

CUMBERLAND COUNTY PUBLIC LIBRARY

MINUTES LIBRARY BOARD OF TRUSTEE MEETING OCTOBER 20, 2022

I. CALL TO ORDER

Vice Chair McRae called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, October 20, 2022 in the Boardroom at the Headquarters library.

Trustees Present: Vice Chair Ann McRae, Trustees Dennis Cedzo, Jeremy Fiebig, Bart Fiser, Daniel Montoya and Pamela Story

Trustee Absent: Chair Irene Grimes

Present from the Library: Library Director Faith Phillips (by phone), Interim Deputy Director Heather Hall, Community Engagement Division Manager Nora Armstrong, Collection Development Division Manager Pamela Kource, Division Manager for Programs Carla Brooks, Community Engagement Specialist Traci Cardenas, newly hired staff (see table below), and Admin. Coordinator to the Director Marili Melchionne

Others Present: Assistant County Manager Sally Shutt

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Fiser seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

III. APPROVAL OF THE SEPTEMBER 15, 2022 REGULAR MEETING MINUTES

MOTION: Trustee Fiebig moved to approve the September 15, 2022 meeting minutes.

SECOND: Trustee Montoya seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

V. OLD BUSINESS

A. Recommendation from the Trustee Nominating Committee – Nominating Committee Chair Ann McRae

Meeting Note: The order of the agenda was adjusted to accommodate trustees schedules.

Committee Chair Ann McRae let the board know that Gloria Nelson was interviewed on October 7, 2022 and the nominating committee unanimously recommends her to fill the vacant seat for the 2023-2025 term.

MOTION: Trustee Cedzo moved to approve the nominating committee's recommendation.

SECOND: Trustee Story seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

IV. DIRECTOR'S REPORT – Presented by Interim Deputy Director Heather Hall

A. Introduction of staff: Interim Deputy Director Hall introduced the following new staff members:

Name	Title	Branch Location
Julia Shackelford	YS Library Associate	West Regional
Jessica Knecht	Library Associate in Local & State History	Headquarters

B. Library Director's Update – Interim Deputy Director Heather Hall
Hall gave the following report:

1. Internship program with ServiceSource, Inc. and Cumberland County Schools for students in the *Works for Me* occupational program:

The goal is to have interns come in who are in school and this opportunity will give them practical job experience, they will learn some real life skills and have them in our libraries doing some shelving duties (Page). We are still in the process of exploring what that looks like but we are hoping to provide the opportunity to teens with disabilities.

We are also looking a exploring a partnership with ServiceSource, Inc. to open a coffee shop at West Regional library, hiring individuals with disabilities.

2. Library Services and Technology Act (LSTA) Grant Updates:

The library is looking to spend the LSTA grant funds which were awarded this fiscal year. The amount received was \$135,000 and we are working on purchasing & programming updates. Currently we are reaching out to vendors – we have \$13,000 for programming for the first year and we want to focus on STEAM programs (Science, Technology, Engineering, Arts & Mathematics). We are looking at having *RoboDojo* and *Code Ninjas* and other local vendors come in to provide some programming and help train library staff so we can focus on sustaining that program for the future.

We are also reaching out to the NC Zoo to invite their creepy crawlers and snakes to library programs so kids can see them. We are also reaching out to the children's museums to see how we can begin the contact process to have them at our locations. The first and second floors (at Headquarters) are looking drastically different as we are preparing for the re-envisioning of the library. We are in the process of purchasing *LiteZilla* (giant lite bright) 8 x 6 feet. Children will be able to come in and this will help them with their tactile movements with sensor learning.

We are also looking at STEAM circulation kits for classrooms so our librarians and library associates can offer programs with a classroom set of 3D pens that you can draw things up in the air. We'll have a set for the young kids and the older kids. We are looking at developing a maker lab here in headquarters with 3D printers and a laser cutter so we are exploring all the opportunities and we are in discussions with some furniture groups because we want to create our story time area in an open environment with flexible tiered seating.

For the 3D printing, the idea is to purchase materials and make sure our staff go through a training program. The vendor who quoted us the 3D printers is also looking at a state certification and how they can train headquarters staff and then they can train staff at other locations.

The way the LSTA grant was written is the focus will be on Headquarters, East Regional and West Regional in year one, then expand out in year two.

We will have computers here for people to use their devices and they can also use Tinker Gadget to design their software. For those wanting to use the software independently, we'll have to go through legal and liability so we are working to figure out the infrastructure.

