

CUMBERLAND COUNTY PUBLIC LIBRARY

MINUTES LIBRARY BOARD OF TRUSTEE MEETING JULY 18, 2024

I. CALL TO ORDER

Prior to the meeting, the group immediately went to see the Voices and Votes Smithsonian Exhibit in the Pate Room.

Chair Cedzo called the regular meeting of the Library Board of Trustees to order at 9:16 a.m. on Thursday, July 18, 2024 in the Boardroom at the Headquarters library.

Trustees Present: Chair Dennis Cedzo, Bart Fiser, Irene Grimes, Daniel Montoya and Gloria Nelson

Trustees Absent: Vice Chair Ann McRae 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, service award recipients (see table below) and the Director's Executive Assistant Marili Melchionne

Others Present: Assistant County Manager Sally Shutt

II. APPROVAL OF TODAY'S MEETING AGENDA

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

SECOND: Trustee Fiser seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously.

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

MOTION: Trustee Nelson moved to approve the January 18 and April 18, 2024 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 Baker | Library Associate | Headquarters | 5 |
| Fabienne Narron | Financial Specialist | Headquarters | 5 |
| Sierra Moore | Branch Manager | Spring Lake | 5 |
| Carina Chun | Library Associate | Cliffdale Regional | 15 |
| Heather Heady | Adult Services Librarian I | North Regional | 15 |

Phillips also introduced Amanda Horton who is the new Branch Manager at Cliffdale Regional Library.

B. Library Director's Update:

Director Phillips updated the group on the following items:

1. With the approved FY2025 budget, the following special projects were approved:
 - a. A new courier vehicle
 - b. Restoration/repair of our picnic area.

- c. Internal HVAC items
- d. Programming budget
- e. Abolishment of a position – the FTCC Librarian position was abolished. With an open Librarian II position, we moved former FTCC librarian Kasey Reaves into that position. She is now the Adult Services Librarian II at Bordeaux library.

2. **Grants:** Unfortunately we did not receive the grant from the NC DIT Digital grant, however, we will continue with the initiatives to create a learning HUB; we are still committed to digital literacy.

We have received a \$30,000 grant for the Americas 250 from NC Humanities.

Deputy Director Heather Hall talked about the grant that she received for \$40,000 to purchase two Charlie Carts. A Charlie Cart is an all-in-one mobile kitchen to hold culinary programs. We will start using them at Headquarters and Cliffdale libraries as they are already having very successful teen cooking programs. We have also partnered with Cooperative Extension who will help us run some programs.

Phillips recognized the Friends of the Library for approving \$20,000 for a large train table and \$12,000 for the furniture in the Engine maker space on the second floor. We hope to have that open in October with staff training, then programming in January 2025.

3. We have also found out that our library has been awarded/recognized by the NC Association of County Commissioners for a Innovation Excellence Award for the Community Navigator initiative.
4. Another item that was approved in the budget is the renovation of the AV Technology in our meeting rooms. We will be working on half of our meeting rooms to update the AV Technology starting with the Pate Room. We want to look to the future and see what innovations we need to make sure that our rooms have the best presentation AV quality for our community members and staff. We won't be able to do all of the rooms this FY but we will start with our most popular rooms.

V. OLD BUSINESS: NONE

A. Trustee Nominating Committee Update – Beginning the process of interviewing candidates to fill two vacant seats: Board Chair Dennis Cedzo

Cedzo shared that the trustee nominating committee Chair Ann McRae could not be here today, so he read the following statement. Trustee Daniel Montoya will be completing his first term on Dec. 31, 2024 and has agreed to be reappointed to a second three year term for 2025 thru 2027. Trustee Irene Grimes' second term will end Dec. 31, 2024 and she is not eligible for reappointment. Trustee Bart Fiser's first term ends Dec. 31, 2024 and is not interested in seeking a second term. The nominating committee has met once and identified two candidates to interview at the end of July/early August to fill the two vacant seats on the board. The nominating committee supports the reappointment of Daniel Montoya to a second term. At the October trustee meeting, with the vote of the board, all three recommendations will be forwarded to the County Commissioners for consideration at their November 4, 2024 meeting with a second vote at their November 18th meeting.

VI. NEW BUSINESS

A. Library Endowment Annual Comparison Report: Director Faith Phillips

Phillips referenced the document that was printed for board members showing the comparison between FY 24 and FY 25 Endowment Disbursements. The total disbursements for FY 24 was \$43,257.50 and for FY 25 the disbursements will total \$43,962.50. Per an email from CCF: "For FY 25, our board of directors has set the endowment payout rate to 4% of the trailing 12 quarter fund balance. The endowment payout rate is reevaluated annually."

