

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES JUNE 18, 2020

In order to comply with the N. C. Governor's Executive Order 121, Section 3.A.a., this meeting was uploaded to the Cumberland County Youtube page (youtube.com/user/CumberlandCountyNC/videos). Staff entered and exited the Boardroom and the County Courthouse meeting room 564 so no more than ten people were gathered at the same time in accordance with the Governor's Executive Order.

County Administration staff present in room 564: Assistant County Manager Sally Shutt, PIO and IT staff
Library staff present in room 564: Library Director Jody Risacher and Deputy Library Director Cotina Jones

Trustees present in the Headquarters library Boardroom: Chair Belinda Wilkerson, Dennis Cedzo, Ann McRae, Katrina Tiffany and Brian Tyler

Staff present in the Headquarters library Boardroom: Collection Development Division Manager Pamela Kource and Admin. Coordinator to the Director Marili Melchionne

Trustees Present via *GoToMeeting* video conference: Vice Chair Irene Grimes and Jeremy Fiebig

Present from the library via *GoToMeeting* video conference: Programs & Services Division Manager Nora Armstrong

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, June 18, 2020 in the Boardroom at the Headquarters library.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Cedzo seconded the motion.

DISCUSSION: None

III. APPROVAL OF THE MAY 21, 2020 REGULAR BOARD MEETING MINUTES

MOTION: Chair Wilkerson moved to approve the May 21, 2020 minutes.

SECOND: Trustee McRae seconded the motion.

DISCUSSION: None

VOTE: Chair Wilkerson called upon each trustee to vote and the vote was approved unanimously.

IV. DIRECTOR'S REPORT

A. Director's Update – Director Jody Risacher

1. Cumberland Community Foundation (CCF) Summertime Kids Grant Award:

The library has received this grant for several years and this year's award amount is \$7,500. These funds support the library's Summer Reading Program and ensures that kids from low income families are able to participate in summer reading and will receive books for their home libraries.

2. COVID-19 Response Mini-Grant Award:

The library also received a \$4,500 grant for COVID-19 Response. Masks, gloves, mobile sanitizing stations and hand sanitizer will be purchased. Disposable masks will be purchased for the public to wear when staff offer services that require close interaction (i.e., in a Book A Librarian session).

3. Friends Board Meeting and Library Endowment Report:

The Friends Board will meet on July 7, 2020 via GoToMeeting. The library received notification from CCF about the endowment fund disbursements for FY2021. There are now eight funds and includes a new fund for FY 2021 – the Vito Amoroso Endowment Fund. The total payout from all the funds for FY2021 will be \$36,103. Some funds have specific spending requirements, i.e., the funds need to be spent on the collection. Most of the LET disbursement will go into the Friends budget as revenue.

4. StoryWalk:

The printed story walk panels are being developed and will be installed at Clark Park very soon. A virtual ribbon cutting event is planned for this summer.

5. Curbside Pickup Services:

An article in the *Fayetteville Observer* on May 27 highlighted the start of the library's curbside pickup services at each branch. Photos were shown of happy customers picking up their books. Customers have offered a lot of positive feedback regarding this service.

6. Community Resources For Those In Need pamphlets (CRFTN) distributed:

Library Awareness Coordinator Traci Cardenas has distributed over 3,500 CRFTNs to 15 agencies. Staff at Animal Control will keep some in their trucks and distribute as they encounter families in need. Cardenas also dropped off 600 to Dr. Green at the Health Department.

7. Outside Book Drops:

New outside book drops will be arriving soon. Once installed, the current book drops will be blocked off. These are part of the social distancing protocols that will be put in place.

8. Library Re-Opening Preparations continue:

Staff continue preparing for the libraries to re-open:

- ✓ County Engineering obtained glass barriers for the circulation desks at each branch.
- ✓ Service desk barriers have been ordered.
- ✓ Branch Managers will implement plans for social distancing protocols through furniture arrangements.
- ✓ County Public Information Office (PIO) staff will provide signage for social distancing.
- ✓ Staff continue to work on virtual programming (including in-house filmed story times) and are developing Summer Reading programs for all ages.
- ✓ Book returns accepted: books are placed in quarantine for 72 hours – an accepted standard.
- ✓ Staff are re-evaluating current processes in order to safely provide services.
- ✓ PIO staff developed social distancing signs to help the public adjust to the modifications the libraries will be making.

