

# **CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER**

## **MINUTES LIBRARY BOARD OF TRUSTEES JANUARY 21, 2016**

### **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, January 21, 2016 in the Board Room of the Headquarters library.

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

**Present from the Library:** Director Jody Risacher, Deputy Director Brian Manning, Division Manager for Collection Development & Infrastructure Cathy Rudelich, Marketing & Communications Division Manager Kellie Tomita, Service Award recipient(s) (see table below), and Admin. Coordinator to the Director Marili Melchionne.

**A. INTRODUCTION OF SPECIAL GUEST(S):** Friends of the Library President Angela Ray gave the following report:

- There are currently 167 Friends members for 2016.
- The February book sales will take place on February 16<sup>th</sup> for members and February 20<sup>th</sup> for the public.
- Library Endowment Campaign update: The Friends, under the guidance of CCF embarked upon a campaign to grow the endowments that support the library. The goal is to increase the funds to \$2 million by the year 2020. In 2015, the Friends Board presented a challenge match of \$7,500 to its members and by the end of the year the match was made.
- Additionally, because of the LET committee, the Friends received an additional matching grant through the Lilly Endowment of the Cumberland Community Foundation for \$25,000. This significant match was also made and added to the LET by the end of December 2015.

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

**MOTION:** Trustee Small moved to approve today's meeting agenda.

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

**DISCUSSION:** None

**VOTE:** Unanimous

**III. SWEARING IN:** Director Risacher administered the Oath of Office to newly appointed Trustees Donald LaHuffman, Connette McMahon and Katrina Tiffany. The group welcomed them all and gave them a round of applause.

### **IV. APPROVAL OF DECEMBER 10, 2015 REGULAR BOARD MEETING MINUTES**

**MOTION:** Vice Chair Tyler moved to approve the December 10, 2015 minutes.

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

**DISCUSSION:** None

**VOTE:** Unanimous

### **V. DIRECTOR'S REPORT**

**A. Introduction of new Librarian staff:** None

- 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.
Stephanie Clamor	YS Library Associate	SPL	5
Joyce Smith	Custodian	CLF	5
Tonya Minor	IS Library Associate	ERL	5
Tammiika Frowner	IS Library Associate	HQU	10
Lorinda Raynor	IS Library Associate	HQU	35

**C. Director's Update:**

**1. Friends of the Library Library Endowment Trust (LET) Donation Match Success:**

The Friends of the Library achieved two fund matching goals in 2015. The \$7,500 match was made first and then the \$25,000 Lilly Endowment Grant match was made by December 31, 2015. The Lilly Endowment Grant was expected to take two years to complete but with several large donations, it was matched in only a few months. There is still a \$10,000 marketing grant that the LET campaign committee will be discussing next week. Cumberland Community Foundation (CCF) recommended that the funds be used to hire a marketing consultant.

**2. Friends of the Library present Katey Schultz:**

The Friends annual program speaker was Katey Schultz. She is a great speaker and writes "Flash Fiction" (short stories). The attendance was quite sparse, unfortunately.

**3. Funding for Replacement Computers:**

A memo was submitted to the Workforce Development Director in December 2015. The library will receive funds for replacing laptop computers (approximately \$50,000) previously purchased with Golden Leaf funds. The objective is to acquire a mix of new laptops and tablets for use at the DSS job fair in mid-March 2016.

**4. Staff Development Day – December 11, 2015:**

Twice a year (May and December) all libraries close for a half a day in order to provide staff development training. The Friends of the Library fund the refreshments and some of the Friends volunteer on that day. There were a number of high quality break-out sessions on various topics. In 2016, the December date will move to November because December is a short month due to the holidays and everyone is quite busy.

**5. 2015 Christmas parade – December 12, 2015 and Holiday Program photos:**

The library participated in the annual Fayetteville Rotary Club Christmas parade. Branch libraries provided holiday-themed story times and programs.

