

# CUMBERLAND COUNTY PUBLIC LIBRARY

## MINUTES LIBRARY BOARD OF TRUSTEE MEETING AUGUST 17, 2023

### I. CALL TO ORDER

Chair Grimes called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, August 17, 2023 in the Boardroom at the Headquarters library.

**Trustees Present:** Chair Irene Grimes, Vice Chair Ann McRae, Trustees Dennis Cedzo, Bart Fiser and Gloria Nelson and Daniel Montoya arrived at 9:30.

**Trustee Absent:** Pamela Story

**Present from the Library:** Library Director Faith Phillips, Deputy Director Heather Hall, Community Engagement Division Manager Nora Armstrong, Collection Development Division Manager Pamela Kource, Community Engagement Specialist Traci Cardenas, service award recipient (see table below) and Admin. Coordinator to the Director Marili Melchionne

**Others Present:** Friends of the Library Vice President Belinda Wilkerson

### II. Leadership transition and installation of new Board Chair, Chair Irene Grimes

Chair Grimes officially let the group know that she was recently appointed to be the Chair of the Cumberland County Board of Elections, therefore, she has decided to resign as the Chair of the Library Board of Trustees. She will continue to be on the board as a Trustee. Trustee Dennis Cedzo was nominated to be the next board chair. The board will vote to approve the nomination. Vice Chair Ann McRae will take over being the Nominating Committee Chair now that Dennis Cedzo is the board Chair.

Director Phillips acknowledged former Chair Grimes's leadership and thanked her for remaining on the board and for all she does for our libraries.

### III. Nominating Committee Chair Transition, Vice Chair Ann McRae

Vice Chair McRae said with the resignation of Chair Grimes, she asked the board members to vote to approve Dennis Cedzo to be the new Chair. Dennis Cedzo abstained from the vote and the vote was approved by the rest of the board members unanimously.

Vice Chair McRae said with the board approval of Dennis Cedzo to be the next board Chair, she made a motion for the board to approve her to be the new Nominating Committee Chair and the fourth member of the nominating committee. Dennis Cedzo seconded the motion and the vote was approved unanimously.

*As the newly appointed Board Chair, Dennis Cedzo presided over the meeting from here on out.*

**A. INTRODUCTION OF SPECIAL GUEST:** Chair Cedzo introduced Friends of the Library Vice President Belinda Wilkerson and she gave the following report on behalf of the Friends of the Library Board:

- ✓ There are now 468 Friends members for 2023.
- ✓ The Members book sale is Monday, August 21<sup>st</sup> starting at 12:00 p.m.
- ✓ The public sales will take place August 25-27.
- ✓ The Friends sponsored Writers' Workshop will be in the Pate Room this Saturday starting at 10:00a.m. with author Kianna Alexander.

#### IV. APPROVAL OF TODAY'S MEETING AGENDA

- MOTION:** Trustee Grimes moved to approve today's meeting agenda.  
**SECOND:** Trustee Nelson seconded the motion.  
**DISCUSSION:** None  
**VOTE:** Approved unanimously

#### V. APPROVAL OF THE JUNE 15, 2023 REGULAR TRUSTEE MEETING MINUTES

- MOTION:** Vice Chair McRae moved to approve the June 15, 2023 meeting minutes.  
**SECOND:** Trustee Grimes seconded the motion.  
**DISCUSSION:** None  
**VOTE:** Approved unanimously

#### VI. DIRECTOR'S REPORT – Presented by Director Faith Phillips

Phillips shared that she will not have a presentation report today in order to reserve more time to honor Nora Armstrong's presentation. Armstrong will retire at the end of August.

- A. Service Award Recipient:** Director Phillips recognized and honored the following staff member for her years of service with the library:

| Name       | Title                                   | Branch Location | Years of Svc. |
|------------|---|-----------------|---------------|
| Pat Hosmer | Library Associate in Technical Services | Headquarters    | 15            |

#### VII. OLD BUSINESS:

- A. Discuss and vote on whether or not to continue paying the annual Board & Administrator Subscription (Cost \$181.00/year.)**

Phillips shared that the Board & Administrator is a professional publication for boards and contains different articles for board members. This publication has been sent to board members with the meeting notification emails. The question is how much do board members utilize the information provided in the publication and whether or not it is worth continuing to pay for the publication.

Vice Chair McRae shared that she doesn't know that it's worth the money and she does not get specific tools from the information provided. Trustee Grimes shared that she feels the same way. [In an email, Trustee Pamela Story voted no on this subject.] Grimes ask what will happen with the money saved and Collection Development Division Manager Pamela Kource said that it will go back into the library's magazine budget.

- MOTION:** Trustee Grimes moved to discontinue paying for the Board & Administration subscription.  
**SECOND:** Vice Chair McRae seconded the motion.  
**DISCUSSION:** None  
**VOTE:** Approved unanimously

#### VII. NEW BUSINESS

- A. Library Endowment Annual Comparison Report: Director Faith Phillips**

Phillips referenced the copy of the report showing FY 2022/FY 2023 disbursements. She noted that the payout is \$9,487.50 less this year which is due to the economy. Per Director Mary Holmes at the Cumberland Community Foundation Board of Directors decreased the endowment payout rate from 5% to 4% of the trailing 12 quarter fund balance. The decrease was based on market returns during 2022.

**B. Approval of the FY 2024 Library Endowment Trust and the Library Endowment Fund, Cumberland County, NC Disbursements: Director Faith Phillips**

Phillips let the group know that the board needs to approve the disbursements and the board chair will sign the documentation. The disbursement amount from the Library Endowment Trust is \$30,470 and for the Library Endowment Fund, Cumberland County, NC, it's \$7,100. Once those documents are signed, library admin staff will mail them to CCF and the Friends of the Library will receive the checks within about 2-3 weeks.

**MOTION:** Trustee Grimes moved to approve the two annual disbursements noted above.

**SECOND:** Vice Chair McRae seconded the motion.

**DISCUSSION:** None

**VOTE:** Approved unanimously

**C. Outreach Services Report – Traci Cardenas, Community Engagement Specialist**

Cardenas gave the annual report for outreach and social media. She noted that outreach events more than doubled for the first six months of 2023 compared to the same period in 2022. She discussed statistics for the library's social media accounts. There was brief discussion about content, with Cardenas verifying that library staff write and design it. There was brief discussion with Cardenas noting that staff outside of Community Engagement have assumed responsibility for providing content in the last few months.

**D. Community Engagement Report – Nora Armstrong, Community Engagement Division Manager**

Armstrong delivered a report on the activities of the Community Engagement division. She highlighted the work of the Digital Navigation and Home Delivery Service teams. She discussed the two Public Library Association/AT&T grants awarded to Community Engagement for digital literacy initiatives, and mentioned the NC Public Library Director's Association award for the CC READS initiative. She also told the Board about the session on CC READS that team members presented at a statewide library conference in May. She discussed the re-branding of Mobile Outreach Services to Home Delivery Services and explained the tasks involved in resource sharing work.

**VII. ADJOURNMENT**

With no other business to discuss, Chair Cedzo adjourned the meeting at 10:01 a.m.