

CUMBERLAND COUNTY PUBLIC LIBRARY

MINUTES LIBRARY BOARD OF TRUSTEE MEETING OCTOBER 19, 2023

I. CALL TO ORDER

Chair Cedzo called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, October 19, 2023 in the Boardroom at the Headquarters library.

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

Trustees Absent: Bart Fiser and Irene Grimes

Present from the Library: Director Faith Phillips, Deputy Director Heather Hall, Collection Development Division Manager Pamela Kource, Division Manager for Programs Carla Brooks, North Regional Branch Manager Kohnee Harmon, Spring Lake Branch Manager Sierra Moore, Youth Services Librarian I Heather Power, service award recipients (see table below) and Admin. Coordinator to the Director Marili Melchionne

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Story seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

III. APPROVAL OF THE SEPTEMBER 21, 2023 REGULAR TRUSTEE MEETING MINUTES

MOTION: Vice Chair McRae moved to approve the September 21, 2023 meeting minutes.

SECOND: Trustee Nelson seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

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

A. 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.
Sherrie Simmons	Youth Services Library Associate	East Regional	10
Tyrone Elliott	Youth Services Library Associate	Hope Mills	5
Khadijah Jones	Library Assoc. (Home Delivery Svcs.)	Headquarters	5
Tamika Leach	Custodian Crew Leader	Headquarters	5
William McLaurin	Custodian	Headquarters	5
Sharee Sullivan	Custodian	West Regional	5

B. Library Director's Update:

Director Phillips updated the group with the following information:

- a. Typically in our cadence of meetings I would bring to you the proposed list of days the libraries would be closed for the next year. In looking at work flows and processes, the only person in the county who can close a building is the county manager. The proposed 2024 dates the libraries will be closed is with the county manager and once they are approved, the new approved dates will be sent to you.
- b. Director Phillips gave the group the details on the results of the class and compensation study and how the positive outcome will allow the library to be more competitive in recruiting new staff members.

V. OLD BUSINESS:

A. Update on Trustee Reappointments – Nominating Committee Chair Ann McRae

McRae shared that the County Commissioners had their first vote at the BOCC meeting on October 16, 2023 which began the approval process of reappointing Trustees Dennis Cedzo and Pamela Story to serve a second term. The BOCC's second vote is scheduled to take place at their November 6, 2023 meeting.

VI. NEW BUSINESS

A. Election of 2024 Trustee Officers – Nominating Committee Chair Ann McRae

MOTION: Nominating Committee Chair McRae made a motion to accept the committee's recommendations for the 2024 Board Trustee Chair to be Dennis Cedzo and the Board Vice Chair to be Ann McRae.

SECOND: Trustee Story seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

B. Proposed 2024 Board of Trustee Meeting Calendar – Library Director Faith Phillips

Phillips referenced the "Proposed 2024 Library Board of Trustee Meeting Calendar" in the meeting packet. I want to bring something to you for your consideration. In talking with my colleagues throughout the NC library systems, one trend that I'm seeing is that Trustees are typically meeting four times a year. Then they have called meetings as needed. Administration staff went through the schedule of topics of what we talk about at each meeting throughout the year. The schedule of dates/topics is listed on the document is what is proposed if we go to a quarterly meeting schedule for your consideration.

Trustee Montoya thanked Phillips for the new schedule because he will be out of the country next semester. With the new schedule he will not be at the January or April 2024 meetings, missing 2 meetings instead of 4.

Vice Chair McRae agreed with the schedule based on the fact that the Board of Trustees is an advisory board.

Chair Cedzo shared that with Director Phillips and her team are doing an exceptional job, everything is moving forward and it is probably a very good way to go and that we still have the ability to call meetings as necessary. Trustee Montoya reiterated the question that if there is a need, then a meeting would be called and Director Phillips assured the group that if there was a need, a meeting would be called.

Phillips shared that the library will continue to send the board outreach opportunities so they can be a part of those activities.

MOTION: Vice Chair McRae moved to approve the 2024 Meeting Calendar as proposed with the option to add meetings as needed.

SECOND: Trustee Nelson seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

C. Annual Programming Report – Division Manager for Programs Carla Brooks:

The library has been working hard to increase programming for our community. This year we continued to reorganize our programming department. The Adult Programming Librarian was promoted to a Librarian II and we were able to hire a Youth Services Programming Librarian I. We also added programming requirements for staff and a quarterly program evaluation.

Our adult programming has drastically increased over the last year. We offered almost four times more programs with an increase in attendance in the last fiscal year. We went from 141 in-person programs to 535 and our attendance went from 1,111 to 4,172. We decreased our virtual programs from 122 to 75 with only a slight decrease in attendance from 5,960 to 5,339.

Teen programming increased greatly. We increased our in-person programs from 54 to 236 with an increase in attendance from 310 to 1,787. We decreased our virtual programs for teens from 42 to 11 with a decrease in attendance from 1,889 to 1,233.

Children's programming has continued to thrive. Our in-person programs went from 904 to 1,321 with an attendance increase from 15,347 to 33,741. We also decreased our children's virtual programs from 67 to 28 with an attendance decrease from 6,732 to 4,439.

