

ALAMANCE COUNTY LIBRARY COMMITTEE

Meeting in person and via Zoom

Tuesday, November 8, 2022

6:30pm

Minutes

Present: Paula Hendricks, Shannon Witherow, Courtney Doi, Kim DiMuro, Logan Savits

Via Zoom: Jessica Simmons, Angeline Hill, Lorna Nelson

Staff Present: Susana Goldman, Terri Lamm

County Commissioner Representative: Craig Turner

Absent: Bonnie Whitaker

The meeting was called to order at 6:35 pm by Susana Goldman, who facilitated.

PUBLIC COMMENTS: There was no public comment.

APPROVAL OF MINUTES

Minutes of 05.10.22 were approved with one revision by Paula. Courtney Doi made the motion to approve and Logan Savits seconded. Minutes were approved. All in favor.

REPORT OF DIRECTOR:

- Susana began by going over the following policies and explained the revisions made in them. She said we are moving to all on-line forms being fillable. That is a work in progress.
 - Guidelines of Behavior – this is for each staff member to fill out and sign, annually.
 - Existing Policy Updates:
 - Local Author Policy & Application
 - Meeting Room Policy & Application – we ask for a contact person for this form. If there is an organization using it, we ask for one person’s name for contact. There is also a place for people to check what types of equipment they need for the room usage. There was a lot of technology listed in the 2012 version that needed to be updated.
 - Institutional Cards Policy & Application – this is used for day cares, pre-schools and group homes. This application was changed to allow the additional cards per class, not just one card for the institution.
 - Volunteer Application and Policy – the policy did not change. The application went from 3 pages to 1 with better spacing and wording. The Teen volunteer and application form is being updated, as well.
 - 1, 5, and 10 Year Plan – these came out of our Strategic Plan and long-term goals. Each branch also does a 1, 5, and 10-year plan to blend with the system’s plan. This has been updated. We are required to submit goals to the County. Therefore, our 1-year plan always aligns with these goals. One of these plans/goals is to track the usage of our remote lockers in Graham. Susana explained what the remote lockers are, for the new members of the board. Another is to implement a marketing plan for community engagement and outreach.
- She explained our library vehicles, i.e. mobile library, courier van, mobile café (and the replacement that is on order). Susana further explained the idea for the mobile café (name will change when the vehicle comes in). This vehicle will be upfitted with WIFI and an e-track system to load and unload carts for stops at day cares, preschools and adult care facilities where the mobile library can’t go or doesn’t have room in the route schedule to go. The funding is already encumbered with last year’s funds.
- Shannon asked for an update on budgeted items, specifically full-time positions. Susana said this year’s budget season was wonderful.

- All county employees got a permanent salary increase of \$5,000. This was up to a 19% increase for the lowest paid staff. This increase allowed the county to be competitive with the surrounding counties.
- 3 part-time positions went to full-time.
 - The mobile café driver, in anticipation of the new vehicle offering new services
 - A children's staff position in Mebane, which Susana had been asking to go full-time for 3 years
 - May Memorial had held 2 part-time circulation positions as vacant for 8 months, waiting for this request to come in. These 2 positions were merged into one full-time position.
 - Susana said she did not get the information technology person. This will be on the request for next year. We have 46 vendors, most are technology-based, that have to be dealt with.
 - She will also ask for the career ladder implementation. This is a way to reward people for training, extra on-the-job training, when they get their Masters' Degrees, etc. This could mean a 1 – 3% salary increase, if they meet the qualifications. A number of county departments do have a career ladder in place.

UNFINISHED BUSINESS:

- No unfinished business.

