I. CALL TO ORDER

Chair VanderClute called the regular meeting of the Library Board of Trustees to order at 9:05 a.m. on Thursday, September 17, 2015 in the Executive Board Room of the Headquarters library.

Trustees Present: Chair Sara VanderClute, Daisy Maxwell, Daniel Montoya, Paige Ross, Betsy Small and Brian Tyler

Trustee Absent: Vice Chair Mary Thomas

Present from the Library: Director Jody Risacher, Deputy Director Brian Manning, Marketing & Comm. Division Manager Kellie Tomita, Programs & Services Coordinator Nora Armstrong, New Librarian Staff, Service Award Recipients (see tables below) and Admin. Coordinator to the Director Marili Melchionne.

Others Present: Liaison County Commissioner Glenn Adams

A. INTRODUCTION OF SPECIAL GUESTS:

Friends of the Library Headquarters Branch representative Eric Hyman was unable to attend the meeting.

II. APPROVAL OF TODAY’S MEETING AGENDA

MOTION: Trustee Ross moved to approve today’s meeting agenda.
SECOND: Trustee Maxwell seconded the motion.
DISCUSSION: None
VOTE: Unanimous

III. APPROVAL OF THE JUNE 18, 2015 REGULAR BOARD MEETING MINUTES

MOTION: Trustee Small moved to approve the June 18, 2015 minutes.
SECOND: Trustee Maxwell seconded the motion.
DISCUSSION: None
VOTE: Unanimous

IV. DIRECTOR’S REPORT:

A. Introduction of new librarian staff: Director Risacher introduced the following new librarian staff members:
   ✓ Michelle Gross – L&SH Librarian II (HQU)
   ✓ Arghero (Edie) Koumparakis – YS Librarian II (HQU)
   ✓ Theresa Schneider – YS Librarian I (HPM)

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Years of Svc.</th>
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<tbody>
<tr>
<td>Edward Dennis</td>
<td>Page</td>
<td>NRL</td>
<td>5</td>
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<tr>
<td>Christine Richardson</td>
<td>Library Technician</td>
<td>HPM</td>
<td>5</td>
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<tr>
<td>Sharon Goforth</td>
<td>YS Library Associate</td>
<td>NRL</td>
<td>10</td>
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<tr>
<td>Rita Grimes</td>
<td>YS Library Associate</td>
<td>WRL</td>
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<td>Jessica Hullender</td>
<td>Business Manager</td>
<td>HQU</td>
<td>10</td>
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<tr>
<td>Sheila Rider</td>
<td>YS Librarian I</td>
<td>HQU</td>
<td>20</td>
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C. Director’s Report:

1. FY 2016 Cumberland Community Foundation (CCF) Fund Disbursements:
   The following annual CCF fund disbursement amounts were discussed:
   - Charles, Claudette and Claire Fitzgerald Endowment for the Library fund disbursed $2,560
   - Magerstadt, Olive, Cherry Endowment fund disbursed $860
   - Frances Brooks Stein & Harry B. Stein Memorial Library fund disbursed $650
   - Library Endowment Trust fund disbursed $26,100

2. Grants Received:
   The following grants were received in the last few months:
   - Women’s Giving Circle Grant through the Cumberland Community Foundation – $8,625 (To purchase Raising A Reader program materials)
   - Edge Grant through the State Library – $4,965 (To purchase four iMac computers for digital production & film editing)
   - LSTA Health Happens Grant through the State Library – $35,813 (To develop library health resources)
   - Arts Council Grants received include $4,000 for the 2016 Story Telling Festival (theme is humor) and $2,000 for the 2015 Writers’ Workshop

3. Expanding Assistive Services:
   Each library location now have Computer Accessibility Kits for checkout. A kit includes a yellow key/large-print keyboard, a large track ball mouse and headphones to facilitate text-to-speech features for visually impaired customers.

4. New Gnu Image Manipulation Program (GIMP) Service:
   On October 1st the library will introduce this new service. The software allows users to manipulate images in a wide variety of ways. Users will be able to create custom graphics, modify photos, sophisticated digital artwork and animations. The software will be on all teen and adult public computers.

5. Library to Participate in New Activity:
   Cumberland County received a grant for serving convicts with mental health issues who are re-entering the community. The program is called Critical Time Intervention (CTI).

   A meeting in July with Behavioral Health Alliance was convened to discuss grant services. This is a nine month grant targeting 40 people (including ex-offenders with drug issues and repeated incarcerations).

   Larry Gavin, Jobs/Career Coordinator, attended a meeting and gave the group information about the Re-entry Council that is already in operation.

   Critical Time Intervention was mentioned at the Chamber of Commerce Luncheon on September 15.

6. August 19, 2015 Job Fair:
   The Fayetteville Observer provided a great deal of helpful pre and post-publicity for the August Job Fair. Over 980 people attended the event. The classes (resume review, job searching, soft skills, etc.) were particularly well attended.

