

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES DECEMBER 13, 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, December 13, 2018 in the Boardroom of the Headquarters library.

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

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, Collection Development Division Manager Pamela Kource, Library Awareness Coordinator Samantha Belmont and Administrative Coordinator to the Director Marili Melchionne.

Other Guests Present: County Commissioner Liaison Glenn Adams and newly appointed Trustee Irene Grimes

A. INTRODUCTION OF SPECIAL GUEST: Chair Tyler introduced newly appointed Trustee Irene Grimes. She was welcomed with a round of applause.

Chair Tyler recognized outgoing Trustee Donald LaHuffman and thanked him for his three years of service to the Library Board of Trustees. In recognition of his service, LaHuffman was presented with a solar powered globe engraved with his name and time of service.

Commissioner Adams informed the group that this may be his last meeting. Commissioner Chair Council may appoint a different Commissioner as the library liaison in 2019.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee LaHuffman seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF NOVEMBER 15, 2018 REGULAR BOARD MEETING MINUTES

MOTION: Chair Tyler moved to approve the November 15, 2018 minutes.

SECOND: Trustee Ross seconded the motion.

DISCUSSION: None

VOTE: Unanimous

IV. DIRECTOR'S REPORT

A. Introduction of new Librarian staff:

Name	Title	Branch Location
Ashley Apple	YS Librarian I	BOR
Aaron Mehaffey	YS Librarian II	ERL

B. Service Award Recipients: None

C. Director's Update:

1. Notification of 2019 Grants:

The library was recently notified about the receipt of the following grants for 2019:

- ✓ Truth, Racial Healing, Great Stories Club grant – the next theme is “Finding Your Voice: Speaking Truth to Powers.” The library is currently implementing this grant as one of 24 receiving libraries across the country. It is a book talking and interactive program. The activities take place at the Ramsey Street High School. Emerging Adult Services Specialist Kohnee Harmon is the coordinator.
- ✓ The library will also receive a grant from the NC Humanities Council for “Road Scholars.” A small amount of money will be received to use for a speaker during *Women's History Month*.

2. 2018 NCPLDA (North Carolina Public Library Association) Awards Banquet in Winston-Salem:

In December the CC Public Library received three awards in the “Large Library” category from the state. Presenters included Deputy Director Cotina Jones, YS Division Manager Megan Smith and Emerging Adult Services Specialist Kohnee Harmon.

3. November 2018 Workforce Development Board Recognition Banquet:

The banquet was held at the Botanical Gardens. Director Risacher and Kohnee Harmon attended the event. Pathways for Prosperity (P4P) won a partnership award. The library and the Work Force Development Board are significant partners. As part of this annual event, several young people were recognized for their achievements in their efforts to succeed in the workforce.

4. County Commissioner Glenn Adams – Re-elected:

A photograph depicted the December 3, 2018 swearing-in ceremony conducted by Resident Superior Court Judge Gail Adams. The group congratulated Commissioner Adams on his re-election.

5. Partnership for Children (PFC) – Celebrates 25th Anniversary:

On December 12 Risacher attended the anniversary celebration at the PFC office. PFC is a critical organization that continues to have a profound impact on families in the region. The library is proud to partner with the organization wherever possible.

6. Connections of Cumberland County Open House:

On November 19 Risacher attended the open house. She reflected that this organization has grown significantly since its inception. Connections uses quite a few interns for their operations. Their work is critical for the homeless women and children on the computer. The library will provide computer instruction that will give access to our online databases

Successful Library Programs:

- ✓ I Was There: Staged Reading of Veterans' Stories – as part of “Heroes' Homecoming” in partnership with the Museum of Cape Fear.
- ✓ 31 Days of Love Campaign during October – photographs depicting the Animal Control staff and the large amount of donated items.
- ✓ November Outreach Programs: Kidtopia and Cliffdale Recreation Center Fall Festival in November.
- ✓ Spring Lake staff continue to reaching out to the Boys and Girls Club (ages 9-12)
- ✓ Friends of the Library November book sales.
- ✓ Elliot Engel event – Dr. Engel presented *Andy Griffith: Master of Mayberry* to an audience of 67.
- ✓ Local & State History display celebrating local Scottish history.

7. Staff Development Day – November 16, 2018:

Supervisors attended back-to-back workshops and other staff learned about various library resources. There was a practical presentation on the use of a fire extinguisher.

8. 2020 Census:

The library was contacted by the Census Bureau and asked to assist the Bureau in preparation for its collection of data. Library staff will be attending meetings.

9. Library Endowment Fund (LEF) Committee Update:

At the November 28 LEF meeting/orientation, five new prospective committee members attended and learned more about the fundraising committee. The next meeting is January 22, 2019.

V. OLD BUSINESS

A. Status of Library Endowment Fund Board Participation:

Chair Tyler notified the board that one person still has to submit his/her donation. He plans to speak to the person to verify if this is a recording oversight. Once that donation is received the board has 100% participation.

VI. NEW BUSINESS

A. Proposed Policy Revision – Extension Services Policy – Director Risacher

Risacher stated that staff are not recommending any changes to the Mobile Outreach Service portion of the policy. However, the recommendation is to delete the entire “Minimum Branch Standards” portion of the policy.

The reason for this is that the data is no longer valid and the current branch standards do not apply. After the reduction of hours and staffing in 2017 there were several staffing changes to ensure that there was equity of service across the board. Therefore, the branches no longer resemble the descriptions within the policy.

It would be highly preferable to update these in the context of a future planning grant. Demographics and changing county needs can be examined. It will also allow time for County to determine where the library fits into its vision for the county.

The proposal is that the information is removed completely.

MOTION: Trustee Tiffany made a motion to accept the policy revision as recommended.

SECOND: Trustee Wilkerson seconded the motion.

DISCUSSION: None

VOTE: Unanimous

B. Marketing & Communications Report – Marketing & Communications Division Manager Kellie Tomita and Library Awareness Coordinator Samantha Belmont

Tomita reported on staff changes in the Community Relations Department, methods of library promotion, social media analytics and the division’s work with the Library Endowment Fund committee, the Friends of the Library and grants. Belmont covered outreach events and system wide assessment on the effects of outreaches, employee participation in the United Way Campaign, community partnerships & cooperation and the delivery of community engagement materials.

C. Other: NONE.

VII. ADJOURNMENT

With no other business to discuss, Chair Tyler adjourned the meeting at 9:48 a.m.