

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

MINUTES LIBRARY BOARD OF TRUSTEES NOVEMBER 19, 2020

In compliance with the N. C. Governor's Executive Order 121, Section 3.A.a., this meeting was available to the public and media live via the Cumberland County website (co.cumberland.nc.us), Facebook page (facebook.com/CumberlandNC). Staff entered and exited meeting room 564 (County Courthouse) 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 and IT Staff

Library staff present in room 564: Interim Library Director Cotina Jones and the Division Manager for Collection Development Pamela Kource

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

Trustees present via GoToMeeting video conference: Jeremy Fiebig and Katrina Tiffany

Trustee absent: Vice Chair Irene Grimes

Others Present via GoToMeeting video conference: Dr. Steve Straus from Developmental Associates LLC and Chapel Hill Library Director Susan Brown and East Regional Branch representative Marty Williams

Library staff present in the Headquarters library Boardroom: Emerging Adult Services Specialist Jessica Jones and Admin. Coordinator to the Director Marili Melchionne

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, November 19, 2020 in the Boardroom at the Headquarters library.

- A. Introduction of Special Guest Friends of the Library East Regional Branch Representative Marty Williams:** Williams shared that he had a great experience while voting at the East Regional branch and that it was well organized. He appreciated the library for having the ability to host early voting for the community.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

VOTE: Approved unanimously.

III. APPROVAL OF THE OCTOBER 15, 2020 REGULAR BOARD MEETING MINUTES

MOTION: Trustee Tyler moved to approve the October 15, 2020 minutes.

SECOND: Trustee Tiffany seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously.

IV. INTERIM LIBRARY DIRECTOR'S REPORT

A. Introduction of new Librarian staff: Interim Library Director Cotina Jones introduced Jessica Jones who is the new Emerging Adult Services Specialist at Headquarters Library.

B. Interim Library Director's Update:

1. Virtual Learning Centers (VLCs) Update:

Interim Library Director Cotina Jones shared some of the comments from a couple of parents: "Also, thank you for everything you and your staff are doing. My child is really enjoying going to the library everyday and has had nothing but positive things to say. I have shared her positive comments with management and the commissioners and will continue to do so. BIG THANK YOU!:"

"Has been very helpful!! Has helped him to get back in a daily routine!! He has been able to complete his daily tasks and usually his homework's are almost done when we pick him up."

Library Branch COVID Related Setups:

Cliffdale library has set up individual stations for children and each station belongs to one person only. East library has set up a "Sensory Walk" so when children get fidgety they can hop on all the squares and it is in an "S" shape with different activities at each stop. The staff worked very hard to make this a pleasant experience for the participants.

2. November Virtual Programming:

IS Librarian I Jay Goldstein in Local & State History had a three part video series on women marines which was well received. It went up on one day and staff noticed the next day that there were over 500 new "Likes" for the library. We attribute the new likes to the library's three part heroes homecoming series.

Library staff are steadily embracing virtual programming so all of the book clubs are now online thru an App called "Bookclubz" and the book club for this month is Agatha Christie's *And Then There Were None*. What's good about the App is that participants can get the discussion questions and post their comments.

The library is also steadily doing virtual programming for young children. Cliffdale and West branch staff offered a school-aged program recognizing *Veterans Day* and Bordeaux staff offered a sensory story time for preschoolers.

3. November Outreach:

Library Awareness Coordinator Traci Cardenas continues to provide outreach services by delivering CRFTNs to Better Health, CC Child Services and the CC Public Health Department. Cardenas also attended the Operation Ceasefire Movie Night Drive-in where she made over 100 contacts.

4. Staff Appreciation Breakfast:

Library staff have worked very hard to make the Virtual Learning Centers (VLCs) a success and embraced the changes that COVID-19 has caused the library. As a way of saying thank you for their hard work, and recognizing that we couldn't all come together as a group, we held a staff appreciation breakfast on October 29th. The branch managers came by Headquarters and picked up their *Biscuitville* biscuits and took them back to their staff at their branches. Staff were very grateful.

V. OLD BUSINESS: NONE

VI. NEW BUSINESS:

A. Election of 2021 Trustee Officers – Nominating Committee Chair Brian Tyler:

Tyler shared that the nominating committee recommends Belinda Wilkerson as the 2021 Chair and Irene Grimes as the 2021 Vice Chair.

MOTION: Committee Chair Tyler made a motion to accept the committee's recommendations for 2021.

SECOND: Trustee Cedzo seconded the motion.

