

# CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

## MINUTES LIBRARY BOARD OF TRUSTEES NOVEMBER 15, 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, November 15, 2018 in the Boardroom of the Headquarters library.

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

**Trustees Absent:** Katrina Tiffany and Belinda Wilkerson

**Present from the Library:** Director Jody Risacher, Deputy Director Cotina Jones, Marketing & Communications Division Manager Kellie Tomita, YS Division Manager Megan Smith, Programs & Services Division Manager Nora Armstrong, Collection Development Division Manager Pamela Kource, Emerging Adult Services Specialist Kohnee Harmon, Community Relations Admin Program Officer Erin Schwind and Admin. Coordinator to the Director Marili Melchionne.

#### A. INTRODUCTION OF SPECIAL GUEST: NONE

### 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 OCTOBER 18, 2018 REGULAR BOARD MEETING MINUTES

**MOTION:** Chair Tyler moved to approve the October 18, 2018 minutes.

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

**DISCUSSION:** None

**VOTE:** Unanimous

### IV. DIRECTOR'S REPORT

#### A. Introduction of newly hired staff:

Name	Title	Branch Location
Erin Schwind	Community Relations Admin. Program Officer	Headquarters

#### B. Service Award Recipients: None.

#### C. Director's Update:

##### 1. NCPLDA (NC Public Library Director's Association) Awards for the Library:

The library won three awards in the "Large Library" category:

- ✓ Literacy Award for <C3> Coding Camps
- ✓ Young Adult Programming – Faces in the Community
- ✓ Staff Development – Iceberg Challenge

Staff will be attending the NCPLDA awards banquet on December 6 and will give presentations on the winning programs.

**2. Job Preparation Workshop:**

Since the September Job Fair was cancelled due to Hurricane Florence, staff created some programs in October for job seekers. The programs included: Résumé Review, Online Job Searching & Résumé Builder, Using the *NCWorks Job Portal* and Interviewing Tips.

**3. Successful Library Programs:**

- ✓ Annual Zombie Walk – Programs included Teen Escape Room Adventure, Zombie Games, Zombie Makeovers and Costume and Special Effects contest. The Fayetteville Observer had great photos and coverage of the Zombie Walk.
- ✓ Library Snapshot Day 2018 – Sponsored by the State Library
- ✓ Second Annual Craft Swap
- ✓ 31 Days of Love Campaign – Pet Craft, Pet Portraits and creative displays by staff
- ✓ Additional Domestic Violence Awareness display – silhouettes are on display at four branches. Each one has a true story about real people who were victims.
- ✓ Beginning Computer Instruction and Geek Squad programming – there is a continued need for these programs.
- ✓ Cumberland County Dispute Resolution Center – Court for Teens – The library is participating in this program for teens ages 11-17 (up to 20 if still in school) that have been arrested or given a citation for a non-violent misdemeanor.
- ✓ Great Stories Club – Ramsey Street High School students answered discussion questions on the book, *The Hate U Give* by Angie Thomas. They created a diversity collage as part of the discussion.
- ✓ Electronic Access Card (EAC) presentations were made to teachers and media coordinators at nine schools. The cards provide access to online resources: Glendale Acres Elementary; Alger B Wilkins High; E. Melvin Honeycutt Elementary; Douglas Byrd High; Manchester Elementary; Douglas Byrd Middle School; Terry Sanford High; Brentwood Elementary and MacWilliams Middle School.
- ✓ Spring Lake Boys & Girls Club
- ✓ Mobile Outreach Coordinator Wendy Olsen attended the Association of Bookmobile and Outreach Services Conference in Raleigh.
- ✓ **Word of Mouth (Internal) Marketing Campaign Topic – *VetNow*:**  
Staff at all levels receive training to inform customers about this new electronic database. The tool helps veterans search for career and academic assistance as they transition to civilian life.

**4. STARLAB Planetarium:**

Nearly 1,400 students and teachers from five schools in Spring Lake and Western Cumberland County have enjoyed the STARLAB Planetarium.

**5. North Carolina Library Association (NCLA) Youth Services Retreat:**

Several staff attended this retreat and YS Librarian I Sheila Rider presented *Are You Telling Me How to Raise My Child?: Handling Disruptive Parents and Children in the Library*.

**6. September Success Story:**

Risacher shared a story about a couple who received computer/smart phone help from YS Library Associate Jessica Ferron. They needed help to save a video of their son on a flash drive in order to use it at his memorial ceremony. The video depicted their son playing piano before he was killed in action in Afghanistan. The customers were grateful for the service from the library. This success story is indicative of the services provided by the library and the impact.

**7. Staff Development Day – November 16, 2018:**

Risacher invited the trustees to attend the event.

**8. Library Endowment Fund Committee Update:**

At the October 23 LEF meeting, the members began the process of searching for new members. An orientation for prospective committee members will take place at the end of November. Also, the Trivia Night project is planned for 2019.

