

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES JUNE 21, 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, June 21, 2018 in the Meeting Room of the West Branch library.

Trustees Present: Chair Brian Tyler, Paige Ross, Betsy Small, Katrina Tiffany and Belinda Wilkerson

Trustees Absent: Vice Chair Daniel Montoya and Trustee Donald LaHuffman

Present from the Library: Director Jody Risacher, Deputy Director Cotina Jones, Programs & Services Division Manager Nora Armstrong, YS Division Manager Megan Smith, Collection Development Division Manager Pamela Kource, West Branch Manager Mark Wilson, Cliffdale Branch Manager Nadia El Anani, Bordeaux Branch Manager Mary DiRisio, Learning & Innovation Coordinator Jennifer Hatcher, YS Librarian I Trainee Brittany Newman, Computer Tech Greg Thompson, 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 North Regional Branch Representative Flora McLain gave the following report on behalf of the Friends Executive board:

- There are now 442 Friends members. This is great for this time of the year!
- As of June 19, the total donations to the LEF is \$3,233. These will be matched dollar-for-dollar (up to \$50,000) by the Friends.
- Brian Tyler is signed up to attend the July 10 Friends meeting which will be held at the West branch library and it starts at 6:00p.m.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Wilkerson seconded the motion.

DISCUSSION: None

VOTE: Unanimous

III. APPROVAL OF MAY 17, 2018 REGULAR BOARD MEETING MINUTES

MOTION: Chair Tyler moved to approve the May 17, 2018 minutes.

SECOND: Trustee Small seconded the motion.

DISCUSSION: None

VOTE: Unanimous

IV. DIRECTOR'S REPORT

A. Introduction of new Librarian staff: Director Risacher introduced the following new staff members:

Name	Title	Branch Location
Nadia El Anani	Branch Manager	Cliffdale
Brittany Newman	YS Librarian I Trainee	West Branch

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.
Aprille Apple	Circ. Library Tech.	West Branch	5
Dawn Walcott	IS Library Associate	West Branch	15

C. Director's Update

1. New Grants Received:

The library received the following three new grants:

- ✓ Arts Council: Artrepreneur @ Your Library – \$1,000 – will help people earn money through their art.
- ✓ Library Services Technology Act (LSTA): 2nd Chance @ Success – \$11,342. This grant provides funds to buy materials on jobs and careers specifically designed for ex-offenders.
- ✓ Library Services Technology Act (LSTA): Digital Library @ DSS (Department of Social Services) – \$9,086 – A kiosk will be installed at DSS for customers to download free audiobooks.

2. Vocational Job Fair – May 24:

This job fair is an annual event targeting teenagers. There were 112 young people who attended the event. Various vendors were available in the Pate Room. Classes on resume building and interviewing were also offered.

3. New Service:

Brainfuse, a software product already in use at the library, provides a new module called *VetNow*. This provides online career assistance for veterans. Before purchasing, input on its value was sought by several veteran-serving agencies. It is now available and will be re-introduced to the agencies who initially tested the product.

4. Successful Library Programs:

- ✓ Kickoff to Kindergarten (School Success Grant) – this program preparing young kids for school was held at several branches in May and June.
- ✓ Star Wars “May the Fourth Lock In” – this May 4th program was at Cliffdale and had 27 attendees.
- ✓ Roadside Survival – this May 19 program on simple car repair at Hope Mills branch had 10 attendees.
- ✓ We Shall Overcome: The Legacy of the Civil Rights Era – this May 19 program had 33 attendees.
- ✓ NASA @ My Library: Community Dialogue – the panel members included the FSU Planetarium Manager, a parent, a NASA representative and a library staff member. Seventeen people attended.
- ✓ Small Business Financial Literacy: Small Business Loans, What to Expect before You Apply – this June 7th program had 12 attendees.

5. Best Buy Grant Follow-up:

With the funds from this grant, the library purchased technology including an updated 3D printer. Program participants enjoyed coding then printing items on the 3D printer.

6. The Way We Worked Display:

There is an enormous banner on the front of the Headquarters library stating, “The Smithsonian is Coming.” *The Way We Worked* display is currently in assembly on the 2nd floor of the Headquarters library.

The Local & State History Room staff created a display that fits *The Way We Worked* exhibit theme. This exhibit focuses on work in North Carolina.

7. Reaching Outside Library Walls:

- ✓ May was *Older Americans Month*. Library Awareness Coordinator Niambi McLaurin represented the library at the DSS Senior Health Fair.
- ✓ Community Day Outreach at Reid Ross Classical High School.
- ✓ North Regional library staff visited College Lakes Recreation Center while a free lunch was provided by Child Nutrition Services. Staff talked to parents and kids about library services.
- ✓ Manga Book Club was held at Winterbloom Tea Room by the Emerging Adult Services Coordinator.