3. Program Update:

We will have a special guest/author event in January with Brendan Slocumb, author of *The Violin Conspiracy*. Hall invited everyone to attend the event which will take place on Sunday, January 22, 2023 from 3-5p.m. in the Pate Room. Slocumb was raised in Fayetteville and is a classical musician. He has also taught music education ranging from kindergarten to high school.

Director Phillips added another update. The library has partnered with Alliance Behavior Health to provide training for staff members. Beginning in January, all staff will be provided with Adult Mental Health First Aid. Alliance also held a de-escalation training for staff in October.

V. OLD BUSINESS

B. 2023 Trustee Officer Slate process explained – Nominating Committee Chair Ann McRae

According to the By-Laws: “Nominations for Officer Slate: The Trustee Nominating Committee recommends a Board of Trustee officer slate (Board Chair and Vice Chair) for election by the Board as a whole at their November meeting.”

All Trustees are considered eligible for offices. As the Nominating Committee Chair, McRae will poll all board members to ascertain their interest in serving as the Chair or Vice Chair for 2023. Consideration will be given to a Trustee’s longevity on the board, previous service as an officer and willingness to serve. **If needed**, the Nominating Committee will meet at 8:30 a.m. on November 17 (prior to the trustee meeting) in order to discuss the results of the trustee polling. Then the committee’s recommendation for Chair and Vice Chair will be brought for approval at the November 17th trustee meeting.

C. Proposed By-Law Changes: By-Law Committee Chair Bart Fiser

Fiser mentioned that the By-Law committee wanted to highlight the roll of the board and express the importance of the board’s presence and trustee communication to the Chair or Vice Chair regarding attendance. The intent was to also award the chair some power to replace a trustee if one decided to step down. We have our process, but this offers more clarification. I submit the changes for board approval.

MOTION: Jeremy Fiebig moved to approve the By-Law changes as presented.

SECOND: Vice Chair McRae seconded the motion.

DISCUSSION: See below

Discussion after the motion: Trustee Cedzo had a question about change in the meetings, Article IV. To clarify, the change that is being made to the By-Laws is that we will not meet in December but we are going to continue to meet during the summer (July and August). Is that something that everyone is in agreement with or is that something that we would put on a future meeting agenda as new business because I think there was some concerns about the difficulty for most of us to meet during the summer months.

Trustee Fiser said that this change was based on a previous motion that was made earlier in the year. He believes that was put in to give library leadership and the board chair the option to cancel a meeting if there was nothing on the agenda which we thought would occur in the summer.

Trustee Cedzo shared that he thinks the way it was written is what was agreed upon but he thinks it is something that we might want to consider revisiting later on.

Trustee Story said that she sees one other thing that needs to be clarified. In Article I, the sentence: “Vacancies on the Board of Trustees are to be filled by implementing the Board of Trustee Nominating Committee to provide recommendations for appointment by the Board....” Should we strike the word “implementing?”

Trustee Fiebig said that the sentence would be clearer if the word “process” was added after “Committee.” It would read, “Vacancies on the Board of Trustees are to be filled by implementing the Board of Trustee Nominating Committee process to provide recommendations...” Board members agreed that adding that word made it read better.

MOTION: After the discussion, Trustee Fiebig revised his motion to adopt the By-Law revisions with the recommended change.

SECOND: Trustee Cedzo seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously.

VI. NEW BUSINESS

A. Community Engagement Division Report – Division Manager for Community Engagement Nora Armstrong and Community Engagement Specialist Traci Cardenas

Community Engagement Division Manager Nora Armstrong gave the board an overview of her division's activities. Since March, CE staff have resumed marketing visits, outreach events and home delivery of library materials. The number of Mobile Outreach clients has gone from 70 pre-pandemic to 116 currently.

Two Digital Navigators offer "Tech Time" drop-in labs at all library locations and visit the remote library lockers in Godwin on a weekly basis to drop off/pick up library materials. They have also begun a series of digital literacy workshops as part of a \$4,000 grant from the Public Library Association. Community Engagement Specialist Traci Cardenas briefed the board on outreach events, noting that in seven months library staff have engaged with over 6,700 people at 34 events. Armstrong also thanked the Friends of the Library for their generosity in purchasing two 10' x 10' tents to use for outreach events.

Assistant County Manager Sally Shutt asked CEDM Armstrong: Because Wade and Falcon have water systems as well, have you approached those towns about also sharing that information because they are relatively close to Godwin and they could come to the town of Godwin but it would be very targeted to the citizens in Falcon and Wade.

Armstrong thanked ACM Shutt and expressed that she has a great idea and said that her team will definitely be in touch with those municipalities.

VII. ADJOURNMENT

With no other business to discuss, Vice Chair McRae adjourned the meeting at 9:45 a.m.