NEW BUSINESS

- New Chair and Vice-Chair – Election and or Welcome: Logan Savits volunteered as chair of the board. Courtney Doi volunteered as vice-chair. Shannon made a motion to approve, Paula seconded. All were in favor. No one opposed.
- Gardner Trust Payout Use – Susana said the Gardner Trust has existed since 2003. Helen Ewing Gardner, who's portrait is in the local history room, passed away that year and left an endowment for the library. Our payout is \$35,000 - \$40,000 each year from this endowment. The endowment is handled by the Alamance Community Foundation. This year, the payout was \$39,503. Around \$3,000 needs to be set aside to pay the fees for the endowment. We pay a CPA and an attorney to handle the paperwork. We want to set aside \$10,000 to pay for the upfit of the new mobile café van when it arrives. It would pay for the eTrack cart locking system and ramp, transferring the Cradlepoint from the old van to the new van and putting a wrap on the van. We also want to use just over \$3,000 to put a new wrap on the courier van. The existing wrap has reached the end of its life. The courier van is used to transport materials between our locations. The design will stay the same. However, the green and blue will be switched. Jessica made a motion to use Gardner Trust money for courier van wrap. Courtney seconded. All were in favor. No one opposed.
- Statement of Concern Policy – This is a new policy that Susana needs approval for before it can be implemented. This came up, because, while we do have a material selection policy that involves a process of how people can challenge a physical book in the library, the wording of it is limited to materials. Since there have been concerns about displays, programs, artwork, presenters, etc. in the library, the policy needs to be changed to include those items. The wording was left a little broad to cover more topics. Susana sent this policy as an attachment prior to this meeting for the board to read through. Almost all our policies start with mission, vision and goals for the library. Like our collection development policy, it also provides statements from the American Library Association and other library resources about open access via policies. Susana feels this would help us better communicate with the public when they have a concern, letting them know there is a process. Within this document, it also shows how this process gets addressed. It also includes a time-line. Lorna and Logan said it was a great job putting the document together. Logan said she had time to review it before the meeting and said she liked the way it laid out the process and the timeline, which shows there is a process and a timeline for concerns. Courtney made a motion to

approve it. Logan seconded the motion. Paula said she had a concern regarding how materials were selected. It was put to a vote. Approved 7 to 1. Approved: Courtney, Shannon, Kim, Logan, Jessica, Angeline, Lorna. Opposed: Paula.

- Vehicle driver and safety policy – the library board was also sent this policy prior to the meeting. Susana explained that each staff that drives a library vehicle will sign this to keep in their file. This covers driver eligibility, cell phone usage, wearing a seat belt, etc. Courtney made a motion to approve, Shannon seconded. All were in favor. No one opposed.
- Non-reoccurring funding from the State – Susana let the board know that the libraries in North Carolina were issued these funds. Normally libraries get funding from the State of North Carolina, it's called recurring funding. This is usually around \$14 – \$15 million, distributed to all libraries. That is called State Aid. It's operational funding to be used for operational costs. But, it does not include projects that involve construction, new equipment, etc. This year, the State approved an extra \$10 million for special projects for libraries. ACPL will be getting \$114,000. This money we will receive up-front. We have until 2024 to encumber it and until 2026 to spend it out. Susana is working with the Finance department to get the proper budget lines in place for a multi-year expenditure. The library has been asked to put together projects we would like to see to use for, at least, first year projects. Acceptance of this money has to go before the County Commissioners for approval. Susana has been gathering project requests from the branches. Wish lists items for May Memorial – get a glass partition wall to be installed in the far corner, to the right of Reference to create an additional meeting room. The wall would be sound resistant, muffled at least. Mebane – wants to have padding put under the carpet in the meeting room. Graham – they are requesting to turn the previous reference room into the children's staff room. That way the 8 staff that share one space in the current staff area can have a little more room per desk. However, Graham will change their request to creating a second entrance for the library building, if we can get the City of Graham to agree to budget for that in the next few years. There is a quote for this from 8 years ago. City of Graham is getting an updated quote. This will be a joint project between the City of Graham and the library. Logan asked if Graham gets their new entrance, partnering with City of Graham, would there still be enough money left over to do May Memorial and Mebane's request. Susana said there would be money for all 3 branches.
- Kim asked if she could go back to what Paula was saying. She asked Paula to get a list of the books she was talking about and bring it to the next meeting.
- Shannon asked if North Park had a separate funding source. Susana said North Park is funded through the Community Development Block Grant funded through the City of Burlington. She said there is a possibility for North Park to request money through the library budget. Susana said that North Park actually requested additional funding this year. Their normal budget is \$10,000. We cometime get less, depending on the HUD grant. This year we asked for \$15,000 in order to turn part of the North Park library into a maker's space. We did receive the money. The materials' collection will be reduced by half. This is a hands-on experience for people to be able to use tools, 3-D printers, etc. We hope to have this space ready to roll out in late spring.

FUTURE MEETING DATES

February 14, 2023 at 12:30 pm

May 9, 2023 at 12:30 pm

Susana called for the meeting to be adjourned. Courtney made the motion. Logan seconded. All in favor. No opposed. The meeting was adjourned at 7:51 pm.