awareness about a critical county department. The animal shelter also had flood damage.

8. 2016 North Carolina Public Library Director's Association (NCPLDA) Program Awards:

The library has won the following awards:

- Adult Program Award: It's a Wrap; a Winter Reading & Activity Program
- Teen Award Program: Vocational Job Fair
- Staff Development Award: Calculating the Caldecott: A Mock Caldecott Award Staff Training Module

9. Traveling Smithsonian Exhibit "The Way We Worked":

In the summer of 2018 the library will receive a traveling Smithsonian exhibit entitled, "The Way We Worked." Programs will be developed relating to the exhibit.

10. Successful Library Programs:

The following programs were highlighted:

- Trunk or Treat – the children from Falcons Children's home and other foster families benefitted from this event.
- The Native American Culture through Music and Artifacts is normally held in the Pate room, but was held in the commons area and drew a larger crowd.
- The second of three sessions of the Mirrors of Privilege discussions group was held. This is a race relations discussion group held at North Regional.
- Emerging Adult Services Specialist Jennifer Hatcher coordinated the make up program for the annual Zombie Walk.

11. Library Staff Assist other County Employees:

Library staff assisted other county employees during the annual county wellness fair. The county used library laptops to provide access to an online health assessment that was required to participate in the fair. Library staff guided fellow county employees so that they could successfully complete the survey.

12. North Carolina Library Association (NCLA) YS Retreat in Black Mountain:

Seven library staff members attended the Connecting the Dots event. YS Librarian I Julianne Dunn from Bordeaux demonstrated how sign language is learned, how it can be incorporated into story times and how it is currently being used within the deaf community to facilitate a “Deafchat Chapter.” There were 72 youth services librarian staff from across the state in attendance. Dunn has been very active in setting up programs for the hearing impaired.

13. Staff Development Day (SDD) – November 18th:

Staff Development Day will take place tomorrow and since the Pate room is not available, it was necessary to have each of the regional branches host the sister branches. Staff at Headquarters and Cliffdale will each have their own SDD. Staff at other locations will either develop training or bring in outside experts for programs. Items for raffle will be provided, as well as, funds for refreshments. Risacher will provide a presentation for the Division Managers to give. The Trustees were invited to attend.

V. OLD BUSINESS

A. Trustee Nominating Committee Update – Nominating Committee Co-Chair Paige Ross

Ross let the board know that the Nominating Committee’s re-appointment recommendations of Daniel Montoya and Betsy Small were approved at two County Commissioner’s meetings on October 3rd and November 7th. Both will serve a second three-year term (2017-2019).

B. Proposed Trustee Meeting Time Change Update – Chair Daniel Montoya

At last month’s meeting, Trustee McMahon made a motion to have the by-law committee discuss the request to change the start time of the Trustee meetings. However, since McMahon resigned, the motion was withdrawn. After a short discussion, the board members agreed that it is best to leave the meeting start time at 9:05a.m.

VI. NEW BUSINESS

A. This item was taken care of earlier in the meeting.

B. FY 2016 LIBRARY ENDOWMENT REPORT – Director Jody Risacher

Referring to the annual library endowment report for FY 16 that was distributed to the group, Risacher indicated that the information contained in the report was received from the Cumberland Community Foundation.

Library Endowment Trust (LET):

This is the largest Endowment Fund and it received substantial contributions in FY 2016. Cumberland Community Foundation, Inc. (CCF) awarded a \$25,000 matching grant to the Friends which was quickly met. The Friends also offered a matching grant. Meeting these goals enabled the endowment to have the best year in history. Under the circumstances, the LET funds that were not spent in FY 16 may need to be put into the operating fund.

There is a strong suggestion from CCF for the Friends to create a new fund with a less compromised name. A new name has been proposed and the committee will discuss that next week. Once the new fund is established, the marketing and fundraising will begin.

NEW FUND – Pay It Forward Endowment for the Library:

This fund did not pay out in FY 2016, but for FY 2017 it has paid out \$250.00.

C. Collection HQ Report – Cliffdale Branch Manager Pamela Kource

Kource reported that Collection HQ uses circulation and collection statistics to generate reports used by professional staff to manage the library's collections and has been used since late 2012. Reports are generated for Fiction, Non-Fiction and non-book collections, providing lists of items that need evaluating for removal based on the following criteria: items that haven't gone out in at least 1-4 years (dead items), items with excessive circulation (grubby items), or long overdue items.

Reports can also be generated for popular authors/subjects for each location or the collection as a whole, by audience: adult, juvenile and teen. The fiction reports alert us to authors where additional titles are needed and enough copies in order to provide a big enough choice to customers.

Since 2012, our percentage of fiction authors with enough copies on the shelf to provide a choice has increased from about 60% to over 95%. Reports that combine the grubby items list for a location with dead items lists at other locations that can be selected to be transferred as replacements have proven useful. Since late 2012 over 2,100 items that hadn't circulated in 12 months on average have been transferred. These items have generated over 23,300 circulations since being transferred, saving us approximately \$21,000-31,000 in replacement costs.

Finally, Collection HQ has a scheduling module which allows the administrator to schedule reports to selected staff for specific months and at the end of the assigned month reports back on which locations have not completed their task so follow-up action can be taken.

D. Other: NONE.

VII. ADJOURNMENT

With no other business to discuss, Chair Montoya adjourned the meeting at 10:08a.m. on a motion by Trustee LaHuffman, with a second by Trustee Ross.