**6. Bordeaux 30<sup>th</sup> Anniversary – December 16, 2015:**

The Bordeaux branch anniversary celebration was a success. Trustees and Friends attended the event, as well as former library director Jerry Thrasher and Commissioner Adams. A 30 year time capsule was opened and contents were revealed and discussed. Trustee Betsy Small and Bordeaux Friends Board representative Ernest Lamb both presented remarks.

**7. Health Happens displays at all libraries:**

The library received a Library Services & Technology Act (LSTA – Federal Funds from the State Library) grant – Health Happens @ the Library in this fiscal year. Each library location has received the special tablets on stands allowing customers to view health information online and take health surveys. Display kiosks were also purchased with grant funds and installed in each location.

**8. Let's Talk About It Programs:**

This book discussion program has continued to be very popular among participants. The theme of the most recent series was “Beyond the Battlefield: Alternative Views of War.” A participant’s favorable comment was shared with the group.

**9. Artwork on loan by the Friends:**

Artist Vandorn Hinnant inquired about borrowing his artwork, “The Reckoning” for an exhibit at Fayetteville State University in January through the end of February. The Friends approved the loan of the artwork. Risacher attended the opening reception and met the artist. She invited the trustees to see the art exhibit at the Rosenthal Art Gallery on campus.

**10. Job & Career Center Updates:**

The Job & Career Centers at each location were evaluated for content and aesthetics by the Employment Small Business Task Force (ESBTF). Community Relations staff designed a fresh new look for centers’ signage.

**11. Library in the News:**

A lengthy piece about activities in Fayetteville was in a recent *Fayetteville Observer’s Saturday Extra*. The numerous book clubs at various branches dominated one section. An brief article about a joy riding teen was discussed. Unexpectedly, the teen ditched the car and ran into the Headquarters library where he was apprehended by law enforcement in the lobby.

**12. Urban Libraries Council:**

The Urban Libraries Council published a lengthy article in the publication, *International City/County Management* (ICMA). The title of the article, “Strengthening the Library’s Strategic Role” was featured on the cover of this national magazine.

It’s another example of institutions and organizations that are recognizing the potential in public libraries. The primary focus was on the Edge survey, a program that helps libraries self-assess technology services’ strengths and weaknesses. CCPL&IC has taken the survey twice. The State Library has provided mini-grants of up to \$5,000 to help rectify identified weaknesses. The digitizing equipment for use by the public in the Local & State History (L&SH) room was purchased with one of these grants.

**13. Book Donation from Fayetteville Runners Club:**

On January 18<sup>th</sup> Vice Chair Brian Tyler accepted a book donation from the Fayetteville Runners Club for the Friends of the Library. The runners have a book drive every year for the Friends.

**VI. OLD BUSINESS**

**A. 2015 Library Highlights – Director Jody Risacher**

Risacher gave an overview of the events, programs and developments that occurred throughout the library system in 2015.

**VII. NEW BUSINESS**

**A. Proposed 2016 Board of Trustee Meeting Calendar – Director Jody Risacher**

**MOTION:** Trustee Tiffany moved to approve the 2016 Trustee meeting calendar as presented.

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

**DISCUSSION:** None

**VOTE:** Unanimous

**B. Appointment of 2016 Trustee Nominating Committee Members – Chair Daniel Montoya**

Chair Montoya, in communication with the rest of the trustees, appointed Betsy Small as the Committee Chair and the other committee members are: Paige Ross, Donald LaHuffman and Connette McMahon.

**C. Preliminary FY 2016-2017 Budget Discussion – Director Jody Risacher**

It is anticipated that the budget will follow previous year's budgets and have a flat operating budget.

However, last year the supplemental funds for eBooks (\$30,000) was received and is now recurring. Also, the costs for the extra security guard at Headquarters is recurring.

The county is transitioning to a new software called *MUNIS*.

