

# CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

## MINUTES LIBRARY BOARD OF TRUSTEES November 16, 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, November 16, 2017 in the Executive Boardroom of the Headquarters library.

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

**Trustee Absent:** Belinda Wilkerson

**Present from the Library:** Director Jody Risacher, Deputy Director Cotina Jones, Programs & Services Division Manager Nora Armstrong, Division Manager for Collection Development & Technical Innovation Pamela Kource, Hope Mills IS Librarian I Sabrina Taylor, Service Award recipients (see table below) and Admin. Coordinator to the Director Marili Melchionne.

**Others Present:** Friends of the Library East Regional Branch Representative Marty Williams

**A. INTRODUCTION OF SPECIAL GUEST:** Friends of the Library East Regional Branch Representative Marty Williams gave the following report on behalf of the Friends board:

- Tuesday's members only book sale brought in \$4,827 and \$835 in membership revenue. Williams feels that the book sales are important to the community – people come from miles around.
- He shared that it takes a team of about 25 volunteers to prepare, organize & shelve materials and sell memberships to make it all happen.
- After this weekend's book sales (Saturday & Sunday) the next book sales are in February 2018.

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

**MOTION:** Trustee Tiffany moved to approve today's meeting agenda with the following revision:  
Take the New Business item VI. A. Election of 2018 Trustee Officers and move it prior to the Director's Report because she has to leave early.

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

**DISCUSSION:** None

**VOTE:** Unanimous

### III. APPROVAL OF OCTOBER 19, 2017 REGULAR BOARD MEETING MINUTES

**MOTION:** Trustee Small moved to approve the October 19, 2017 minutes.

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

**DISCUSSION:** None

**VOTE:** Unanimous

### VI. NEW BUSINESS

**A. Election of 2018 Trustee Officers – Nominating Committee Chair Paige Ross:**

Committee Chair Ross had previously polled the board members to determine their interest in serving as Board Chair and Vice Chair. The committee met at 8:30 this morning to discuss the results of the poll. The committee unanimously recommended Brian Tyler to be the 2018 Chair and Daniel Montoya to be the Vice Chair.

**MOTION:** Trustee Small moved to accept the committee's recommendations.

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

**DISCUSSION:** None

**VOTE:** Unanimous

**IV. DIRECTOR’S REPORT**

**A. Introduction of new librarian staff:** Director Risacher recognized the following new librarian:

Name	Title	Branch Location
Sabrina Taylor	IS Librarian I	HPM

**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.
Jennifer Hatcher	Learning & Innovation Coordinator	HQU	5
Julianne Dunn	YS Librarian I	BOR	10
Deborah Jordan	YS Library Associate	WRL	20

**C. Director’s Update:**

**1. Successful Library Events/Programs:**

Risacher highlighted the following successful library events/programs:

- ✓ Civil War Monuments and Memorials: A Community Forum. There was a lengthy article in the *Fayetteville Observer* after the event.
- ✓ The Friends of the Library hosted Dr. Elliot Engel on October 22<sup>nd</sup>. He spoke to a crowd of 75 people on a Sunday afternoon about the *Brilliance of Jane Austen*. Ticket revenue was \$513 and membership revenue was \$235. Engle was pleased with the crowd and the cupcakes provided in celebration of the 40<sup>th</sup> anniversary of his visits. Several participants stated appreciation that the event was held on Sunday afternoon.
- ✓ Zombie Walk – the library has become the unofficial meeting place for this annual event.
- ✓ Halloween teen programs at North Regional library.
- ✓ Author Celia Rivenbark was the key-note speaker at the annual Writers’ Workshop funded by a grant from the Arts Council. The attendance (68) was lower than in the past because there were competing events taking place across the region, including another writers’ work shop in Raleigh and the Veterans Day parade.
- ✓ 31 Days of Love Campaign – The items donated included 485 pounds of pet food, 177 pet toys and 51 packs of pet treats. Plus, 27 pets were adopted over the course of 5 events.

**2. Library In The News:**

- ✓ The front page of the *Fayetteville Observer* featured an article about a gingerbread house program at the Hope Mills library.
- ✓ Mr. Kirby’s column mentioned the grants that the library has received from the Arts Council, (Storytelling and Writers’ Work shop). In another column, Daniel Montoya was recognized for his appointment as an at-large member of the Governor’s Advisory Council on Hispanic/Latino affairs by Governor Roy Cooper.
- ✓ IS Librarian I Gaby Kienitz wrote an article published in *CityView* magazine on the history of street names in Fayetteville.

**3. Congratulations cards sent to legislators:**

After the November 7<sup>th</sup> local election, congratulation cards were sent to Mayor Mitch Colvin and City Council members Kathy Keefe, Tyrone Williams, Tisha Waddell, DJ Haire, Johnny Dawkins, Bill Crisp, Larry Wright, Ted Mohn and Jim Arp. Each card was customized to connect one of their campaign priorities with the services of the public library. Risacher also invited each one to tour a library of their choice.

