

CUMBERLAND COUNTY PUBLIC LIBRARY

MINUTES LIBRARY BOARD OF TRUSTEE MEETING SEPTEMBER 21, 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, September 21, 2023 in the Boardroom at the Headquarters library.

Trustees Present: Chair Dennis Cedzo and Trustees Bart Fiser, Irene Grimes, Gloria Nelson and Pamela Story

Trustees Absent: Vice Chair Ann McRae and Trustee Daniel Montoya

Present from the Library: Director Faith Phillips, Deputy Director Heather Hall (virtual), Collection Development Division Manager Pamela Kource, Division Manager for Programs Carla Brooks, Librarian II Marissa Mace, Bordeaux Branch Manager Kelly Lindsay, service award recipients (see table below) and Admin. Coordinator to the Director Marili Melchionne

Others Present: Friends of the Library East Regional Branch Representative Marty Williams

A. INTRODUCTION OF SPECIAL GUEST: Cedzo introduced Friends of the Library East Regional Branch Representative Marty Williams and he gave the following report on behalf of the Friends of the Library Board:

- ✓ There are now 505 Friends members for 2023 plus 8 new members that have signed up for 2024 (new people who join after the August sales can attend the Nov. member sale and 2024 member sales.
- ✓ The August book sales brought in \$12,879 and \$592 in membership sales.
- ✓ The next book sales start November 13th for members and Nov. 17-19 are the public sales.

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Story seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

III. APPROVAL OF THE AUGUST 17, 2023 REGULAR TRUSTEE MEETING MINUTES

MOTION: Trustee Nelson moved to approve the August 17, 2023 meeting minutes.

SECOND: Trustee Grimes 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.
Kelly Lindsay	Branch Manager	Bordeaux	20
Robin McKoy	Library Associate	North Regional Library	20

B. Library Director's Update: Director Phillips updated the group with the following information:

- a. Technology is a consistent concern for customers and staff. Phillips met with the Director of County ITS and his team. We are working on a technology improvement plan. We will be conducting wireless walk throughs to see how we can improve access points and wireless coverage at all of our locations. Many of our public computers are older and that will be addressed very soon. We will be meeting with our Systel

representatives and the Director of ITS and their Technology Improvement team next week to discuss printing.

One of the other technology items that staff made me aware of is that our check-in and check-out software was old and non-functional. We were able to do a successful budget request last fiscal year (which was delayed) for \$176,000 to replace the self-checkout stations with the new self-checkout kiosks at all of our locations.

Our current self-checkout stations consist of a touch screen monitor, a computer and a pad – everything is separate. We now have an integrated system that is new, updated and it can integrate in with the technology that the new gates run on and our team is working to install them. We have had a bit of a delay when it comes to being able to access the server but the company is working with us and they were working at headquarters yesterday to get it operating.

That will update all of our self-checkouts and we are also purchasing new checkout pads for our circulation teams so everything will be updated. I believe it was 2012 when this technology was last updated.

The Headquarters library is closed Wednesday through Sunday this week partly for the International Folk Festival because parking and getting to the building is a challenge and staff will have an outreach table. We will also close for major building projects. Phillips invited the group to take a tour of the first floor to see the changes in progress. We have painted a wall, shelves are being taken down. We are swapping the fiction and the non-fiction collections and are working to expand and grow our fiction collection here at Headquarters. We plan to work on signage during the time that we are closed.

- b. Phillips gave a presentation to the County Commissioners on Monday night for *National Library Card Sign-up Month* and presented all the commissioners with their own library card if they did not have one. Each Commissioner was also given a laser cut key chain with the county seal on it that Learning & Innovation Coordinator Andrea Gehringer made with our laser cutter.
- c. Librari-Con took place on Saturday, September 16th and even though it was smaller than in the past, it was still successful. Customers commented on how grateful they were that it was back in person.

VII. OLD BUSINESS:

A. 2023 Post Summer Reading Program Report – Division Manager for Programs Carla Brooks and Librarian II Marissa Mace

Brooks shared that there were 1,274 participants in the children's program which was a decrease of 470 participants from 2022. Seven hundred twenty-two children completed 10 hours of reading and 577 completed the program which was 45% of the total participants. That was a decrease of 24% from last year. Children read a combined total of 1,326,989 minutes. That was a decrease of 72,174 minutes from 2022; however, the average amount of minutes read per participant increased by 240 minutes.