Based on last year's calendar, the following is a projected timeline of the annual budget process:

- January-February – the Library Director reviews developing budget needs with trustees with the focus on the “supplemental budget requests”
- March – Trustees will receive “budget books” in advance of March meeting. At the March meeting the Trustees will vote to approve the library’s proposed budget
- April – Library staff meet with County Management to discuss library budget requests
- May – County Manager presents budget to Commissioners at the end of the month
- June – Department Head Appeal to Commissioners (Trustees usually attend) the Director has 5-10 minutes
- June – Public Hearings (Trustees attend) both Chair of Trustees and Friends Board President make remarks

Following are the supplemental requests beyond the library’s regular budget:

- Replacement Public and Staff Computers (86 public use, 40 staff combination laptop and desktop) per computer replacement guidelines (internal procedures) in the amount of \$91,000
- New Position: Division Manager for Youth Services \$70,108 which includes salary and benefits
- The total supplemental request is \$161,108

**D. Proposed Policy Revision – Reference – Director Jody Risacher**

The reference policy was reviewed and discussed. The rationale supporting the revision is that services have expanded to include more instruction since the old policy was written.

The guiding philosophy describes library staff as transitioning from the traditional providers of information to instructors and facilitators. Staff are more proactive and they seek out customers to assist. Customers often need immediate and scheduled one-on-one assistance (Book A Librarian service) for understanding technology.

**MOTION:** Trustee McMahon moved to approve the proposed policy revision as presented.

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

**DISCUSSION:** None

**VOTE:** Unanimous

**E. Art Donation – Director Jody Risacher**

Risacher referenced the current art collection acquisition policy which specifies that art selected for inclusion must be reviewed by an art collection committee. The donor, Terri Union, is an active community member who was instrumental in developing the original art collection. The Headquarters library currently has three pieces of this artist’s work.

Under other circumstances, Terri Union would have been recommended as a member of the ad hoc committee specified by the policy. Since she is the donor and the collection the piece of art meets the policy criteria for inclusion, Risacher recommended that the steps of the policy be bypassed.

The county insures the art in the library's collection. The Friends of the Library manage and own it. The Friends will pay for an appraisal of the work.

**MOTION:** Trustee Tiffany moved to accept the donation of the art work.

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

**DISCUSSION:** None

**VOTE:** Unanimous

At 10:25 a.m., noting the time, Chair Montoya asked for a motion to extend the meeting:

**MOTION:** Vice Chair Tyler moved to extend the meeting as needed.

**SECOND:** Trustee Paige Ross seconded the motion.

**DISCUSSION:** None

**VOTE:** Unanimous

**F. Housekeeping Items: Trustee Sign-up to attend 2016 County Commissioner and Friends Executive Board Meetings – Chair Daniel Montoya**

Chair Montoya distributed the official meeting sign-up documents and requested that everyone sign-up to attend Commissioners and Friends meetings in 2016.

**G. Notice of State Library Training after the April 21<sup>st</sup> Meeting @ North Regional – Director Jody Risacher**

State Librarian Molly Westmoreland will provide board training after the Trustee meeting on April 21<sup>st</sup>. She will give a state perspective on North Carolina public libraries and relationships between entities.

**H. Other Business:**

✓ **Further Discussion of County Manager's Presentation – Chair Montoya**

As a follow-up to the County Manager's presentation on the sales tax distribution controversy on January 21<sup>st</sup>, the board discussed an interest in supporting the library's interest by supporting the county's stance. In anticipation of this discussion, Risacher had spoken to the County Manager and relayed Ms. Cannon suggested that the board send a letter to city council members. It was noted that the decision needed to be made quickly. Other ideas included publishing an editorial and developing an awareness campaign with pamphlets available for the public at all libraries.

**MOTION:** Trustee Ross moved that the chair develop a letter to the city council stating the board's support of the county's position on extending the sales tax distribution agreement.

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

**DISCUSSION:** None

**VOTE:** Unanimous

✓ **Updates to Board of Trustee Manual**

Updated documents were given to the current trustees to put in their manuals.

**VIII. ADJOURNMENT**

With no additional business to discuss, Chair Montoya adjourned the meeting at 10:40 a.m. on a motion by Trustee Small with a second by Trustee McMahon.