

CUMBERLAND COUNTY PUBLIC LIBRARY

MINUTES LIBRARY BOARD OF TRUSTEE MEETING APRIL 18, 2024

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, April 18, 2024 in the Boardroom at the Headquarters library.

Trustees Present: Chair Dennis Cedzo and Gloria Nelson

Trustees Absent: Vice Chair Ann McRae, Bart Fiser, Irene Grimes, Daniel Montoya and Pamela Story

Present from the Library: Director Faith Phillips, Deputy Director Heather Hall, Senior Division Manager for Collection Development & Circulation Pamela Kource, Division Manager for Programs Carla Brooks, Community Engagement Division Manager Kohnee Harmon, East Regional Branch Manager Amanda Dekker, Spring Lake Branch Manager Sierra Moore, Friends of the Library Board Secretary Casie Dowd, service award recipients (see table below) and the Director's Executive Assistant Marili Melchionne

A. INTRODUCTION OF SPECIAL GUEST: Chair Cedzo introduced Friends of the Library Board Secretary Casie Dowd who gave the following report on behalf of the board:

- ✓ There are currently 421 Friends members
- ✓ The next Friends book sales start May 13th
- ✓ This Saturday, author Melissa Davis will be speaking at Hope Mills library from 3:00 to 5:00.
- ✓ The next Friends meeting will be Tuesday, May 7th and Trustee Gloria Nelson signed up to attend that meeting.
- ✓ Director Phillips added that the Friends had a very successful flash book sale at Hope Mills library on March 23 & 24 with 293 customers and book sale revenue of \$1,905 which is great for 2 days.

II. APPROVAL OF TODAY'S MEETING AGENDA

QUORUM: Even though there was no quorum, the meeting was still conducted.

III. APPROVAL OF THE JANUARY 18, 2024 REGULAR TRUSTEE MEETING MINUTES

QUORUM: With no quorum, approval of the minutes will be held over to the July 18, 2024 meeting.

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.
Avery Reinink	Librarian II	Bordeaux	5
Dawn Hall	Librarian II	East Regional	15
Melissa Lang	Librarian I	East Regional	25

B. Library Director's Update:

Director Phillips updated the group with the following information:

- a. The budget report will be brought to the July 18th board meeting and by then the budget will be approved.

- b. Another great part of our budget is the pending grant applications. We have a grant application in to NC Dept. of Information & Technology for the broad-band equity project that was going on in the state recently. It is for \$400,000 and if awarded, will go to the library's Community Engagement (CE) department. If the grant is awarded, our plan is to host computer classes for individuals and give out a total of 500 computers to community members with 250 of those community members living in Housing Authority communities.

The second grant which is under review right now is \$150,000 to the Long Leaf funds in North Carolina to finish the second floor project and for makerspace furniture. We are ready and excited to open that space but we are not opening that space until we get the furniture to make that space functional. The funds would be used for additional interactives for upstairs and will include a giant *Battleship* game, a giant *Operation* game, a giant train table for kids, a larger wind tunnel with lots of things for kids to play with. That grant will be reviewed mid-May and we will find out the end of May if we will receive the funding.

Also for your awareness, Local & State History Librarian II Joseph Westendorf is working on a grant for the America 250 NC program. We're looking for up to \$30,000 and it will be submitted in two weeks. He will be working on a booklet and possibly a course, an education curricula and a few other things related to the Liberty Point Resolves.

Recently, Deputy Director Heather Hall submitted a grant for \$40,000 to the State Library for "Charlie Carts" which are mobile kitchens so we can host instructional cooking and healthy eating demonstrations in our libraries. The carts are large, they have ovens, cook tops and sinks. This is in partnership with the Cooperative Extension and we should know in June or July when they are funded.

Division Manager for Programs Carla Brooks has two grants to include the Storytelling Festival for next year, for \$15,000 and we should know May/June timeframe. Another grant is the Summer Time Kids grant submitted on behalf of the Friends of the Library for \$12,000. This will serve over 1,200 kids who attend summer camps. Each child will receive a tote bag and two books.

- c. We will be having Staff Development Day on May 15th and we invite you to join us. It is going to be a full day and will be very information heavy. We will go over the budget so staff have an understanding of the budget process, how it works and how we can support them with spending so they know that there is money available for their initiatives. We will also talk about programming. Our guest speaker will be Leisha Dellart-Davis who is a faculty member at the UNC School of Government. She travels across the country talking with government employees and helps participants understand emotional labor and stress. For her research she will be having focus sessions with headquarters staff on "patron instability."
- d. Phillips asked Deputy Director Heather Hall to comment on her grants. Hall said that the library is in the second year of the Library Science and Technology Act (LSTA) grant "Forward Together" and a budget revision was submitted due to some strategic rethinking of the initial project. Because our county is funding the meeting room technology upgrades at our locations, we didn't need the money for the conference room monitors in the grant. We reallocated some budget lines and the plan is to take Headquarters Conference Room 2 on the second floor and turn that into a sensory calming room which the public can book. We have received many requests for a more sensory-friendly space. We have \$9,000 to upfit that room and we're looking at fiber optic cables, a bubble tube with mirrors behind it, soft seating and fibro acoustic mats. It is not just a room for children on the spectrum but their caregivers and people in the military who may be struggling with Post Traumatic Stress Disorder.

Also with the programming grant we've partnered with a local vendor, *Code Ninjas*. They have signed up to do a series of 32 programs including: How to Become a Youtuber, Composing with Code, Creating Your Own Video Games, how to Code Break, and different STEM technology programs offered for a variety of ages.

The other field of interest fund is about encouraging diversity and education within the community.

V. OLD BUSINESS: NONE

VI. NEW BUSINESS

A. Spring Lake Branch Library Report: Branch Manager Sierra Moore

Moore shared the following information:

- We welcomed two new staff members: Technician Abigail Whitman and YS Librarian II Cathy Fraser.
- Adult programs at Spring Lake include Club Insomnia (thriller suspense book club) and Write on Right Now (Writer's Club).
- We also had a craft series at our location and the senior center. Beginning gardening was a popular program.
- A popular youth program was our Solar Eclipse event which attracted 94 people.
- We updated our magazine holders and integrated our juvenile fiction into the stacks by removing the black racks and opening up the area.
- We now have updated study areas and booth seating in the library.
- We circulate mostly juvenile materials, DVDS are popular in the coldest months of the year, we also had an increasing amount of patrons sign up for library cards this winter.

B. Other Business: None

VII. ADJOURNMENT

With no other business to discuss, Chair Cedzo adjourned the meeting at 9:54 a.m.


SIGNATURE OF BOARD CHAIR OR VICE CHAIR

7-18-24
APPROVAL DATE