There were 252 participants in our teen program which was a decrease of 71 participants from 2022. One hundred ninety-five teens read 10 hours and 174 completed the program which was 71% of the total participants. This was the first year the teens had 3 levels of reading choices – 5 hours, 10 hours and 20 hours. All the teens read 402,935 minutes which was an increase of 34,884 minutes from 2022. The average amount of minutes read per participant increased by 460 minutes.

In our adult program, we had 515 participants (public and staff) turn in initial reading records. We gave out 380 cable pouches and 80 book bucks worth \$5 where customers could redeem them at the Friends book sales, T-Shirts or Friends memberships. A total of 3,867 titles were read. This is a decrease of 3,933 titles from 2022; however, watching DVDs used to be accepted and it wasn't this year.

On our survey, we asked “What did you like most about the program?” The answers from customers included:

- *My love of reading is fueled by the wide variety of books available.*
- *It gives me and my daughter something fun to do during the summer that’s free.*
- *I was able to realize that reading a book is better than watching a movie.*
- *It encourages you to read even more than you already do.*
- *Spending time with parents reading and earning rewards.*
- *She loves having the choice of what new books she would like to read.*

We offered many more programs this summer. We presented 321 in-library programs for children with 9,026 attending. We also presented 82 children’s outside programs with 2,261 attending. That is a total of 403 children’s programs with a total attendance of 11,287. We increased our children’s programs by 121 from 2022 with an increase of 3,745 attending. We also presented 6 virtual programs for children with a total attendance of 1,065. That was 1 less virtual program than last year with a decrease of 652 views.

There were 81 in-house teen programs with 699 attending. We also presented 6 teen outside programs with 184 attending which was a total increase of 70 teen programs with 724 attending. We presented 2 virtual programs with a total attendance of 458. That is the same number of virtual programs with an increase of 193 views compared to 2022.

We presented 81 in-house programs for adults with 898 attending. We also presented 31 outside adult programs with 257 participants. That is a total of 112 adult programs with a total attendance of 1,155. That is an increase of 46 adult programs and 739 participants compared to 2022. We presented 15 virtual programs with a total attendance of 1,110. That is the same number of virtual programs compared to 2022 with a decrease of 64 views.

The 2023 Summertime Kids was a success! We served 1,179 children ranging from birth to age 18. We presented at 44 sessions with 12 different organizations. We distributed 2,358 books and 1,179 tote bags. Summertime Kids was made possible by a grant received by the Friends of the Cumberland County Public Library, Inc. through Cumberland Community Foundation. A huge thank you to the Friends of the Cumberland County Public Library, Inc. for their continued support; we couldn’t do it without them!

VII. NEW BUSINESS

A. Recommendation from the Trustee Nominating Committee – Board Chair Dennis Cedzo

Chair Cedzo said that since Nominating Committee Chair Ann McRae could not be here today, he let the group know that he and Pamela Story will be completing their first terms of office on December 31, 2023 and are eligible for reappointment. They have both expressed interest in being reappointed for a second 3-year term (2024-2026).

The nominating committee agrees with the re-appointments and with the approval by the full board, these are the recommendations that will go to the County Commissioners. Board Chair Cedzo asked for a motion to vote on the Nominating Committee’s recommendations to reappoint Cedzo and Story.

MOTION: Trustee Grimes moved to approve the nominating committee’s recommendation to reappoint Dennis Cedzo and Pamela story to a second term (2024-2026).

SECOND: Trustee Nelson seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously

B. Bordeaux Branch Report – Branch Manager Kelly Lindsay

Lindsay shared that there are several new staff members in circulation and big changes are happening at the Bordeaux library. Staff have a new breakroom. The adult lab is moving to the magazine/sitting area and the Youth Services (YS) department is moving to where the adult computer lab is currently. Some shelving has come in and we are waiting on County IT to drop internet lines and activate the fax line before we can proceed. We have already received some new furniture for the future teen area, a high-back couch and some dry-erase tables. YS staff have been busy with programming, including an *International Fairy Day* program and an outside program at the Boys & Girl's club for Summertime Kids. YS staff have also created a new self-directed craft station where they do a new craft and scavenger hunt each month on a theme. Adult Services (AS) have had some successful programs lately, including a pottery painting class, a knit and crochet club and they are planning a healthy eating and juicing class soon.

C. Other Business

VII. ADJOURNMENT

With no other business to discuss, Chair Cedzo adjourned the meeting at 10:07 a.m.