**4. Library Staff Development Day:**

Risacher invited members of the board to join library staff tomorrow, November 17<sup>th</sup> for Staff Development Day. The program starts at 9:00a.m. in the Pate room.

**5. Library Endowment Fund (LEF) Committee:**

The LEF fundraising committee continues to meet monthly. The new committee chair is Marty Williams. There are two new members, Patrick Day and BeDrea Hare. The group is focusing on specific professions or associations for donations (e.g. new car association, realtors). A recent donation letter resulted in approximately 20 donations to the LEF. A generous match by the Friends has no doubt encouraged donations. Two significant donations (\$5,000 each) have been recently received. Until the end of 2017, all donations to the LEF will be matched by the Friends of the library. The initial \$12,500 match has already been met but the Friends offered another match of \$50,000.

**6. Court (Law) Library Update:**

Risacher shared that the Commissioners' facility meeting was held in early November, but no information has been received. People, presumably from the court system, continue to look at the space with interest.

**V. OLD BUSINESS: NONE.**

**VI. NEW BUSINESS**

**A. Item was moved up on agenda – prior to the Director's Report.**

**B. Fiscal Year 2017 Library Endowment Report – Director Jody Risacher**

Referring to the annual library endowment report for FY 17 that was distributed to the group, Risacher gave the following highlights:

**NEW FUND – Library Endowment Fund, Cumberland County, NC (LEFCCNC):**

This new fund was started in January 2017 by the Friends of the Library. As of 10/23/17, there were 45 donations for just over \$8,000 which will be matched by the Friends. More recently, two previous donors gave \$5,000 each.

**Library Endowment Trust (LET):**

This fund has taken a back seat but it is still active and has a healthy balance. The Friends board and the Trustees agreed to accept the annual disbursement of \$24,840.

**Frances Brooks Stein Fund:**

This fund was started by a local family 1974. The family continues to contribute. The purpose of the fund is to purchase library materials for the enhancement and improvement of teaching skills and education. A disbursement is made each year and materials are immediately purchased for the library's collection.

**Magerstadt, Olive Cherry Endowment Fund:**

This fund is a relatively new fund. It supports special programs and events, expands the library's collection and equipment available to customers at the Bordeaux branch. An indoor book drop was recently purchased to enable customers to facilitate customer service.

**Pay It Forward Endowment for the Library:**

This fund was started by an anonymous donor. The library recently purchased electronic games for customers at the West Regional branch with the disbursed funds.

**C. Collection and CollectionHQ reports – Pamela Kource, Division Manager for Collection Development and Technical Innovation**

**Kource gave the following report regarding Collection Development:**

- Library technical services staff processed over 56,000 books and 7,700 AV items for a total of over 63,700 items in FY17.
- The library's collection focus topic for FY18 is sciences: astronomy, physics, chemistry, paleontology, earth sciences, botany and zoology. Library staff are on target via weeding and new purchases of increasing the average publication date by three years. This target also supports STEM initiatives for students and programming.
- Kource has compiled and is comparing one years' worth of circulation data broken down by library branches and format of materials. This data is being reviewed for a number of factors to ensure the budget is being distributed and spent effectively based on usage and cost of items.

Coming up, Kource has started the process to transition the library's *Axis360* e-book collection to the *RB Digital* platform. The *Axis360* items were not circulating enough to justify the cost. Transferring the items will:

- save the library \$5,000 in platform fees annually
- combine e-books with a popular e-audiobook platform, providing more visibility
- transfer will take place in February
- the *Axis360* platform will be discontinued in August
- e-book funds will be split between the *RB Digital* platform items and the *NC Digital Library/Overdrive* platform

**Kource gave the following report regarding CollectionHQ:**

CollectionHQ uses the library's circulation and collection statistics to generate reports used by professional staff to manage the library's collections. This product has been used since 2012. Reports are available for all physical collections providing lists of items that need evaluating for removal or replacement based on varying criteria: heavy circulation, no circulation, long overdue items and popular authors.

Kource can set up a schedule for everyone and assign specific reports to be run by selected staff each month. The product has tools that allow staff to check efforts and track improvements.

- Over the past five years the percentage of authors on the Popular Author Reports, with enough materials to satisfy demand, has risen from just over 60% to over 98%.
- Over the past five years library staff have transferred over 1,600 items (mostly fiction) that were not circulating, to other branches generating 6,500+ circulations in the past year alone which saved the library approximately \$17,000 in replacement costs.

In December, library staff will do a swap of materials from the 700 area: arts, crafts, performing arts and sports. Reports will be generated showing that titles in specific areas are transferred between locations in equal quantities. This refreshes each collection with new titles at no cost.

**D. Other:** None.

**VII. ADJOURNMENT**

With no other business to discuss, Chair Montoya adjourned the meeting at 10:03a.m. on a motion by Vice Chair Tyler, with a second by Trustee Small.