DISCUSSION: None

VOTE: Unanimous

B. FY 2020 Library Endowment Report – Interim Library Director Cotina Jones:

Jones gave the board the following information on library endowments:

Vito C. Amoroso Endowment Fund (New in 2020):

The closing Balance on 6/30/20 was \$35,590 (*Only a portion of this fund is designated to the library.*)

The FY 2021 Disbursement: \$192.50

Flavia S. Thompson Endowment for the Library:

Closing Fund Balance on 6/30/20 was \$12,748.59 and the FY 2021 Disbursement: \$420

Library Endowment Fund ~ Cumberland County, NC:

Closing Fund Balance on 6/30/20 was \$147,055.27 and the FY 2021 Disbursement: \$2,760

Library Endowment Trust:

Closing Fund Balance on 6/30/20 was \$716,231.73 and the FY 2021 Disbursement: \$28,430

Frances Brooks & Harry B. Stein Memorial Library Fund:

Closing Fund Balance on 6/30/20 was \$16,729.11 and the FY 2021 Disbursement: \$660

Magerstadt, Olive, Cherry Endowment Fund:

Closing Fund Balance on 6/30/20 was \$19,942.77 and the FY 2021 Disbursement: \$780

Charles, Claudette & Claire Fitzgerald Endowment for the Library Fund:

Closing Fund Balance on 6/30/20 was \$56,760.42 and the FY 2021 Disbursement: \$2,250

Pay It Forward Endowment for the Library:

Closing Fund Balance on 6/30/20 was \$17,512.12 and the FY 2021 Disbursement: \$610

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

Kource shared the following information with the board:

Tech Services: Staff coordinates the ordering and processing of materials chosen by selectors and performs minor repairs on existing materials. This year, due to the six week "stay at home" order, this department ordered and received over four months worth of materials within two months and completed the cataloging and processing by the end of July.

Collection Improvement: The FY20 Goal for the Fitness and Alternative Health areas of the collection was to improve the age of the collection by at least three years. The materials were well received and the topic selected was timely. Staff will be working to increase the expansion of the ebook and downloadable audiobook collections over the next FY.

Changes and Additions: RBdigital collection was transferred to the NC Digital Library/Overdrive platform on 10/21/20 due to a merger of companies. This will allow us to target our spending more efficiently. This fall, we added Binge Boxes, themed sets of DVDs that circulate as one unit. And Freegal, the streaming and downloadable music service added last fall, has proven to be popular with an average of 2900+ songs streamed and 230+ downloaded each month.

Managing the Collection: To make the best use of staff time during the shutdown, everyone focused on catching up on their weeding, inventorying, and “wandering” (RFID technology that identifies items on the shelves that aren’t at “Available” status or aren’t in the catalog at all.) All of this hard work means that the shelves are in order, with materials that are current and in good condition.

collectionHQ: Product that uses our circulation statistics to create evidenced-based reports of materials that may need attention: no circulation or excessive circulation, NF collection areas needing additional or new titles. This product also facilitates transfer of items with minimal circulation to locations needing replacements for heavily used copies, saving us money. 1800 items that had not circulated for an average of 12+ months have generated 17,000+ new circulations over the past 5 years.

This product also allows us to pull top circulating titles, authors and subject areas for publicity, displays, and potential programming topics.

D. Other Business: (Discussion transcribed verbatim.)

Question from Trustee Brian Tyler: What I have not heard yet today from anybody and I’m losing my patience, as the longest standing trustee here, I feel like I must say something about the elephant in the room. Why is there no talk about reopening yet? Why is there no standard placed? It just seems to me that while the staff is doing a great job adjusting to all these conditions, there has not been a word about reopening the library. Did Cotina leave?

Assistant County Manager Sally Shutt: Madam Chair, may I speak?

Chair Belinda Wilkerson: Yes you may.

Shutt: Thank you for bring that up. Cotina stepped out of the room because Dr. Wilkerson is going to lead us into our next item which is the discussion of the search for the next Library Director. Regarding reopening, the library has developed a reopening plan and has shared that with county management. At this time we are not ready to proceed to that plan but the plan has been developed but we’re not ready to move to it. If you recall this week, it was announced that Cumberland County is an “orange county.” The Governor and NC DHHS released an alert system for all counties in the state and we are at substantial community spread. What additional questions do you have?

Tyler: Ok, I’m sorry so the next item on the agenda is?

Shutt: Under other business we’re going to talk about the Executive Search for the Library Director.

Tyler: Ok

Trustee Jeremy Fiebig: Aside from reopening, I would be interested in us getting some numbers about the usage of the program for county employees' children. I'd be interested in seeing how that is being used. I would also be interested in feedback from staff about it. I understand that every parent who contributes is going to have a positive response but the staff may have a different feeling and I'd be interested in getting that information.

Shutt: We'll share with you those numbers regarding attendance and participation. As for staff, I'd like to discuss that as we're leading into the director search, they will be providing feedback through a survey. And you'll need to go through their chain of command as well.

Library Director Executive Search: Shutt let the group know that the county submitted a request for proposal for an executive search firm for the search of the new library director. Fifteen applications were received and the county chose Developmental Associates LLC.

A presentation was given by Dr. Steve Straus from Developmental Associates LLC as the consultant firm conducting the library director search. He was joined by Chapel Hill Library Director Susan Brown.

VII. ADJOURNMENT

With no other business to discuss, Chair Wilkerson adjourned the meeting at 9:55 a.m.