

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES JANUARY 16, 2020

I. CALL TO ORDER

Chair Wilkerson called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, January 16, 2020 in the Boardroom of the Headquarters library.

Trustees Present: Chair Belinda Wilkerson, Vice Chair Irene Grimes, Dennis Cedzo, Jeremy Fiebig, Ann McRae, Katrina Tiffany and Brian Tyler

Present from the Library: Director Jody Risacher, Deputy Director Cotina Jones, Programs & Services Division Manager Nora Armstrong, Collection Development Division Manager Pamela Kource, Headquarters Branch Manager Birch Barnes, Hope Mills Branch Manager MaryAnne Sommer, North Regional Branch Manager Mary Campbell, Bordeaux YS Librarian I Samantha Belmont and Admin. Coordinator to the Director Marili Melchionne

Others Present: Assistant County Manager Duane Holder, PIO Communication Outreach Coordinator Kristin Buntun and Friends of the Library East Regional Branch Representative Marty Williams.

A. INTRODUCTION OF SPECIAL GUEST(S):

- Chair Wilkerson welcomed and introduced special guest Assistant County Manager Duane Holder.
- Friends of the Library East Regional Branch Representative Marty Williams gave the following report on behalf of the Friends Executive Board:
 - ✓ At the end of 2019 there were 492 Friends members. As of 1/14/20, 206 members have joined for 2020.
 - ✓ At the January 7 Friends meeting, the 2020 annual budget of \$107,541 was approved.
 - ✓ The next book sales are February 11 for members and the public sales are February 15 & 16.
 - ✓ The total amount of donations to the Library Endowment Fund for 2019 was \$23,798. This was matched dollar-for-dollar by the Friends. For 2020, the Friends board approved a \$25,000 match.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Vice Chair Grimes seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. SWEARING IN: Risacher administered the Oath of Office to newly appointed Trustees Dennis Cedzo, Jeremy Fiebig and Ann McRae. Those in attendance welcomed them with a round of applause.

IV. APPROVAL OF DECEMBER 12, 2019 REGULAR BOARD MEETING MINUTES

MOTION: Chair Wilkerson moved to approve the December 12, 2019 minutes.

SECOND: Trustee Tiffany seconded the motion.

DISCUSSION: None

VOTE: Unanimous

V. DIRECTOR'S REPORT

A. Introduction of new Librarian staff: Risacher introduced BOR YS Librarian I Samantha Belmont.

B. Service Award Recipient: Director Risacher recognized and honored Admin. Coordinator to the Director Marili Melchionne for her ten years of service with the library.

C. Director's Update – Director Jody Risacher

In addition to presenting photos and brief information on a variety of holiday programs for children, teens and families held at various branches in December, the following items were reported upon:

1. New for 2020 – Commissioner Liaison will not be appointed for Trustee meetings:

Starting in 2020 there will no longer be a Cumberland County Board of Commissioner liaison assigned to the Board of Trustees. The Commissioners are only attending department meetings that are mandated. This decision impacts several departments.

2. 2020 Transition:

In 2019 the library's Community Relations department was absorbed into the county PIO Department. The adaptation process continues to go well. By the end of July 2020, the library's Computer Services department will be integrated into the County's IT Department. In meetings with the County IT Department manager, the library's technology needs and the skills and assignments of the computer services staff have been discussed.

Through this transition, the library will adjust to new procedures but will benefit by the access to additional technology staff. Vice Chair Grimes asked if the computer services staff would physically move to the County IT Department. Risacher stated that there is not enough room at the courthouse. It is likely that the current staff will maintain offices at the library. It is also possible that additional County IT staff will be assigned offices here.

Assistant County Manager Duane Holder stated that the consolidation of functions is occurring across the county. It allows for more breadth and depth of resources.

Risacher added that County Manager Amy Cannon has been talking about the consolidation of resources for the last three years as a means to increase government efficiency. Risacher added that the County IT Department Head, Keith Todd, is a good leader.

3. Christmas Portraits Program:

In addition to the many holiday programs, Risacher noted that the Christmas Portraits program originating at Cliffdale continues to be very popular. This program won a state award a few years ago. In December of 2019 North Regional branch also sponsored the program.

4. New Outreach Program – Bicycle Man Charity Bike Giveaway:

Library Awareness Coordinator Traci Cardenas scheduled this outreach event. Over 1,000 children received free bikes. Library staff were able to connect with many children and their families.

5. New Service – Automatic Material Renewals:

Automatic renewals of library materials has been implemented through the NC Cardinal Consortium. Material that is checked out will automatically be renewed on its due date (if eligible). This excludes items already renewed three times or have been requested by another customer. Customers will be notified about renewals if we have an email address or phone number for texting. This new service is a consideration for the FY 2021 budget as it will have an impact on library revenue.

6. Library Endowment Fund Committee Update:

The committee has not met for a couple months but is scheduled to meet on January 28, 2020.

VI. OLD BUSINESS

A. 2019 Library Highlights, Director Jody Risacher:

Risacher gave an overview of the numerous events, programs and developments that occurred throughout the library system in 2019.

VII. NEW BUSINESS

A. Proposed 2020 Trustee Meeting Calendar – Director Jody Risacher

- MOTION:** Chair Wilkerson made a motion to approve the 2020 Trustee meeting calendar as presented.
SECOND: Trustee Tyler seconded the motion.
DISCUSSION: None
VOTE: Unanimous

B. Appointment of 2020 Trustee Nominating Committee Members (4) – Chair Belinda Wilkerson

Chair Wilkerson asked for volunteers to be part of the committee and appointed Brian Tyler as the Committee Chair. The other three committee members include: Dennis Cedzo, Katrina Tiffany and Ann McRae. Brian Tyler is the only trustee that will be leaving the board at the end of 2020.

C. Preliminary FY 2020-2021 Budget Preview:

Risacher gave preliminary remarks about the library's FY 2021 budget. Supplemental requests include the following:

- ✓ The library is asking for five part-time Page (Shelver) positions for a total cost of \$53,664.00. The technology needs include replacing aging door counters and security gates at all locations for a total equipment request of \$90,200. The grand total of additional staff and equipment is \$143,864.
- ✓ One week prior to the February 20 Trustee meeting, the board members will be invited to pick up a budget folder at a branch of their choosing.
- ✓ Trustees will vote on the proposed library budget at the February 20 meeting.
- ✓ Once approved it will be inputted into the Munis Accounting System.

D. Proposed Policy Revisions (3): Lost Card, Returned Checks and Delinquent Accounts Policies – Director Risacher

The Trustees had received the proposed revised policies (with no suggested changes) so there was no need for further discussion.

- MOTION:** Chair Wilkerson made a motion to accept the revised policies as submitted.
SECOND: Trustee Tyler seconded the motion.
DISCUSSION: None
VOTE: Unanimous

E. Housekeeping Items: Trustee Sign-up to attend 2020 Commissioner & Friends Board Meetings – Chair Belinda Wilkerson

Chair Wilkerson explained the process of signing up for the Commissioners and Friends 2020 meetings. The meeting sign-up documents were distributed.

F. Notice of State Library Board Training after the March 19th Trustee meeting at Cliffdale Branch

Chair Wilkerson notified the board about the State Library Board training that will take place following the March 19th trustee meeting at the Cliffdale library. The training should take 30-45 minutes.

G. Other Business: None

VIII. ADJOURNMENT

With no other business to discuss, Chair Wilkerson adjourned the meeting at 9:57 a.m.