

# CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

## MINUTES LIBRARY BOARD OF TRUSTEES May 18, 2017

### 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, May 18, 2017 in the Executive Boardroom of the Headquarters library.

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

**Trustee Absent:** Donald LaHuffman

**Present from the Library:** Director Jody Risacher, Marketing & Communications Division Manager Kellie Tomita, YS Division Manager Megan Smith, Programs & Services Division Manager Nora Armstrong, Service Award recipient(s) (see table below) and Admin. Coordinator to the Director Marili Melchionne.

**A. INTRODUCTION OF SPECIAL GUEST:** Friends of the Library Hope Mills Representative Gail Riddle Riddle reported on the following items:

- There are currently 255 members. The Friends Board continues to work on the membership drive.
- The Friends room has been renovated and shelving will soon be installed.
- Vice Chair Brian Tyler is the Trustee who will be attending the July 11<sup>th</sup> Friends meeting. The meeting will be held in Conference Room #3 at the Headquarters library.
- Hope Mills Branch 25<sup>th</sup> Anniversary is Saturday, June 10<sup>th</sup> from 2-4. Cake will be served.

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

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

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

**DISCUSSION:** None

**VOTE:** Unanimous

### III. APPROVAL OF APRIL 20, 2017 REGULAR BOARD MEETING MINUTES

**MOTION:** Vice Chair Tyler moved to approve the April 20, 2017 minutes.

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

**DISCUSSION:** None

**VOTE:** Unanimous

### IV. DIRECTOR'S REPORT

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

**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.
George Sexton	Custodian	HQU	5
Christopher Baker	Custodian	ERL	15

**C. Director's Update:**

**1. County Budget Schedule & Update:**

A news release with the County's budget schedule was sent out yesterday. On May 25<sup>th</sup> the County Manager will present her recommended budget. Budget work sessions will follow. Trustees are urged to attend the public hearing on June 5<sup>th</sup> at 7:00 p.m. and speak on behalf of the library. Since Risacher will be out of town, Deputy Director Jones will be at the public hearing as the library representative. The department head appeals will be held on June 8<sup>th</sup>. The final budget work session is on June 14<sup>th</sup> at which a budget will be adopted. All of the work sessions may be necessary since this year's budget is complicated.

The County Manager's budget will contain a recommendation to reduce the library's budget. Several months ago, Department heads were asked to present various scenarios for budget reduction. There have been several exchanges of information between the library and county management as this planning proceeded.

The library's current recommendation includes eliminating most part-time positions. This will result in a reduction of hours at all branches. This is preferable to closing one entire branch and the loss of hours and staff is instead spread across the system.

Preparations for a reduction in hours has begun, but cannot proceed too far until the budget is passed.

At the June Trustee meeting, Risacher will likely present a proposed revision of hours of operation for all library locations to begin in July.

The budget cuts will not affect staff salaries. County Administration has expressed a concern about competitive salaries and the high cost of recruitment.

There is a great amount of support and recognition for the library within county management. Even though the cuts have to be made, Director Risacher believes that the library system will be able to maintain an integrity of services for the community.

Because the County Manager's presentation will disclose a plan to eliminate the part time positions, it is necessary to prepare the individuals affected in advance. There are meetings scheduled at branches to meet with part time staff and to provide some information about the potential Reduction In Force (RIF). These meetings will be conducted by a representative of County Human Resources.

Most of the part time page positions are recommended for elimination, but some will be retained if the budget is accepted as proposed. Pages proved the critical function of shelving materials for our customers' use. Some part time staff have other jobs – some full time.

The RIF package is very generous. Once the RIF process is initiated and affected staff are notified, they will be asked to work one week to be followed by five weeks of paid leave. Those employees will be offered a series of workshops, and resources will be setup for people to receive help with their resume and job seeking.

Trustees can contact the Commissioners in support of the library if they cannot make it to the June 5<sup>th</sup> budget meeting.

It was the library's recommendation to cut the part time positions. By retaining the full time staff, trimming the hours and looking for efficiencies in operation, the library will be able to continue to provide quality services to customers inside and outside of the library.

Staff are organized enough that we will maintain a great deal of strength even with these unfortunate circumstances. No surprises are expected but the surprises may come with the county commissioners, everything is conditional.

There was a discussion about the fact that last time the library had to reduce hours, it took approximately a decade to get the library back to full-hour operation. This was helped by the implementation of the RFID technology which meant not as many staff were needed. This efficiency enabled the library to resume the full hours of operation. It is a balancing act because working with reduced hours is not desired for a long period of time. It was mentioned that with reduced hours and staff it is physically impossible for the library to maintain the same level of services to the community.

It was also discussed that the need for this reduction is due to the county's tax reevaluation and the mental health and jail health costs, a deficit of approximately \$25M.

Next year there will be additional concerns from the Federal Government regarding block grants and how that will impact county funding. Risacher noted that for the past couple of months, all of the vacant positions are frozen which is not unusual. Risacher expressed to the County Manager that these hours are dependent upon having all of the full time staff and all of the vacant positions filled. Because if those positions were eliminated, then we have to go back to the drawing board and change the hours.

Also, at this point the materials budget has not been reduced.

## **2. Grants Received:**

The library has received the following grants:

- Summertime Kids Grant for \$5,000 from Cumberland Community Foundation (CCF). The library has received this grant for the past few years. The funds will enable library staff to reach out to kids in special camps who wouldn't otherwise be able to get to the library.
- NASA @ My Library Grant – the Cumberland County Public library is one of 75 libraries to receive the grant out of 415 applicants. The grant will require programming and use of NASA System kits. Related to the NASA grant, the library also received a grant from the Space Science Group which means that the library will receive 1,000 pair of special eclipse glasses to use for the August 21<sup>st</sup> solar eclipse. The program will provide 1.26 million FREE eclipse glasses and other resources for 1,500 public libraries across the nation. Some of the items were displayed for the group to review.

