

ALAMANCE COUNTY LIBRARY COMMITTEE

Meeting via Zoom
May Memorial Library

Tuesday, August 11, 2020
12:30 pm

Minutes

Present: Emily Conner, Logan Savits, Kristen Whitlow, Paula Hendricks, Courtney Doi, Renee White, Dodie Boone, Colleen Macklin

Staff Present: Susana Goldman, Terri Lamm

Staff Representing County: N/A

County Commissioner Representative: Steve Carter – Mr. Carter was not present at this meeting

Absent: Jordan Dawson

The Zoom (virtual) meeting was called to order at 12:36 pm by Kristen Whitlow.

Introductions were made again.

PUBLIC COMMENTS: There was no public comment.

APPROVAL OF MINUTES

Minutes of 05.12.20 were approved. Courtney Doi made the motion to approve and Emily Conner seconded. Minutes were voted on. All were in favor.

REPORT OF DIRECTOR:

- Budget: cuts this year totaled around \$307,000 and came from two areas
- 6 frozen, vacant staff positions
- \$130,000 from operations: \$65,000 of which is out of the materials budget
- The impact of these frozen positions has not been felt yet, because we are still closed. The County said there is potential of us getting some of the money back to our budget. This depends on what the sales tax revenue deficit looks like.

Mobile Library

- COVID caused, and is still causing, delays to the construction of the Mobile Library. New delivery expectations are towards the end of September, but this could change again.
- We are beginning to discuss the outside design of the wrap on the bookmobile as well.
- Collection decisions will be made soon and purchasing will begin.

Mobile Café

- We came up with a route for the mobile café. This was due to the many areas in Northern and Southern parts of the County that don't have access to reliable internet.
- The van has been having mechanical issues recently. The most recent fix will probably be the last one that we can do that wouldn't cost more than the vehicle itself.
- The current fix restricts having the van running ideal for more than 20 minutes at a time, which means A/C for the driver is not an option. This is the reason the Mobile Café is currently on a hot weather break.
- Discussion on service beginning again around the school year's start are underway.

ACPL Connect

- Alamance Community School, the new charter school opening up in Mebane this Fall, has joined the ACPL Connect program. They have also signed up to have the Mobile Library visit their school (in the future) since they do not have a school library in their new building.
- I have been sending out letters since March to the four remaining area schools that are not already a part of this program and will continue to reach out every 6 months or so as well.
- River Mill contacted me August 5th and expressed interest in joining ACPL Connect.

Creating Connections – Circulating Hotspot Program

- We were awarded a \$10,000 grant, which is enough to cover service for 20 circulating hotspots for one year.

Website

- Staff has been working hard on doing virtual programs through our social media and website. Training and classes have been streamed via those resources. Summer Reading Program has also been ongoing through virtual programs.
- I have been updating and revamping our website.
- Part of this revamp is to make it easier to find information, to consolidate information, but also to be able to add embedded videos from our YouTube page.
- We have added some new services. Obviously, curbside service is happening now. We have also added a personalized reader's advisory service called, "Your Next Great Read." Patrons can sign up to be assigned a personal selector from our library staff. The staff member works out the likes and dislikes of the patron regarding the genres and media through a form. Staff picks 3 titles for the patron. These will be put into a bag and will be ready for patrons to pick up via curbside. We have around 30 patrons participating with 10 staff being their personal selectors. It has gone so well, we are going to roll out a children's version of this program soon.

Live Chat – UniqueChat

- There were IT problems getting the website widget for this service on the library website. Our hope is that this will be available on our website next week.

COVID – Opening

- On August 5th, Governor Cooper announced that we will remain in Phase Two: Safer at Home for 5 more weeks. When the library opens to the public again will most likely align with the State's Phase 3 plan. The Cities and the County would prefer us to adhere to this timeline.
- Obviously, on the Monday following the start date as right now the current expiration date is a Friday. When we do re-open, understand it won't be a full re-opening.
- This next phase will be called, "Grab and Go." We are encouraging people to come in and browse for no longer than 30 minutes. They will be allowed to use the computer for an hour during this time.

Friends of the Library

- The Friends have been trying to figure out how to sell items and still maintain social distancing. Unfortunately, the Friends' area in the basement does not allow for social distancing with a lot of people.
- There have been 3 invitation only book sales. They made \$3,200 through these sales.
- They are working on a DVD/Music/Audiobook Only sale that will be in the MM Courtyard. Some of the possibilities for it are below.
 - August 14th from 10 a.m. – 4 p.m.
 - Access is through the parking lot at the back of the building
 - 10 people at a time – first come, first serve
 - 1 in, 1 out with a waiting list using cell phone numbers to contact someone when someone leaves and they can enter

- Part of the reason they are starting with A/V is that in the entrance of the Friends' area, where A/V is stored, the room is very small. It creates a bottle neck for people browsing and entering through that door.
- Colleen asked a few questions after Susana's report.
 - She asked what the circulation time was for the hotspots. Susana said that we don't have all the policies worked out yet. But, she thinks the check out time will be 4 weeks.
 - Colleen complimented the staff on the Libguides we have available. She said they are very attractive.
 - She asked how we introduce people to NC Live. Susana said, in the past, a lot of information has just been on our website. This is because staff has had great interaction with patrons. However, with all things being virtual now, the solution was the many videos that staff have been putting together. These videos are available on our Youtube page and embedded on our website. Staff has covered a number of resources. Storytimes, crafting programs, new items on our shelves and how to find something in our catalog are just a few of these videos staff has put on our social media pages and website.
- Kristen asked
 - if someone had a connection for a potential cargo van, are we looking for something specific? What type of price range are we comfortable with? Susana said she doesn't have a price-point in mind right now. She does know that there is a certain space requirement we have for cargo space. Susana said she would get that information and share it with Kristen. Kristen asked IF we got a van, how much would it cost to retro-fit a different vehicle for installing new equipment and the wrap is less than \$5,000.
 - On the book sale that was cancelled in March, is this sale something that would be a possibility for a live sale virtually? Susana explained that the Friends are made up completely of library volunteers. She said that the Friends would appreciate new ideas and would probably ask that person to join them! They are a 501c3 organization that raise money and awareness of the library. Kristen asked if the Friends offered materials to schools. She asked how the materials got to the book sale. Susana said around 80% of the books and other items were public donations. The other 20% are library discards. We are getting a lot of requests to donate books, since people are cleaning out their collections. Unfortunately, the Friends' area is full because they weren't able to have their spring sale. In the normal course of the book sale, it's 10 days long from Friday to Monday. After the sale, they have 2 private days where they invite non-profits and teachers to come in and get any materials they need at no charge. Normally, Friends' make about \$25,000 during this 10-day sale.

UNFINISHED BUSINESS:

- Electing a Vice Chair: Colleen asked what the responsibilities are of the vice chair. Kristen said that if the chair were unable to be at the meeting, the vice-chair would lead it. Susana said she creates the agenda with feedback from the chair. Colleen volunteered to serve as vice chair. All were in favor. No opposed.

NEW BUSINESS:

- Courtney asked Susana if there was anything she needed from the Board right now.
- Regarding staff morale, it's been up and down, understandably. Susana said she would share the comments of appreciation from the Board. Kristen suggested a card or email from the Board members.

FUTURE MEETING DATES

November 10, 2020 at 6:30pm – This is the meeting in which we normally have dinner together. But, not sure what this will look like.

Kristen adjourned the meeting. Motion made by Logan, seconded by Courtney. The meeting was adjourned at 1:22 pm