Some of the programming highlights for Adult Services were:

- HPM – Mystery Book Club
- NRL – Explore: A Program for Adults with Developmental Challenges
- CLF – Paint & Sip
- HQU – Historic Churches Tour
- BOR – School Breakout (Escape Room)

Some of the programming highlights for teens were:

- NRL – Pirate Escape Room
- ERL – Cardboard Swords
- WRL – Detention Center Visit
- NRL – Resin Art

Some of the programming highlights for children were:

- NRL – Boats Story Time
- SPL – Noon Year's Eve Extravaganza!
- ERL – Teddy Bear Clinic
- HPM – Homeschool Art
- BOR – Pieces & Parts

Some upcoming programs for FY 24 are:

- Author Visit – Dale Pollock, *Chopped*
- Crime Scene Library
- Author Visit – Robin Reams, *Unlocking Blackbeard's Skeletons*
- Winter Reading & Activity Program
- Storytelling Festival
- NC Science Festival
- Author Visit – Melissa Davis, *Home Is Where the Army Sends You, Ft. Liberty, North Carolina*
- Summer Reading Program
- Summertime Kids

Of course, we want to thank the Friends of the Cumberland County Public Library, Inc. Without their continued generous support, we could not accomplish our goals.

- D. Collection & Collection HQ Reports – Division Manager for Collection Development Pamela Kource:**
Technical Services team processed almost 50,000 new items over the past year during a year of extreme staffing upheavals: extended FMLA, 3 vacancies and 2 new hires. We are looking forward to filling a newly created Collection Development Librarian I position and hiring a new Librarian I/Cataloger to replace recently promoted Tech Services Manager Casey Ausborn.

Circulation continues to rebound and book circulation is up over last year, especially with juvenile materials. Large Print circulation is up 23% and Adult NF/Juv. Fiction are each up about 13.5%. Staff have worked hard to catch up with the weeding that was halted for almost 2 years due to the shutdown.

We dropped the *Brainfuse: VetNow* database due to low use, added *Brainfuse: JobNow* which focuses on the resources most used in *VetNow*. In the first quarter of FY24 *JobNow* is already at 71% of FY23's usage for *VetNow*. In January 2024, we will be upgrading to the 2023 edition of America's News, which adds full same day access to USA Today in addition to the Fayetteville Observer.

Customers checked out over 94,000 ebooks and 83,000 eaudiobooks last year. James Patterson was the top circulating author for both formats.

We use an evidence based collection management software, collectionHQ which gives us reports for suggested removals based on no circ (Dead Items and Collection Check), too much circ (Grubby Items), and too old to be in the collection (outdated items), provides overview reports, such as popular authors/subjects by branch and system as a whole, and outdated stock reports to help us weed out or replace older materials. Over the past year this has helped us reduce our overstocked Non-fiction collections from 45.5% overstocked to 17.3% better balancing the collection.

This product also provides DEI information giving us information on a variety of categories which include ethnicity, physical and mental health, economic, and other social categories. Growth continues with both dedicated funds and intentional selection. The report provides a list of titles, including circulation statistics, allowing us to identify popular titles so we can purchase additional copies for other locations.

This is just a first step. We've dedicated funds to help with this process and are in the second year of a three-year Teen Fiction project. Juvenile Fiction and "Easies" will be the next collection areas we'll specifically spend in to improve this balance. Right now, we're focusing on number of items, but are also being mindful of increasing the number of titles as more and more quality titles become available.

MEETING EXTENSION: At 10:15 a.m., noting the time, Chair Cedzo asked for a motion to extend the meeting.

MOTION: Vice Chair Ann McRae made a motion to extend the meeting as needed.

SECOND: Trustee Montoya seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

E. Spring Lake Branch Report – Branch Manager Sierra Moore:

Moore gave the following Spring Lake Report: At Spring Lake we've started a series of sensory story times (currently on pause). We had a teen makerspace series and a summer STEAM series. Notable adult programs were our collage program, senior craft days and marbled mugs. We have had Music in the Library series where the army band provides live classical music.

We began a FTCC/Spring Lake art partnership where FTCC lends student's art to showcase in the library. Our reference and technology statistics have risen. We now have a puzzle table for community members to contribute to and visitors of all ages can stop by whenever they want. We have new YS related tools such as Keva blocks, straw kit and a puppet stage and an ABC mat. We have a Cricut for our makerspace programming which we have used for vinyls and signage. Maria Nichols, a new Library Technician joined the team in October. In the future, we would like to rearrange the shelves to create more light and visibility, add a teen sign, new flooring, a study and play desk for parents/caregivers in youth services.

F. North Regional Branch Report – Branch Manager Kohnee Harmon:

North Regional has seen an increase in program attendance for the youth services programs. The weekly Terrific Tuesday programs had an all-time high of 77 attendees. Adult services staff have increased the number of adult programs. The adult Explore program added a second program due to its popularity and the Write On, Right Now writers' group resumed. Five long-time staff members retired and staff continue to provide excellent customer service to our patrons.

G. Other Business – Discuss whether or not to have the November Trustee meeting:

Vice Chair McRae asked if there is anything that needed to be discussed for November. Trustee Story suggested that since there are so many wonderful things going on at every branch, in lieu of a meeting, each trustee could visit a branch in November and/or take part in an activity at a branch.

MOTION: Trustee Story made a motion that in lieu of having a November Trustee meeting, that each Trustee would attend an activity or visit a library branch.

SECOND: Vice Chair McRae seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

VII. ADJOURNMENT

With no other business to discuss, Chair Cedzo adjourned the meeting at 10:41 a.m.