

CUMBERLAND COUNTY PUBLIC LIBRARY

MINUTES LIBRARY BOARD OF TRUSTEE MEETING JUNE 15, 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, June 15, 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

Trustees Absent: Daniel Montoya and 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, Division Manager for Programs Carla Brooks, East Regional Branch Manager Amanda Dekker, newly hired staff (see table below), service award recipients (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 Cedzo moved to approve today's meeting agenda.

SECOND: Trustee Nelson seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

III. APPROVAL OF THE MAY 18, 2023 REGULAR TRUSTEE MEETING MINUTES

MOTION: Vice Chair McRae moved to approve the May 18, 2023 meeting minutes.

SECOND: Trustee Cedzo seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

IV. DIRECTOR'S REPORT – Presented by Director Faith Phillips

A. Introduction of library staff: Director Phillips introduced and celebrated the following staff member:

Newly Hired Staff:

| Name | Title | Branch Location |
|--------------|---------------------------|-----------------------|
| Monika Smith | Adult Services Generalist | West Regional Library |

B. Service Award Recipients: Director Phillips recognized and honored the following staff members for their years of service with the library:

| Name | Title | Branch Location | Years of Svc. |
|---|----------------------------------|------------------------|---------------|
| Reffar Ali-Newton | Custodian | Headquarters/Cliffdale | 5 |
| Kimberly Walters (Amanda Dekker accepted certificate & paperweight) | Adult Services Library Associate | East Regional | 5 |
| Dawn Walcott | Circulation Supervisor | West Regional Branch | 20 |

C. Library Director's Update – Director Phillips gave the following report/updates:

1. Headquarters Library – Second Floor Project:

The project is moving along and on Tuesday the giant crane was delivered. As mentioned before, the Light Bright has been installed and some of the new furniture has been put out. We are working on getting some of the other elements out on the floor and many powerful impact stories are being compiled.

Also, the floor in the former story time room is being upgraded to a tile floor and that room will be made into a maker space. We will be having a ribbon cutting ceremony once we have everything situated.

2. Library Science Technology Act (LSTA) Grant – Year 2:

Deputy Director Heather Hall shared that the library was awarded year 2 for funding in the amount of \$86,600. We will continue from year one and work to enhance children's spaces at many other libraries. Cliffdale will get a maker space, the digital preservation lab at Headquarters will receive updated equipment and funds will be used to purchase interactives to emphasize learning through play.

Phillips shared that during year 1, we've been able to offer some special new programming. Our community members are very excited about STEM and STEAM programs and for year 2, we are learning what our community members want and what they need.

3. Programming Updates:

Cliffdale had a unique program 2 weeks ago to kick off summer reading – a summer reading field day. Thankfully they had perfect weather for the outside program and they had new field day kits. The Friends of the Cumberland County Public Library, Inc. awarded grants to the library and one of those grants is for Librari-Con which will be on September 16. Some other initiatives that were funded by the Friends is Local & State History will be working on Oral Histories project which is a wonderful project that Joseph Westendorf and his team will be doing. Another grant funded by the Friends is Crime Scene Library which was popular in 2019. There will be a Ukulele Club at Cliffdale which will target individuals with intellectual and developmental disabilities. Finally, the Children, Teen and Adult programs for the rest of 2023 were also funded. We are grateful to the Friends of the Cumberland County Public Library, Inc. for the funding of these projects and programs.

4. Community Navigator Position:

Phillips announced that as a system, one goal is to have a social worker type position as a resource for our staff. We combined two positions and the "Community Navigator" position is now ready for recruitment. The Community Navigator is not required to be a licensed clinical social worker, but someone who at least has a bachelor's degree in social work. They will be a resource for our customers and staff to provide that next level of connection to community resources that folks need and to help deescalate situations when necessary.

5. Summer Time Kids (STK) Grant Awarded:

Division Manager for Programming Carla Brooks talked about the STK grant from Cumberland Community Foundation (CCF) that was awarded the Friends of the Cumberland County Public Library Inc. (as a non-profit) for \$6,000. Library staff lead the grant by going out into the community where every child at the camp receives 2 books and a tote bag so they can start their own home library.

V. OLD BUSINESS: NONE

A. Fiscal Year 2024 Budget Update – Library Director Faith Phillips:

Phillips shared that the County budget was adopted by the Commissioners and there are a few items that affect the library :

- ✓ Within our fee structure, we asked for approval to remove the \$2 replacement card fee as that is a barrier to access for many of our customers.

- ✓ In the last fiscal year, the vehicle that was being used by community engagement (Home Delivery Services) staff stopped working. We requested a new vehicle for the library because the home delivery staff have over 120 clients who depend on the service and they need a reliable vehicle.
- ✓ There is \$25,000 in the budget for the Coffee Shop at West Regional – it will be called “Cafe West.” The library will partner with Service Source, Inc. and they will operate the coffee shop and employ individuals with developmental disabilities to staff the shop.
- ✓ County employees will receive a 4% COLA as an interim step in the class and compensation process.

Phillips let the group know that the County Manager’s budget presentation to the Commissioners’ that took place on May 26, 2023 and the budget work session are at this [link](#). All of the Commissioners’ meetings are also available on YouTube at this [link](#).

The budget document is online at this [link](#) and the first 6-7 pages of the document has an excellent explanation of the budget process.

Within that budget document there is a section that shows positions within the county that have been abolished. Ten positions were abolished and 3 of those positions were library positions. One position is an ALA/PLA Aide which was a position from a grant many years ago and the position was still listed in our organization but there was no person and no money attached to it so it was abolished. There is also a librarian and a library associate position which were abolished. It is the same story, they were positions we had from a grant and there was no money or people attached to those positions.

VI. NEW BUSINESS

A. Appointment of 2023 Trustee Nominating Committee Members (Chair + 3 members) – Chair Irene Grimes:

Grimes let the group know that the committee consists of the Chair plus 3 members and she cannot be one of the members. She asked Trustee Dennis Cedzo to be the Nominating Committee Chair. He asked to make sure that since he was one of the people up for reappointment that it would be appropriate for him to be Chair of the committee and he was told that it would be appropriate for him to chair the committee. Grimes asked Trustee Gloria Nelson if she would like to on the nominating committee and she said yes. After a short discussion it was determined that Bart Fiser would also be a member of the nominating committee. Trustee Cedzo will email Pamela Story and Daniel Montoya to see if either of them are interested in being the 3rd committee member.

B. Branch Report – East Regional Branch Manager Amanda Dekker:

Dekker gave an informative presented about all of the wonderful changes East Regional has had over the past year. DVDs were moved to provide better access, audiobooks and magazines were moved to the front of the collection which increased the usage; paperbacks were moved to shelving units and removed from black racks. The entire building received new beautiful carpet. Besides the carpet, a big change is the addition of a teen space. The quiet study room was turned into a “teen lounge” where teens can play video games, board games, computers, virtual reality headset, coloring sheets and a comfortable space for the teens to hang out after school.

C. **Other Business:** After a short discussion, realizing there would be nothing for the July 20, 2023 meeting agenda, that meeting was canceled. Chair Grimes said that we will tentatively meet on August 17th as long as there are items for the agenda and if not, the Admin. Coordinator to the Director will let the trustees know.

VII. ADJOURNMENT

With no other business to discuss, Chair Grimes adjourned the meeting at 10:00 a.m.