

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES October 18, 2018

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, October 18, 2018 in the Activity Room of the Hope Mills Branch Library.

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

Trustee Absent: Donald LaHuffman

Present from the Library: Director Jody Risacher, Deputy Director Cotina Jones, Marketing & Communications Division Manager Kellie Tomita, Collections Division Manager Pamela Kource, Hope Mills Branch Manager MaryAnne Summer, IT Support Tech II Darryl Ferguson, Service Award recipient (see table below) and Admin. Coordinator to the Director Marili Melchionne.

Others Present: Friends of the Library Hope Mills Branch Representative Gail Riddle

A. INTRODUCTION OF SPECIAL GUEST(S): Friends of the Library Hope Mills Branch Representative Gail Riddle gave the following report on behalf of the Friends Executive Board:

- There are now 455 members and some of these memberships will roll over into 2019. If you join today, your membership will be valid until **December 31, 2019**.
- The next book sales will be held November 13 (members only) and November 17 and 18 for the public.
- Barbara Kiser is grateful that flood water did not get into the Friends room from the two hurricanes. In spite of a the unavailability of a couple regular volunteers, they have been able to continue shelving books for the upcoming November book sales.
- Below are the dates for the 2019 book sales. Barbara has decided to continue having public sales on Sundays since they have been so successful;
 - February 12 (members) 16 & 17 (public)
 - May 14 (members) 18 & 19 (public)
 - Aug 13 (members) 17 & 18 (public)
 - Nov 19 (members) 23 & 24 (public)
- Elliot Engel will be speaking on Sunday, November 18 at 2:00p.m. – this year’s topic is *Andy Griffith: Master of Mayberry* (Tickets are \$10 for the public, \$5 for Friends Members and \$2 for students)
- Paige Ross is signed up to attend the Wednesday, November 7 Friends Executive board meeting which will be held at the Cliffdale Branch Library starting at 6:00p.m.
- The LEF Committee continues to meet. There are some fundraising ideas that will be shared with the group as soon as dates are confirmed. Riddle disclosed that one event involves trivia that will be held at a local place “that serves good stuff”. She also let the group know that the endowment is growing.

II. APPROVAL OF TODAY’S MEETING AGENDA

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

SECOND: Vice Chair Montoya seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF SEPTEMBER 27, 2018 REGULAR BOARD MEETING MINUTES

- MOTION:** Chair Tyler moved to approve the September 27, 2018 minutes.
SECOND: Trustee Wilkerson seconded the motion.
DISCUSSION: None
VOTE: Unanimous

IV. DIRECTOR'S REPORT

- A. Introduction of new Librarian staff:** Director Risacher introduced the following new Librarian:

Name	Title	Branch Location
Brianna Davis	IS Librarian I	West Branch

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

Name	Title	Branch Location	Years of Svc.
Martha Crawley	Tech Services Manager	Headquarters	15

- C. Director's Update:**

1. Awards for the Library:

The Cliffdale library won the *Best Library Branch* in the "2018 Best Of" contest in the *Up & Coming Weekly*. Both Hope Mills and Headquarters libraries have won this award in the past.

2. Grant from the Kiwanis of Cape Fear:

The Friends of the Library received a \$600 grant from Kiwanis of Cape Fear. The funds will be used to purchase children's books for the *Growing A Reader* program, a partnership with the health department. The funds will also be available for use with other programs.

3. Grant from FINRA Foundation (Financial Industry Regulatory Authority):

The library was contacted for the grant from FINRA to receive a \$5,000 grant to purchase personal finance materials. Last year the library hosted an exhibit from FINRA called "Thinking Money".

4. STARLAB Planetarium:

A mobile Starlab Planetarium is on loan from the State Library. It will be housed in Cumberland County because as a regional location for libraries in the southeast. Risacher, Jones joined youth services staff at a local recreation center to experience the Starlab program. A computer projects programs on to the walls of the Starlab similar to a planetarium. The Starlab is inflatable and a device keeps the air flowing through it.

The Starlab is stocked with a several programs for different age groups. The program viewed by the director and deputy director was for older children. The Starlab is a great educational tool.

Starlab will be stored at the West Regional Branch. Soon, other libraries in the southeast will be able to schedule use. Each library will be responsible for pickup.

5. LSTA (Library Services Technology Act) Letter of Intent – Pop-Up Library Outreach Vehicle:

Risacher showed a map identifying the Census Tract areas of interest to the Pathways For Prosperity (P4P) coalition. Schools, recreation centers and public libraries are identified by symbols on the map.

The library is preparing a Letter of Intent (LOI) to be submitted to the State Library. If approved, the library will be invited to write a full grant to purchase an outreach vehicle. The popular term is “pop-up library,” it is not a bookmobile in that customers will not be invited onto the vehicle.