   Most invited vendors attended and some of them hired people on the spot. Library staff are continuing to seek post job fair hiring information.

   Starting in 2016 the library will sponsor only one job fair (in August) for the year. The library will continue to staff an internet café at the Dept. of Social Services job fair in March.
East Regional’s Branch Manager Birch Barnes will partner with West Regional Branch Manager Larry Gavin on library jobs and career activities.

7. **2015 Summer Reading Club Celebrity:**
   A photo showing *Paddington Bear* interacting with children as he visited all library locations for Summer Reading Club suggests the success of the 2015 Summer Reading Club.

8. **Local & State History Room Renovations:**
   The area near the L&SH Room was remodeled in order to increase traffic to LSH. The wall was painted in a contrasting color and vibrant, large lettering added. A wall display unit was installed. The photos in the current display show the infamous period of downtown Fayetteville.

9. **Mobile Outreach Service:**
   Risacher informed the trustees that library staff is assessing the Mobile Outreach service (MOS). Library Associate Randolph Washington is a new supervisor of MOS is studying procedures. He mapped out the delivery routes to ensure efficiency. That will increase capacity and save money on gasoline. When the MOS van is not in use, the library may potentially be able to use it for other services/programs.

10. **Summer Outreach Events:**
   Risacher touched on the various outreach events that library staff participated in over the summer.

11. **Facility Updates:**
   YS Librarian II Jennifer Milton at East Regional Branch Library developed a new literacy corner at her branch. Quickly after she put out materials for use, a family found the corner and began utilizing the area.

   Literacy corners will be developed at each location. Last year, Headquarters received a grant to develop a literacy corner.

   Improvements have been made at Bordeaux and more remain. The customized Online Public Access Catalog (OPAC) stands are more attractive. Also, the public restrooms now offer hot water for the first time since the branch opened.

12. **The Library News Stories Over the Summer:**
   In the publication *Discover Fayetteville*, Columnist Myron Pitts wrote about his favorite place in Fayetteville in the following quote, “Cumberland County has one of the country’s best library systems.”

   Other stories included sisters who enjoy researching genealogy and another story by a newspaper columnist featured the library’s bookmobile from decades ago. A photo with caption highlights the Women’s Giving Circle grant awarded to the library. Kellie Tomita, Marketing and Communications Manager wrote a Saturday Extra column on the library’s new five year plan.

   Risacher was a guest on the WFNC Good Morning Fayetteville morning radio show at the end of July.

   East Regional Branch Manager Birch Barnes was featured in the “It’s My Job” segment of the *Fayetteville Observer*. YS Library Associate Sharon Goforth was featured in a story in the State Library’s e-newsletter about the library’s assistive services grant.

13. **Programs of Interest:**
   The following summer programs/events were highlighted: Local Author Showcase; Community Forum on Domestic Violence; Voting Rights Act; Anime Prom; 2-U-Keys; History of the Fayetteville Light Infantry; Friends Book Sales, Senior Bingo and visits with Scrubby Bear.
14. Library Endowment Trust (LET) Campaign Update:
The committee meets the 4th Tuesday of every month. A letter was mailed out in early September from Roberta Waddle, Committee Chair. The letter requested donations to be matched by the Friends through its 2015 LET match program. A few large donations have already been received in response to the mailing. Calls will be made to those who received the mailing but have not responded.

As of the current day, $4,557 of the $7,500 has been matched.

The Friends applied for two grants through CCF: Lilly Endowment Challenge Grant up to $25,000 match grant for up to two years. There was also a companion marketing grant for $10,000 (Endowment Operating Support Grant). We expect to hear about the outcome of those grants soon.

15. Delightful Staff Encounters:
The director of Co-Op Extension Lisa Childers sent a photograph to Risacher showing her daughter receiving her summer reading club certificate from YS Associate, Ines Page. Ms. Childers had reported how very proud her daughter was to receive the certificate.

The library participated in the Register of Deeds Office’s annual drive for school supplies for homeless children. IS Librarian I Amanda Dekker coordinated the staff donations.

16. Annual Librari-Con Event:
This annual event was successful with over 1,500 attendees. While the attendees were mostly costumed teens, the theme had been broadened to include an appeal to entire families. The Friends made $579 in book sales and $1,331 from the artists who sold their wares at the event.

17. County Commissioners meeting:
Last week Risacher and Trustee Chair VanderClute attended the Commissioners’ meeting to celebrate retiree Lyndia McLean’s service to the library. It was presented by Commissioner Adams.

V. OLD BUSINESS:

A. Recommendations from the Trustee Nominating Committee – Betsy Small, Nominating Committee Chair:
Committee Chair Small stated that Trustees Daisy Maxwell, Mary Thomas and Sara VanderClute will be completing their second term of office on December 31, 2015, and are not eligible for reappointment.