## **3. Update on the Friends of the Library Book Sale Room:**

The Friends room has been renovated and the industrial type shelving is scheduled to be delivered and installed by the end of next week. The next stages will be challenging because the books that have been donated over the past few months are in offsite storage units. Once the books are delivered to the Friends room, that is when the Friends volunteers will determine where things need to go and the books will be sorted and shelved. Then the large trailers containing Friends furniture and materials will also need to be unloaded.

## **4. Friends Endowment Fundraising Committee Update:**

With the help of Willie Wright, Cumberland County School Senior Student associations raised \$800 for the Endowment. The committee will also be working on a donor letter and an application to the Car Dealer's Association for additional donations to the Endowment. A marketing firm is also in the works to promote giving and a variety of audiences will be the targeted. With a second CCF grant, a new brochure will be developed.

**5. Annual NC Science Festival (April 7-23):**

In the past, the organizers of the Festival have offered accolades for library staff and their programming during this festival. This history may have helped our application for the NASA grant. Library staff held 42 programs 903 youth attended those programs.

**6. Local & State History (L&SH) – Reflections of War Letters to Home Exhibit:**

Risacher suggested that the group take some time to go see the exhibit on the second floor outside of the L&SH Room. L&SH staff worked with veterans and their families for loans of personal letters sent during conflicts. Among the artifacts in the exhibit are civil war military musical instruments.

**7. NC Humanities Council Let's Talk About It Series: Not for Children Only:**

This grant-funded book discussion program series focused on Children's Literature. The people who attended these sessions expressed deep appreciation for the book discussions.

IS Librarian I Anessa Olson reported that the attendance has been high (up to 14) and the age range, while mostly older adults, also included some younger adults. Olson wrote in an email to the director, "Let's Talk About It went very well, with animated discussions, diversity of perspective and new takes on familiar stories."

**8. Thinking Money Grant (American Library Association):**

The topic of this grant is financial literacy. The Thinking Money National Exhibit opens tomorrow on the 2<sup>nd</sup> floor of the Headquarters library. Relatedly, IS Librarian I Billie Norman and IS Library Associate Michele Lockleair focused on online safety and recognizing scams at the "Senior Geek Squad" program held at the E. E. Miller Recreation Center. This was a program from the Thinking Money grant.

**9. National County Government Month – Library Staff Recognized for Longevity:**

At the April 28<sup>th</sup> Employee Recognition Ceremony, six library staff members were recognized for their longevity with the County. One staff member had 20 years of service, four had 25 years and one had 30 years of service.

**10. Partnership with Cumberland County Schools – Battle of the Books:**

YS Librarian I Julianne Dunn at Bordeaux was one of two regional judges at this year's event.

**11. Emerging Adult Services Update:**

Emerging Adult Services Coordinator Jennifer Hatcher held a series of workshops celebrating poetry. She regularly presents topics at the Juvenile Detention Center. The emerging adults gaming programs have been very popular.

**12. Forum on Human Trafficking:**

This forum was sponsored by the *Fayetteville Observer* and held at the North Regional library. This continues to be an important topic for community conversation. Deputy Director Cotina Jones and Programs & Services Division Manager Nora Armstrong attended the program and made some useful connections for partnering for future forums.

**13. Library in the News:**

The *Fayetteville Observer's* "Monday Moment" featured the Hope Mills Branch "Senior Bingo" program. It discussed how important this interaction is for the seniors.

At the Workforce Development Board meeting Risacher heard about how one group connects with the emerging adult population – those who are not working and not in school. Interactions with the grandmothers are useful in spreading the word about job and career resources.

An editorial entitled, “Criminal diversion programs smart alternative to courts” discussed the positive impact of this new program. Commissioner Glenn Adams was instrumental in implementing the program.

Emerging Adult Services Coordinator Jennifer Hatcher is the library’s coordinator for kids who are eligible for the program. Hatcher reported in an email to the director, “Teens have been shelving ad shelf reading, assisting with youth programs, and pulling holds. When schedules line up, I complete a resume with the teens and shows them how to use Brainfuse and Learning Express Library.” So far one teen has completed the program and five others are assigned to the branches.

## V. OLD BUSINESS

### A. Trustee Nominating Committee – Recommendation of candidate to fill vacant position – Committee Chair Paige Ross:

Ross reported that the committee met and interviewed Belinda Wilkerson. She has extensive experience with the age group that the library has been focusing on – the emerging adult. She has a private business that helps kids get into college. Ms. Wilkerson was an educator in Providence, Rhode Island. When she moved to Fayetteville she immediately got involved with the library. She is a counselor and won Counselor of the Year in Rhode Island. She is passionate about the library and would be a great fit for the board. Chair Montoya stated that she appears to be smart, focused and motivated. She also has a great deal of experience.

**MOTION:** Ross recommended Belinda Wilkerson to fill the seat on the board and to invite her to attend the June trustee meeting.

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

**DISCUSSION:** None

**VOTE:** Unanimous

### B. Trustee Nominating Committee Charge – Possible reappointments – Committee Chair Paige Ross:

The committee is charged with assessing the interest of Trustees Paige Ross and Brian Tyler in being re-appointed to the board since their first terms end on December 31, 2017. Montoya indicated that Ross and Tyler need to send an email to library administration indicating their interest in being reappointed to the board. This action will be added to the September 21, 2017 trustee meeting since the terms expire on December 31, 2017.

## VI. NEW BUSINESS

A. Other: None

## VII. ADJOURNMENT

With no other business to discuss, Chair Montoya made a motion to adjourn the meeting at 9:55 a.m. and Vice Chair Tyler seconded the motion.