Several staff members visited Matthews Specialty Vehicles in Greensboro to gather ideas and envision the vehicle modifications. Staff would be able to take materials and services into areas that are somewhat remote from public libraries. Services can include books for checkout and computers for classes.

The specs requested from the company will include cabinetry, carts for materials, an awning, a place for a screen to be attached and an automatic lift. The screen and onboard computer can be used for disseminating information like public service announcements from the library, as well as other county departments.

The letter of intent is due November 1. Risacher requested a quote and is waiting to hear from Matthews Specialty. The maximum for this grant is \$100,000 for the vehicle. The requested modifications may cost several thousand dollars more. This will be paid out of the library’s budget. The vehicle of interest is small enough for any staff to drive. We will identify a partner to lessen the amount of matching funds.

6. Successful Library Programs:

- ✓ Headquarters library – Candidate Forum for State Legislator – 60 participants.
- ✓ Domestic Violence Awareness display – silhouettes are on loan from Family Court Judge Robert Stiehl. Each one has a true story about real people who were victims.
- ✓ Observer Article – Local & State History staff were consulted about a rumor concerning a local hospital.
- ✓ The Job Fair Cancelled due to Hurricane Florence. Staff immediately created a Job Preparation Workshop to include programs on resume preparation and interviewing tips.
- ✓ Arts Council grant funded program “Artrepreneur” was cancelled due to a death in the family of one of the presenters. It will be rescheduled for January 2019.
- ✓ The library’s annual *31 Days of Love* campaign to collect donations for animal control. There are plenty of donations coming in. At a pet adoption event at North Regional library in early October three out of five dogs were adopted.
- ✓ Drawings of Super Hero Power – Truth Racial Healing & Transformation Grant – Great Stories Book Club, Ramsey Street High School.
- ✓ Outreach event at Massie Hill Community Service Fair

7. LAMS Letters:

LAMS is a section of the NC Library Association with an interest in administration and management. Deputy Director Cotina Jones wrote an article on *Change Management* for its newsletter. She is a new member on the committee.

8. Flood Barriers:

The flood barriers were utilized for both Hurricane Florence and Hurricane Michael. When flooding was announced the decision was made to install the barriers. Installing the barriers has now become a pre-hurricane task.

- ✓ With Friends Book Sale Chair Barbara Kiser’s help, library staff took donated materials to three shelters on September 21. People at the shelters were very happy to receive the materials.
- ✓ The annual job fair was cancelled and it will be rescheduled for the Spring 2019.
- ✓ Dr. Elliot Engel’s visit was rescheduled to Sunday, November 18th at 2:00p.m. This is also a Friends book sale day.

9. Library Endowment Fund Committee Update:

There was no meeting in September. The next meeting will be October 23.

V. OLD BUSINESS

A. Trustee Appointment & Reappointments update and Nominations for 2019 Officers – Nominating Committee Chair Paige Ross

The second and final vote by the Commissioners on the two Trustee reappointments (Katrina Tiffany and Belinda Wilkerson) and new appointment (Irene Grimes) will be on November 5. Notice of the reappointments and new appointment will be received on November 6.

Regarding the nominations for the 2019 Officer Slate: According to the By-Laws: “Nominations for Officer Slate: The Trustee Nominating Committee recommends a Board of Trustee officer slate (Board Chair and Vice Chair) for election by the Board as a whole at their November meeting.”

All Trustees are considered eligible for office. The Committee Chair will poll all Board of Trustee members to ascertain their interest. Consideration will be given to a Trustee’s longevity on the board, previous service as an officer and willingness to serve.

Over the next month Ross plans to poll each of the board members to ascertain interest in holding the seat of Chair or Vice Chair. The Nominating Committee will meet at 8:30 a.m. on November 15 (prior to the trustee meeting) in order to discuss the results of the Trustee polling. Then the committee’s recommendations for Chair and Vice Chair will be brought to the full board at the November 15 meeting.

VI. NEW BUSINESS

A. Programs & Services Report – Deputy Director Cotina Jones

Jones gave the Trustees a brief overview of activities for FY 17-18. She stressed the role of the Long Range Plan in planning and evaluating library programs and services. Highlights included the implementation of a new service, *PrinterOn*, a service that enables customers to print from their mobile devices, and the Senior Geek Squad, which takes computer instruction programs for older adults into the community. Also during the update information was shared on various diversity programs including the Smithsonian’s ‘The Way We Worked’ display.

B. Hope Mills Branch Report – Branch Manager MaryAnne Sommer

Sommer’s presentation focused on the wealth of programs for all ages offered throughout the past fiscal year in Hope Mills. Numerous customer comments have expressed enthusiasm and appreciation for staff at this branch and everything that is offered.

C. Other: None.

VII. ADJOURNMENT

With no other business to discuss, Chair Tyler adjourned the meeting at 10:05 a.m.