B. Approval of the Library Endowment Trust and Library Endowment Fund Cumberland County, NC Disbursements: Director Faith Phillips

Chair Cedzo asked for a motion to approve the Library Endowment Trust and Library Endowment Fund disbursements.

MOTION: Trustee Fiser moved to approve the endowment disbursements.

SECOND: Trustee Grimes seconded the motion.

DISCUSSION: None

VOTE: Approved unanimously.

C. Discuss October meeting date/time: Chair Dennis Cedzo

DISCUSSION: The group discussed which date most people were available to meet in October.

MOTION: Trustee Grimes moved to approve the October meeting to be held on the 24th.

SECOND: Trustee Nelson seconded the motion.

VOTE: Approved unanimously.

D. Collection Development & Collection HQ Reports: Pamela Kource Division Manager for Collection Development and Circulation

Kource shared that the Tech Services team processed a total of 49,755 items which is about the same as last year. The department is finally fully staffed and the team, led by Tech Services Manager Casey Ausborn, worked to streamline processes. The team is on target to complete processing of this year's new materials within the next 2-3 weeks, and the only outstanding project is to catch up on cataloging Spanish Language materials.

Collection Development Librarian II Lisa Dean joined the team in this newly created position. She will assist with selection and coordination of systemwide weeding efforts.

Our Teen Fiction collection now consists of 35% unique DEI items after 3 years of specific funding for this part of the collection. Easy book collection will be the focus for the next 3 years, to increase the current 21.3% unique DEI items.

Trial collection of Playaway single title MP3 devices will be sent to North Regional and East Regional this month. To find these in the catalog, search keyword Playaway, format Preloaded Audio, then to the left under genre, choose audiobook.

Six of our digital offerings came in under \$1 per use this year with Wowbrary, the weekly new materials newsletter coming in at 9 cents for every click through to the catalog as the best return on investment.

eBook circulation was up 15.6%, eAudio up 25.6% with a cost per circ: NCDL 85 cents per circ, NCKids: 50 cents per circ. We experimented with purchasing 100 simultaneous circulations on some of the audiobooks, which proved to help reduce long holds lists for very popular titles and boosted audiobook circulation.

We continue to find collectionHQ, an evidence-based collection management product, useful in managing the collection. It provides lists of items that may need to be weeded for a variety of reasons as well as the DEI collection statistics. This year's update included the ability to scan a barcode to see if item is on any of the reports, and the ability to check if an item in one weeding report is on other reports that suggest it needs to be weeded.

E. West Regional Branch Report: Branch Manager Emily Lacey

Lacey gave the following report:

- There are 8 full-time staff and 1 part-time, 3 in youth services, 2 in adult services, and 5 in Circulation
- Programming statistics: Children 0-11 offered 145 programs FY 24 average attendance ~17 per program, Teens 12-18 offered 19 programs FY24 average attendance ~8 per program, Adults 19+ Offered 33 programs FY 24 average attendance ~6 per program.
- Programming success, we have made large strides to offer programs that meet our community needs and wants some successful programs were:
 - STEM Gingerbread House Building for Young Children
 - Dr. Seus Mini Golf
 - Avatar the Last Airbender Element Program Water: A Boat Regatta
 - Playdates @ The Library every Friday with Sensory Activities
 - Tabletop Tuesdays: Tabletop games for 8-18 (D&D, Avatar Legends, etc.)
 - History Harbor Series for School-aged Children
 - Homeschool STEM programs
 - Adult Trivia
 - Juneteenth Speaker
 - Minority Mental Health Speaker

Various Adult Crafts:

- Regular Outreach and Partnership Programs
 - Bill Crisp Senior Center (Monthly Visit)
 - Juvenile Detention Center (Monthly visit, more in summer)
 - Community Life Development Center (Monthly Visit)
 - Cumberland Methodist Preschool (Monthly Visit)
 - Stoney Point Recreation Center (Monthly Visit)
 - Childcare Network (Branch Visit Bi-Weekly)
- Café West updated pictures were shown to the group
- LSTA Grant interactives and updated youth services spaces
- Future at West Regional: A thriving community library bustling with people of all ages while having the community engage with all of our interactives, higher program attendance, and additional sensory needs programs
- FY 25 Goals: Continue to improve and implement engaging age-appropriate programs for our population, including striving to be more involved with the schools next to us, through outreach, class visits, and support for the teachers and their librarians. In the hopes that we build back a relationship with both teachers and students. Engage more Teens and Adults in our population to boost library usage and program attendance through outreach, flyer distribution, and CityView articles.

F. Other Business: None

VII. ADJOURNMENT

With no other business to discuss, Chair Cedzo adjourned the meeting at 10:27 a.m.