The Nominating Committee met on June 18th to discuss and identify potential candidates for the upcoming vacancies. One of the factors for the decision to interview the candidates was the location and usage of the various libraries. Subsequently, interviews took place on August 11th and September 8th. The Nominating Committee unanimously agreed to recommend Donald LaHuffman, Dr. Connette McMahon and Katrina Tiffany as the nominees to fill the three vacant seats for the 2016-2018 term. Small shared that all three candidates are strong and met the criteria of background, what they will bring to the library, as well as where they live in the county.

MOTION: Trustee Small a motion to have the board accept the Nominating Committee’s recommendations.
SECOND: Trustee Tyler seconded the motion.
DISCUSSION: None
VOTE: Unanimous
B. Review of FY 2015 Library Goals & Accomplishments Statistical Report – Brian Manning, Deputy Director:
Deputy Director Manning presented the report on the library’s progress in its long range plan’s goals and objectives. This is the last year of the reported long range plan. The library began its new long range plan at the start of the fiscal year. For FY15, the library met or exceeded the objectives in most of the plan’s goals. The library did not meet the goal of improving the age of the collection in the areas of social issues and political science. The topic area proved too large to reach the goal of an average publishing date of 2009. However, the library did add over 7,000 items on the topic to its collection.

The library did not meet the stated objective of number of hits on its webpages. A user study and anecdotal information indicates customers are bookmarking the library’s LibGuides. The customers are bypassing the library’s home page and going directly to the topics guide of interest to them. The library has begun adding hits to the library’s LibGuides to the count of hits on the library’s webpage to reach the correct number of customers using the library’s online resources. The library met or exceeded all other goals and objectives stated for FY15.

C. Summer Reading Club Reports – Nora Armstrong, Programs & Services Coordinator:
Programs & Services Coordinator Nora Armstrong gave the Board a brief overview of Summer Reading Program statistics. She discussed participation numbers for all three programs (adult, teen and children) as well as the numbers and attendances for library programs. This year, 2,763 Cumberland County children age birth through 12 years reported a total reading time of over 2.2 million minutes, and 540 teens age 13-18 recorded reading for almost 325,000 minutes.

D. Approval of the FY 2015 Library Endowment Trust Disbursement – Jody Risacher, Director:
The FY 2015 disbursement is $26,100. The Friends of the Library budgeted $20,000 of that as revenue for the calendar year budget. The library will recommend how to spend the remaining $6,100 to the Friends. Risacher spoke to the Friends of the Library board about tentative plans to purchase e-bulletin boards for inside each library.

The Friends of the Library voted to accept the disbursement at its July meeting. The Board of Trustees are also required to approve the annual disbursement.

  MOTION: Trustee Tyler made a motion to approve the LET disbursement.
  SECOND: Trustee Maxwell seconded the motion.
  DISCUSSION: None
  VOTE: Unanimous

E. Trustee Annual Donation to the Library Endowment Trust Disbursement – Sara VanderClute, Chair:
Chair VanderClute reminded the group that a couple years ago the Trustees agreed to make an annual donation to the LET as a unit. Each year at the September meeting, envelopes are given to each Trustee. Each is asked to submit a donation by the October Trustee meeting. VanderClute reminded the group that any donation to the LET in 2015 will be matched by the Friends. VanderClute will receive the unopened envelopes at the October 15, 2015 meeting and ensure that the donations are forwarded to the Cumberland Community Foundation.

Commissioner Adams noted that he read that for 2014 the Trustees contributed 100% and Chair VanderClute confirmed that he was correct. Adams indicated that he will let the Commissioners know that information. M&C Div. Manager Tomita indicated that having a 100% giving board helps when requesting grants.
VI. NEW BUSINESS

A. 2016 Schedule of dates the libraries will be closed – Jody Risacher, Director:
   Risacher invited the Trustees to review the proposed 2016 schedule of dates the libraries will be closed. The
dates are based on the County’s holiday schedule. County Administration bases its holiday schedule on the State
Government’s holiday schedule. The library’s holiday schedule is slightly different from that of the County’s
because library facilities are open on the weekends.

   **MOTION:** Trustee Ross moved to accept the holiday schedule for 2016.
   **SECOND:** Trustee Small seconded the motion.
   **DISCUSSION:** None
   **VOTE:** Unanimous

D. Other: Trustee Tyler shared that last month as a volunteer for the Friends, he met with a retired couple from
Southern Pines who gave the Friends donation of books worth up to $12,000. Their local library was not
interested in processing the books and the couple was unable to sell the collection.

VII. ADJOURNMENT

With no other business to discuss, Chair VanderClute adjourned the meeting at 10:27 a.m. on a motion by Trustee
Maxwell with a second by Trustee Ross.