**V. OLD BUSINESS NONE**

**VI. NEW BUSINESS**

**A. Election of 2019 Trustee Officers – Nominating Committee Chair Paige Ross**

Committee Chair Ross had previously polled the board members to determine their interest in serving as Board Chair and Vice Chair. The committee met this morning to discuss the results of the poll. The committee unanimously recommends Brian Tyler to be the 2019 Chair and Belinda Wilkerson to be the Vice Chair.

**MOTION:** Committee Chair Ross made a motion to accept the committee's recommendations.

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

**DISCUSSION:** None

**VOTE:** Unanimous

**B. Proposed Policy Revision – Miscellaneous Policy – Security Cameras – Director Jody Risacher**

Risacher explained that advice from the County Attorney informed the recommended change. The library cannot require a subpoena for camera footage. However, the library will continue to support law enforcement and will require members of the public to go through law enforcement in cases of theft.

**MOTION:** Trustee LaHuffman made a motion to accept the policy revision as presented.

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

**DISCUSSION:** None

**VOTE:** Unanimous

**C. FY 2018 Library Endowment Report – Director Jody Risacher**

The annual Endowment report is in an abbreviated format this year due to staffing shortages and other changes occurring at the Cumberland Community Foundation (CCF). The report does not include items like fees and expenses on the individual accounts. However, this format is easier for everyone to read and understand. Next year CCF will be implementing a new software that will allow us to download information.

**D. Collection and Collection HQ Report – Division Manager for Collection Development Pamela Kource**

Kource reported that the library's Technical Services team orders, catalogs and processes materials selected by librarians. They processed over 66,000 items in FY18.

Collection improvement goals: The FY18 topic was hard sciences (520-599s) and we more than met our goal for the adult collection, but the size of the juvenile collection made it a challenge to reach the goal. This year's collection area is religion (200's) with the goal of broadening the scope of the collection in addition to updating it in general. After analyzing the circulation statistics, the money in the materials budget was reallocated. Money was moved from books to audiovisual (AV) and the balance between adult and juvenile tightened up. The results of these changes will be monitored over the next couple of years.

**New Services:** *VetNow* provides resources and assistance for service members in transition: jobs and career, coursework tutorials, and assistance with VA paperwork.

E-books migrated to RBdigital platform which resulted in a savings of \$5,000 in fees. The move brought attention to the e-audiobooks collection. Just as with the North Carolina Digital Library (NCDL) digital books, audiobooks and magazines from the RBdigital collection are now accessed via one application.

A new piece of equipment has been purchased to help manage the collection. The new wand uses the RFID tagging to alert staff of items on the shelf that are marked as missing, in transit, checked out, etc., allowing lost items to be found. Many items that were mis-located have been identified and taken care of.

*CollectionHQ* uses the collection and circulation statistics to provide reports to manage the collection. Staff use the reports to move materials that are not circulating to locations where new copies are needed due to over-circulation, thereby saving money on replacement copies. Staff also get progress report snapshots showing progress over time and promotional lists such as most popular authors or titles or subject for the system or a specific location.

**E. Emerging Adult Services Report – Emerging Adult Services Specialist Kohnee Harmon**

Emerging Adult Services Specialist Kohnee Harmon presented an overview of the programs offered in the library and outside of the library for young adults and new adults throughout 2018. This also included the two grants the library received.

**F. Youth Services Annual Report – YS Division Manager Megan Smith**

Grants implemented this year:

\$30,248.73 LSTA School Success

\$9,975.00 Best Buy

\$5,000.00 LSTA Hurricane Matthew – Children's Deposit Collections

\$5,100.00 Arts Council of Fayetteville/Cumberland County – Storytelling Festival

NASA @ My Library Grant (Phase I)

\$600.00 Kiwanis of Cape Fear – Growing Readers /Department of Public Health

LSTA Grant – School Success included 44 programs and 1,434 attendees. Nine collaborative partner sessions with Capitol Encore Academy, Boys & Girls Club of Cumberland County, Fascinate-U Children's Museum, and Cape Fear Botanical Garden

2018 Storytelling Festival through Arts Council of Fayetteville/Cumberland County Grant: Tremendous increase in participation this year to 1,983 participants. Ninety-nine percent surveyed stated they have a better understanding of universal and cross-cultural values.

Partnerships with the Boys & Girls Club of Cumberland County, Cape Fear Botanical Garden, Fascinate-U Children's Museum and Fayetteville State University provided STEM programming to the community and professional development training for library staff.

School media specialists received their Electronic Access Card to share public library eBooks and electronic resources with their students in their classroom. Cumberland County Public Library also provided free summer meals to children during summer reading programming.

Youth Services received two state awards from the North Carolina Director's Association. One award recognized teen programming for the program *Faces in the Community*. The second award, presented for literacy, recognized *Cumberland County Coding Camp*. These programs demonstrate partnerships with underserved youth in our community.

**G. Other:** None.

## **VII. ADJOURNMENT**

With no other business to discuss, Chair Tyler made a motion to adjourn the meeting at 10:02 a.m.