

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES January 25, 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, January 25, 2018 in the Executive Boardroom of the Headquarters library. (NOTE: The January 18, 2018 meeting was rescheduled due to inclement weather.)

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

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

- A. INTRODUCTION OF SPECIAL GUEST:** Friends of the Library Bordeaux Representative Greg Rich gave the following report on behalf of the Friends of the Library board:
- Rich read the report on 2017 Friends activities presented at the Friends annual meeting on January 23.
 - There are currently 214 members in the new year. Rich showed the purple bookmarks which listed the 2018 book sale dates, as well as the Friends membership brochure.
 - Trustee Chair Brian Tyler is scheduled to attend the March 6, 2018 Friends meeting.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Tiffany seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF DECEMBER 14, 2017 REGULAR BOARD MEETING MINUTES

MOTION: Chair Tyler moved to approve the December 14, 2017 minutes.

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

IV. DIRECTOR'S REPORT

A. Introduction of new Librarian staff: None

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.
Kohnee Harmon	Emerging Adult Services Specialist	HQU	20

C. Director's Update and Preliminary FY 2019 Budget Discussion:

1. 2018 Friends Budget Approved:

The Friends board approved the 2018 budget at their January 2, 2018 meeting. The budget shows available funds of \$90,700 for the library. There was confidence expressed by the Treasurer, President and Vice President in the budget preparation meeting in December. The book sales and most of the other streams of revenue have been strong. Sunday book sales have been added to the 2018 schedule of book sales.

2. Successful Library Events/Programs:

- There were two major authors in January:
 - ✓ Rosemary Wells spoke on January 9 to an audience of 75 people. Wells also donated a piece of her artwork to the library.
 - ✓ Jill McCorkle spoke at the library on January 23 to an audience of 70 people.
- Twelve teens participated in the Hope Mills Star Wars Lock-In program.

3. Local & State History Exhibit:

Local & State History staff created an exhibit called "From Constable to Cop" which depicts the history of local law enforcement. The exhibit includes historical artifacts and photographs. A program on January 11 attracted some notable people such as Fayetteville Police Chief Gina Hawkins.

4. Library in the News:

- Three librarians were the judges for the 42nd Annual Christmas Story Contest.
- The library advertised the downloadable E-books and E-audio books and the new app for access.
- The Fayetteville Observer ran an article about the two state awards received by the library. The County Commissioners recognized the library for winning the awards at their January 16 meeting.

5. Outreach Programs:

Library Awareness Coordinator Niambi McLaurin's December activities included a visit to Manchester Elementary School and promoting the library's Winter Reading & Activity Program (WRAP) program to excited readers. McLaurin is also working to update the library's Community Resources for Those in Need booklet.

6. City Proclamation for Retiring Librarian:

Recently retired librarian Janet Beaudry received a city proclamation from Fayetteville Mayor Mitch Colvin acknowledging the good work she has done for the community.

7. Library Endowment Fund Committee Update:

The LEF committee will meet on January 30. Staff from Cumberland Community Foundation will provide training on fundraising prior to the meeting.

The Friends of the Library board approved a \$50,000 match through April 16th for all donations to the Library Endowment Fund. Another match will be discussed at their May meeting which more than likely will cover donations through the end of the year.

8. Closing of Court (Law) Library:

Risacher and other library staff met with Superior Court Attorney Ellen Hancock. Ms. Hancock identified materials in the Court Library's collection that are helpful to those people who seek self-representation in court. Those materials will be moved the Headquarters' Local & State History room.

A sign was posted in early January informing the public of the access to legal resources at Headquarters library after January 31. A small part of the collection will go to the Headquarters library, some materials will go to FTCC's library collection and the rest to Methodist University's library collection.

9. Fiscal Year 2019 County Budget Update:

- Risacher gave preliminary remarks about the budget. There is a county department heads meeting on January 30 and she expects that there will be some information forthcoming. The trustees will be asked to vote on the library's budget at the February 15 meeting.
- The supplemental items are the focus:
 - ✓ The request for eight part time page positions (one for each location) is included. Having these additional staff will shorten the times that returned materials are again available for the public. It will also take the burden off other staff.
 - ✓ Upgrade an Information Technology position in computer services is included. This ensures that the library has adequate staff to manage servers. Ten years ago the library had 9 servers and now there are 35 servers. Currently there is only one person in the department whose primary responsibility is the servers.
- County Budget line items:
 - ✓ Reduce phone lines – some of that savings will go into upgrade of the security system
 - ✓ County instituted new procedures for reducing the number of individual printers. This reduces the cost of print cartridges, but adds somewhat to printing (use of Systel copiers)
 - ✓ Less computers will need to be replaced
 - ✓ Re-negotiating contracts with PWC over the fiber
 - ✓ Tentatively, we have some savings/reductions in line items to re-distribute.

V. OLD BUSINESS

A. 2017 Library Highlights – Director Jody Risacher

Risacher gave an overview of the events, programs and developments that occurred throughout the library system in 2017.

VI. NEW BUSINESS

A. Proposed 2018 Trustee Meeting Calendar – Director Jody Risacher

MOTION: Chair Tyler moved to approve the 2018 Trustee meeting calendar as presented.

SECOND: Vice Chair Montoya seconded the motion.

DISCUSSION: None

VOTE: Unanimous

B. Appointment of 2018 Trustee Nominating Committee Members (4) – Chair Brian Tyler

Chair Tyler, in communication with the trustees, appointed Paige Ross as the Nominating Committee Chair and the other three committee members include: Donald LaHuffman, Betsy Small and Katrina Tiffany.

MOTION: Chair Tyler moved to approve the 2018 Trustee Nominating Committee members.

SECOND: Vice Chair Montoya seconded the motion.

DISCUSSION: None

VOTE: Unanimous

C. Appointment of Ad-Hoc Art Acquisition Policy Review Committee – Chair Brian Tyler

This item was discussed at the December Trustee meeting. Chair Tyler stated that this item was assigned to him but he is not the appropriate person to put the committee together. Therefore, he assigned this item to the new nominating committee and asked that this item be added to the February 15th meeting agenda. The nominating committee will appoint the ad-hoc committee members. Tyler made a recommendation that FSU Art Professor Soni Martin be part of the committee.

Even though the Trustee board is not in need of new members at this time, Trustee Small suggested that the current board members recommend new people who are interested in being on the board in the future.

D. Housekeeping Items: Trustee Sign-up to attend 2018 County Commissioner and Friends Board Meetings – Chair Brian Tyler

Chair Tyler distributed the official meeting sign-up documents and requested that everyone sign-up to attend Commissioners and Friends 2018 meetings.

E. Correspondence – North Carolina Public Library Directors Association (NCPLDA) Award Letter – Chair Brian Tyler

An official letter from the NCPLDA acknowledged two distinguished awards for outstanding library programs and services. The first award was presented in the “Public Relations Promotional Project” category for the “I Heart My Library” campaign and was judged the most original, most attractive and replicable. The second award was presented for Cliffdale Regional Branch’s “Christmas Portraits” program which showed originality. Both were deemed to be related to the library’s mission and effective in reaching the target audience. The awards were also recognized by the Board of County Commissioners.

F. Other: None.

VII. ADJOURNMENT

With no other business to discuss, Chair Tyler made a motion to adjourn the meeting at 9:55 a.m. with a second by Trustee Tiffany.