CUMBERLAND COUNTY PUBLIC LIBRARY

MINUTES
LIBRARY BOARD OF TRUSTEE MEETING
MAY 18, 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, May 18, 2023 in the Boardroom at the Headquarters library.

Trustees Present: Chair Irene Grimes, Vice Chair Ann McRae, Trustees Dennis Cedzo, Bart Fiser, Daniel Montoya, Gloria Nelson and Pamela Story

Present from the Library: Library Director Faith Phillips, Deputy Director Heather Hall, Program Division Manager Carla Brooks, Programming Librarian II Marissa Mace, Adult Services Librarian I Sabrina Taylor, newly hired/promoted staff (see tables below), Service Award Recipients (see table below) and Admin. Coordinator to the Director Marili Melchionne

Others Present: Friends of the Library West Regional Branch Representative Debra Melvin

A. INTRODUCTION OF SPECIAL GUEST: Chair Grimes introduced Friends of the Library West Regional Branch Representative Debra Melvin and she gave the following report on behalf of the Friends of the Library Board:

- ✓ There are now 444 Friends members for 2023.
- ✓ The Monday/May 15th Members book sale brought in $4,431 in book sales and $755 in membership sales.
- ✓ The public sales are this Friday/Saturday/Sunday.
- ✓ Pamela Story is the person who signed up to attend the **Wednesday**, July 5th Friends meeting which starts at 6:00 p.m. in this room.

II. APPROVAL OF TODAY'S MEETING AGENDA

Director Phillips asked to revise the agenda. In New Business, Item A, "Proposed Miscellaneous Policy Revisions" she asked to remove this item from the agenda because the policy needs more research.

    MOTION: Vice Chair McRae moved to approve today's revised meeting agenda.
    SECOND: Trustee Nelson seconded the motion.
DISCUSSION: None
      VOTE: Approved unanimously

III. APPROVAL OF THE MARCH 16, 2023 REGULAR TRUSTEE MEETING MINUTES

    MOTION: Trustee Cedzo moved to approve the March 16, 2023 meeting minutes.
    SECOND: Vice Chair McRae 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 members:

Newly Hired Staff:

Name	Title	Branch Location
Cheyenne Collins	Library Technician	Spring Lake
Tamica Harris	Adult Services Library Associate	Bordeaux
Carla Braddy	Library Technician	West Regional

Promoted Staff:

Name	New Title	Branch Location
Heather Hall	Deputy Director	Headquarters
Khadijah Jones	Library Associate (Home Delivery Services)	Headquarters
Kate Schrum	Adult Services Librarian I (L&SH)	Headquarters

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

Name	Title	Branch Location	Years of Svc.
Aprille Apple	Admin. Support Specialist	Headquarters	10
Madelon Pylate	YS Library Associate	East Regional	25

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

1. **New Grants:**
   The library has received three grants within the past two weeks. The Story Telling Festival (2024) from the Arts Council for $7,000 and the theme is *Jungle Jamboree*.

   The library received one *Great Stories* grant from the American Library Association (ALA) and then ALA offered the library another grant (total amount is $1,000). The *Great Stories* grants consists of funding ($1,000) and books for the library to host two dedicated book clubs for teens. Part of the funds will cover speaker honorariums and ALA will provide books for each book club. The idea is that it would be a partnership with students in schools. We really want to partner with our schools and community groups to go out beyond the walls of the library to provide programming to our community.

2. **Library Location Updates:**
   Between May and June, East Regional library will receive new flooring throughout the entire building. This was a project that was submitted a few years ago to the County Internal Services for Maintenance and Repair and it was classified as a "bubble project" for this fiscal year. (A "bubble project" are projects where if there is money in the budget they will include that project in the current fiscal year and if there is no money it will go to the next year.)

   Hope Mills library is now successfully tied into the new sewer line. The reason for many of the unexpected closures at Hope Mills library was because of a nearby construction project.

   Chair Grimes asked if there has been a difference in the door count for West Regional during the closures at Hope Mills library.

   Phillips let the group know that the library is in the middle of updates from Tech Logic. The library is purchasing new gates and completely new self checkouts and it is anticipated that they will be here in September. At this time, because of the changes, we do not have access to our door count system.

   The new self-checkouts are one fully contained system, similar to a kiosk. Advertisements can be displayed and we can connect to the Library Aware software so that we can do library-specific updates. We are excited for their interactivity and marketing as part of the software in addition to the new software that has all the information with door counts and our very specific circulation data.

   Nelson asked if the new system will work with the library cards that do not have barcodes.

   Phillips said that they should work with everything. Hall showed a picture of the new system. Some locations will receive counter top systems and some will use kiosks. Because the library is fine/fee free, a credit card machine will not be needed. The last time the check-out technology was updated was 2012.

   Grimes asked if the library would be losing any staff because of the new kiosks and Hall shared that there

will be two systems for each location just like they have now. Phillips added that we will have data and analytics to help with the library's budget so we can go to a more evidence-based model.

One other update will be the library's web calendar. The current program (Signups & Spaces) is no longer supported by Demco. The library's IET team did a lot of work to look at different calendar software systems used by libraries across the state and recommended Library Calendar. The new software is more user friendly for staff and customers, better customer support, better layout and is less expensive each year. We will notify staff and will be working on a transition period. We hope that it will be live some time in August or September.

