

ALAMANCE COUNTY LIBRARY COMMITTEE

Meeting
May Memorial Public Library

Tuesday, June 11, 2019
6:30 pm

Minutes

Present: Courtney Doi, Robin Moser, Logan Savits, Hiroko Solari, Christine Quigley, Dodie Boone

Staff Present: Terri Lamm, Susana Goldman

Staff Representing County: Steve Carter

Absent: Arnetta Girardeau, Emily Conner

Guest Present: Renee White

The meeting was called to order at 6:35 pm by Courtney Doi.

PUBLIC COMMENTS: There was no public comment.

INTRODUCTIONS:

- Renee White is visiting to see if she would want to serve of the Library Board. Everyone introduced themselves and said what they did and why they were on the Board.

APPROVAL OF MINUTES

The minutes of the 03/12/19 meeting were approved. Robin Moser made a motion and Christine Quigley seconded the motion to approve the minutes.

REPORT OF DIRECTOR:

- Susana has been using the past 6 months to learn how things work.
- The County budget will, hopefully, get approved on Monday, June 17. Susana had let everyone on the Board know about the public hearing held earlier this month. Courtney spoke at this hearing in support of the new part-time position Susan is asking for at North Park. The main item we asked for in the budget was to re-instate the money for materials to what it was before the budget was cut last year. Susana let the Board know where North Park Library is and some of the history of it. The numbers for North Park have quadrupled since the City of Burlington put in a separate entrance to the library. North Park is only open Monday through Thursday. The library has been getting requests to be open on Friday and Saturday. Unfortunately, there is only one staff member at the branch at this current time, Alexis Vivian. Susana has found a way to fund this position within our current budget. She only needs the approval of the County Commissioners to add this position.
- Bookmobile update: On June 6, it was announced that we were awarded a \$100,000 LSTA grant for the 2019/2020 fiscal year. Our RFB has been advertised. Vendors have until tomorrow to get the bids submitted. Our RFB listed options to allow us to add or subtract items on the bookmobile. Contracts will be signed before the end of this fiscal year. This will give us time to have the vehicle built and delivered to us before the end of the grant period next year. Robin asked if any of the vendors were local. Susana gave a brief run-down of where vendors were located. There is a vendor in Greensboro, Matthews Specialty Vehicle. There are around 5 vendors in the U.S.
- For the past 18 months, May Memorial staff have been taking statistics on various library usage during the 8pm – 9pm hour. May Memorial is open Monday through Thursday until 9pm. The other branches

close at 8pm. The only businesses in downtown Burlington that are open past 8pm are bars, restaurants and tattoo parlors. We pay for security guards during evening hours. They are here from around 5 – 9pm. The hourly cost has increased for the security guards. The statistics show that this is a very slow time for the library. During that hour, we pay a security guard and 5 staff members. If we adjust the hours for May Memorial to close at 8pm, it would save us money. Staff hours would then be re-adjusted to cover at peak times. Susana has submitted a proposal to the County Manager to ask to adjust May Memorials hours. This will also regulate closing time at all branches on Monday and Tuesday. The savings for the security guard alone is \$140 per week. There was discussion from the Board about this proposal. The members that spoke out were in all in favor of closing at 8pm instead of 9pm. Susana talked about a long-term goal of accessing Mebane and Graham to see if it would be worth extending their hours on Wednesday and Thursday until 8pm. Before that decision come, there will be quite a lot of community surveys, staff input, etc. This will take around 18 months to 2 years to finalize this decision. If the County Manager approves the reduction in hours at May Memorial, we will have a period of time in which to inform staff and patrons of this change before it comes into effect.

- PMP Goals: Susana talked about the proposed goals that she has submitted to the County. They have not been finalized yet. She is working with the County to clarify each of these. If we meet 75% of our goals, the staff is then approved to receive merit raises. Susana expounded on each of these goals. The goals go to the County Commissioners. When they are approved, the goals will be shared with everyone and posted on the Alamance County website. The Strategic Plan is on our website. It is current through 2022. The library has 64 employees, full and part-time. They will be finalized soon.
 - To increase marketing effectiveness, we are evaluating our procedures and practices.
 - To evaluate electronic book platforms for future decision making.
 - To evaluate electronic resources. We will complete a cost vs. usage comparison.
 - Create a report using the Library's Strategic Plan and the Usage Data in order to formulate a work plan that addresses ways to improve services.
 - To improve and enhance customer service and library service knowledge and skills. 90% of employees will participate in training and learning opportunities for a cumulative total of 175 hours.
 - To support the Alamance County action pillars of preserving agriculture and world class education. *These are County-level pillars. The County will provide a minimum of 4 agricultural themes per year.*
 - To further meet the needs of patrons, ACPL will access the different communities in order to understand their unique hourly branch hour needs. *This may be on our goals for a second year, as well.*
 - To promote communication and employee voice we will host quarterly meetings with collective library groups with representation from library staff, all library staff types, branches and management. *We do this regularly. However, this is a reminder of how important it is. This is how we share information with the staff, by getting all the people we can together and talking about issues.*
- Robin said she had missed 2 meetings recently. She asked for an update on South Annex and service to that part of the county. Susana said the South Annex library has been leveled. At this point, there is no plan to rebuild a brick and mortar. The bookmobile will be expected to meet the needs of the Southern and Northern parts of the County, once it is on the road. Robin asked if the homebound patrons have increased since South Annex has been closed. Susana said she didn't have statistics on that. She did say that the home-bound patrons have increased steadily for the past 2 years.

UNFINISHED BUSINESS:

- Supporting the staff in programming: Elizabeth supplied a list of items she would like for Summer Reading raffles. Courtney said she would create an Amazon wish list to share on social media. She will list Terri as the receiver and use the library address to have items shipped to. Courtney asked if someone else on the Board would write some letters to local businesses, i.e. Target, CVS, etc. to ask for donations of art supplies and other general items from the list. After some discussion, the library letterhead document will be emailed to Robin Moser. She will write a letter asking for donations and share it with other members of the Board.

NEW BUSINESS:

- Provide snacks to the staff that are working on the next 2 holidays. Those holidays are Veterans' Day and Black Friday. Logan said she would provide items for Veterans' Day. There are 3 staff that work at Graham from 10am – 2pm.
- Courtney said the Board has been asked to come up with their own projects. One idea she had was to plan some event or program as a Library Board to raise money for the library. The other idea was to for the library to partner with the schools for some time of professional development. There was discussion on the subject of the partnership and what they would look like. Courtney asked the Board to come up with some ideas for the September meeting on how they could reach out to ABSS and help the teachers. Renee said she would reach out to LGFCU and see how they could partner with the library regarding this matter. Then, at the December meeting, finalize the logistics to execute it.

FUTURE MEETING DATES

September 10 at 12:30pm

December 3 at 6:30pm

The meeting was adjourned at 7:42 pm