The library won't look like the library the public remembered from several months ago in some respects. Furniture has been moved and the public will be encouraged to come in and look around but not linger.

9. 2020 ACLA Azalea Coast Library Association Conference – Virtual Edition:

Many conferences have been held online. One of the most popular ones is the Azalea Coast Library Association Conference. Many library staff members have attended this conference in the past and many attended this conference online. The topics included: Inclusiveness in Services and Programs; Teaching the Skills of Life (to young adults); Project Completion Skills and User Testing.

10. Note from library customer:

A customer taped a note to the window at the North Regional library: “Dear Librarians, We miss you! We hope we can have story time again soon. I want to come over to your house. Love Audray & Gideon”

V. OLD BUSINESS

A. FY 2021 Budget Update – Director Jody Risacher:

The County Commissioners approved the FY 2021 budget on June 15. Details for the library budget include:

- Budget allocation for the library: \$9,727,168
- Security gates were not funded at this time
- Funds withheld based on vacancies/turnover will be restored as needed
- Moved five IT positions to the County IS Department
- Additional library-related expenditures projected:
 - ✓ Maintenance and Repair of 4 Facilities = \$220,000
 - ✓ Technology investment = \$65,000
 - ✓ Capitol Improvement Plan (carpet and boiler replacement) at four locations projected over the next three years = \$575,000
- Staff will not receive a cost of living increase but it was decided to give a one-time payment of \$1,700 for all permanent, full-time county employees hired before July 1, 2020 and who are on the payroll for the pay period ending July 18, 2020.

VI. NEW BUSINESS

A. Summer Transition – Leadership and Service – Director Jody Risacher

As she is retiring, Risacher expressed what a pleasure it has been to work with the board. She appreciates the guidance and leadership for the good of the library. The board’s support is invaluable to the Director position. Board members are the advocates for the institution of the public library. Risacher is aware that the library is not a “mandated” service and yet we all know that it provides essential service for our community. She thanked the board and noted that she is leaving the library in very good hands with Deputy Library Director Cotina Jones and the library staff.

Chair Wilkerson shared, “On behalf of the board, we really appreciate everything that you’ve done to make this such a viable institution in our community. We know moving forward that everyone on the board will remain strong advocates because it is something that we believe in. We know this is an essential service even though it is not mandated, it is mandated in our hearts that this is something that everybody needs in our community. Your leadership has been extraordinary, even before I became a board member, I knew of the work that you were doing in this community. That made me more proud to actually be a part of this board knowing that I’d have the opportunity to work with you. I am going to miss you personally but I know with Cotina and the rest of the library staff, we’re going to be in fabulous hands. I know everyone on this board has their heart behind the library 125%.”

Deputy Library Director Jones shared, “I am looking forward to working with you all in the coming months and we do need to thank Jody for her leadership and guidance. Have a great summer and we’ll see you in September.”

Chair Wilkerson shared, “Cotina, we are looking forward to working with you too because we know that just like with Jody that you have this library in your heart and we know that under your leadership we’re going to continue being a strong institution in this community. Thank you for stepping up to the plate and you have our support 125%.”

B. Other Business: Vice Chair Grimes mentioned that with the election coming up she wondered that since the library always cooperates with the board of elections with distributing forms and publications for the election; will there be a plan to increase those efforts since the election is going to be held under relatively difficult circumstances.

Risacher stated that she can't completely answer that question and hopes there will be additional information later. She noted that the board of elections uses library facilities for voting and she believes they are investigating how to make it a safe interaction at each location. The library will do everything possible to help with the effort in order to have a good voting situation.

VII. ADJOURNMENT

With no other business to discuss, Chair Wilkerson adjourned the meeting at 9:33 a.m.