The second floor of Headquarters library now has a lot of new technology. Some of the museum elements, STEAM elements and the giant Lite Brite has been installed. We have also purchased a wind tunnel for children to experience and the story-time seating has been placed in the children's area and story time is already happening out in the children's area. In the next few weeks we will be working to have a few more walls painted (the same color blue) to try to brighten it up and make the area more vibrant. Once we get that done we will be installing some of the giant connect four, giant scrabble and some of the gaming items for teen agers.

Hall said that there will be white board tables that people can write on which should be installed at the end of the month. There is a bumper pool table for teens, a science corner with microscopes and X-rays of animals and people along with human size skeletons with organs so kids can learn anatomy. We are working on the deployment of gaming technology and large TVs for classroom instruction as well. We'll also have *Nintendo* switch games. In June we expect to receive the 8 ½ foot tall construction crane.

Phillips added that in addition to the painting, we're also working to make the old story-time room into a "Maker Space" and a contract has been submitted.

Montoya asked what is included in the "Maker Space" and Hall explained that "Maker Space" grant (funded by the Library Services & Technology Act (LSTA) is a two year grant. Included in the first year of the grant will be two 3D printers (Dremal 3D40s) with the cameras that do time-lapsed videos. We've got 3 or 4 sewing machines, a Glow Forge laser cutter, a video production kit. We will start out very basic for the first year to introduce to people.

In addition to the maker space at Headquarters, we've invested $10,000 of the grant on classroom size STEM kits that can be shared at all locations. We also purchased the following:
- ✓ Three of the "Little Bit Circuits" kits to be shared
- ✓ 3D pens where people can draw structures in the air
- ✓ Sphero Robots and the tablets to run them – one for each location
- ✓ Two very large classroom sets of cubelets which are already being used at school programs

V. OLD BUSINESS: NONE

VI. NEW BUSINESS

A. Innovation & E-Resource Team Report – Adult Services Librarian I Kate Schrum and Adult Services Librarian II Nathan Whitt
Schrum and Whitt presented the following report to the board. This year, the IET team focused on three particular areas: databases, services and access. The team received suggestions from committee members, customers and library staff. Several new databases have been added. A bundle from ABC-CLIO was added to replace the Oxford African American Studies Center. The bundle includes four databases: African American Experience, American Indian Experience, Latino American Experience and World Religions. This allowed the library to provide a more diverse set of databases to our patrons, as well as a more comprehensive African American database that is up-to-date with current events.

The team also found a new calendar system to replace the current one (Signups & Spaces) by Demco. The new site, Library Calendar, was created by librarians for libraries. It is much more user-friendly for both staff and patrons. The transition for this site should happen at the end of the summer. Another new database is JobNow from Brainfuse which will replace VetNow from Brainfuse. JobNow offers many of the same services as VetNow did and includes many more services. It provides live interview coaching and writing labs for resumes and cover letters, as well as tips on how to search for jobs. JobNow will go live on June 1st.

There are many new services that the team is looking into. The first is a "Seed Library" which will be opening on July 8th with seeds for the community to take home, plant, harvest and then bring seeds from their harvest back to add to the "Seed Library." Another area the team is exploring is a "Library of Things," which includes items from cake pans to metal detectors, for check-out from the library. "Libraries of Things" are becoming increasingly popular across the country as they allow access to items and hobbies that may be too expensive. Once created, a "Library of Things" can be expanded to include almost anything. We have also been exploring the possibility of a "Charlie Cart," a fully equipped mobile kitchen with a sink, stove and oven, pots & pans, utensils and programming suggestions. "Charlie Carts" are used for cooking and nutritional programs.

Another potential new service is what some libraries call "Adventure Passes." These would be passes to local establishments, like to the botanical garden or the zoo which families could check-out from library. These passes can provide access to local experiences that may otherwise be unattainable.

We have also been working to make our technology more accessible. We are updating our printer stations to have card readers and touch screen computers which are much easier to use for patrons that are less comfortable with computers, as it eliminates the need to type and use a mouse. In addition, we have been working to migrate databases to use a proxy login system for home use. This will allow all of our databases to use the *NC Live* login system, so patrons don't have to learn how 20 different login systems work. All they'll need is their library card number and pin. This also allows access to the library's databases to be more secure.

B. **Summer Reading Program – Incentives Display – Division Manager for Programs Carla Brooks and Programming Librarian II Marissa Mace:**
This summer we want you to read books, attend programs and win prizes! Our Summer Reading Program (SRP), *All Together Now*, will start on June 1st and run through August 15th. You can stop by any Cumberland County library location and pick up reading logs. This year, we will be using an online reading app called READsquared. You can sign-up online to track your reading or use a paper reading log.

Children who read for 5 hours can choose gooey slime; read for 10 hours and receive a free book; and read for 20 hours to win a long-armed stuff animal or Friends Book Bucks. Teens who read for 5 hours can pick out a fidget toy; read for 10 hours and receive a free book; read for 20 hours and win a customizable phone grip, tote bag or Friends Book Bucks. Children and teens can keep on reading for more chances to be entered into our drawings for bookstore gift cards or the grand prize of a of a multi-attraction card at Putt-Putt Fun Center.

Adults who read 4 books can receive a limited-edition charging cable pouch or Friends Book Bucks. Keep on reading for more chances to be entered into our drawings for a one-year family membership to the Cape Fear Botanical Garden and a grand prize of a $100 gift card. Go to the library's website and follow the library on Facebook (Cumberland County Public Library) and watch online programs. Thank you for the generous support from the Friends of the Cumberland County Public Library, Inc. which makes the SRP possible.

C. **Other Business: None**

VII. **ADJOURNMENT**

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