8. Local & State History Services:

L&SH staff helped a customer locate a photograph proving that the Spring Lake Flag and motto was designed by her and two other children decades ago. She is filing a lawsuit to require recognition for the creation. Senator Ben Clark is interested in the case and is filing some legislation to assist. Ms. Jackson was very grateful to the L&SH staff for finding the long-sought after proof.

9. Library Deposit Collections:

This service has been re-established. The following organizations receive gently used discarded books from the library:

- ✓ Boys & Girls Club
- ✓ St. Ann Neighborhood Youth Center
- ✓ Health Center
- ✓ Connections of Cumberland County
- ✓ Fayetteville Urban Ministry
- ✓ Salvation Army
- ✓ WIC Office

10. New Creative Displays:

- ✓ West branch staff created a large display “Readbox” offering “New books and New releases” using wrapping paper and free design software.
- ✓ Bordeaux branch staff also created an interesting display on mysteries – a tape “chalk outline.” The outline has been popular with customers for photographs.

11. Successful Leadership Institute Application:

Learning & Innovation Coordinator Jennifer Hatcher submitted a successful application to the NC Library Association Leadership Institute.

12. Friends Book Sales in the News:

The *Fayetteville Observer* offered great pre-book sale publicity in their *Saturday Extra*. This publicity helped make the May book sales very successful:

- ✓ Attendance over the 3 days of book sales (Tuesday, 5/15; Saturday, 5/19 & Sunday, 5/20) was 1,002
- ✓ Book sale revenue was \$12,416
- ✓ Membership Revenue was \$971 and there are now 438 members.

13. Library Endowment Fund Committee Update:

Donation requests were sent to child therapists and pediatric clinics. One donation for \$200 has been received. Committee members are following up with visits. Patrick Day, recently retired from the military, has rejoined the group.

V. OLD BUSINESS

A. FY 2019 Library and State Budget Update – Director Jody Risacher

The May 31st Department Head Appeals meeting was cancelled at the last minute. Marketing & Comm. Div. Manager Kellie Tomita and her staff had created a hand-out that was intended for the Commissioners.

There were no speakers at the June 4th public budget meeting. The budget was approved on June 4th after the public meeting was adjourned.

Except for a small reduction of the insurance and bonds line item, the library's operating proposed budget was unchanged. No new library positions were approved. The request for an upgrade to one IT position was not approved. However, there is a 3% COLA raise for county employees included in the budget.

For the 2019 State budget, there is no increase in State Aid to Public Libraries. However, \$200,000 in non-recurring funds was awarded from the legislature for NC Kids (eBooks) expansion.

NC Cardinal Student Access Program:

This will allow the use of Student IDs for checking out electronic materials and physical library materials without overdue fines. NC Cardinal allows up to ten items. Library staff have discussed limiting checkout of physical materials to five items. This will require a policy change. Risacher will first check with county administration. Discussions with school officials are required. A Memorandum Of Agreement (MOA) between the schools and the library will be signed. Students can still obtain a regular library card.

B. Follow-up Reports – Trustee meeting with County Commissioners – Chair Brian Tyler

With no additional Commissioner meeting reports, Chair Tyler requested that this topic be concluded.

VI. NEW BUSINESS

A. Proposed Policy Revision – Circulation Services, Director Jody Risacher

Risacher referenced the Circulation Services policy revision document and stated that there are few changes. There are some minor clarifications.

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

SECOND: Trustee Small seconded the motion.

DISCUSSION: None

VOTE: Unanimous

B. Staff Training, Innovation Review Team (IRT) and Book-A-Librarian (BAL) Reports – Learning & Innovation Coordinator Jennifer Hatcher and Bordeaux Branch Manager Mary DiRisio:

Learning & Innovation Coordinator Jennifer Hatcher discussed how more trainings are now being offered on demand to allow flexibility and support staff schedule needs. Several trainings have been updated recently to accommodate changing services and updated procedures. Hatcher discussed the Word-of-Mouth Campaign that is currently being revised. She provided highlights from the past two staff development days and discussed some of the recent successes and activities of the Innovation Review Team. Successes included *PrinterOn*, a new service that enables patrons to print directly from the smartphone.

Bordeaux Branch Manager and Book-A-Librarian (BAL) Coordinator Mary DiRisio explained what a BAL session entails. Library staff across the system teach over 200 a month. The majority of the sessions are on demand. DiRisio stressed that because library staff are well trained, they can accommodate impromptu training requests from the public. DiRisio stated that some library customers return to thank staff after a job offer (following staff assistance with applications or resumes) has been received.

C. West Branch Report – Branch Manager Mark Wilson:

Branch Manager Mark Wilson presented an overview of recent and upcoming programming and outreach activities of the branch. He highlighted changes in branch staffing and hours. Bilingual programming will be one area of projected focus in the near future as it supports the diversity of the community, as well as the uniquely focused curriculum of the New Century International Elementary School.

D. Other: None

VII. ADJOURNMENT

With no other business to discuss, Chair Tyler made a motion to adjourn the meeting at 10:14 a.m. Trustee Small seconded the motion.