

## ALAMANCE COUNTY LIBRARY COMMITTEE

Meeting in person and via Zoom

Tuesday, February 14, 2023

12:30pm

Minutes

**Present:** Logan Savits, Paula Hendricks

**Via Zoom:** Jessica Simmons, Lorna Nelson, Bonnie Whitaker, Shannon Witherow, Kim DiMuro

**Staff Present:** Susana Goldman, Terri Lamm

**County Commissioner Representative:** Pamela Thompson

**Absent:** Courtney Doi, Angeline Hill

The meeting was called to order at 12:31 pm by Logan Savits. Logan asked that everyone introduce themselves because Bonnie Whitaker and Pamela Thompson are new to the committee.

**PUBLIC COMMENTS:** There was no public comment.

### APPROVAL OF MINUTES

Minutes of 11.08.22 were approved with one revision by Shannon. A typo on page three: mission should be million.

### REPORT OF DIRECTOR:

- Susana let the board know that the library app is live. It has been live since last Monday, February 6. Patrons can download it either with Apple or android. The search catalog feature on the app works so much better than using the catalog on a device.
- Update on some of the projects Susana is working on. The Board already approved some of the usages for the Gardner Trust endowment and the non-recurring we are getting specially this year.
  - We are still waiting on the van we purchased to replace the old mobile café service. Once we receive this new van, patrons will be to expand the service for patrons to be able to check out materials, along with still being able to use the wifi. The new name of the service is called the BookMARK. That stands for Mobile Access to Reading and Knowledge.
  - The Board had already approved the use of some of our special monies to create a new meeting space at May Memorial. We are getting quotes from contractors for the partition wall going up on the other side of Reference.
  - We are creating an additional staff room in Graham. We currently have 10 staff members sharing one communal space. The new room will take the 3 children's staff into that space, along with their children's programming accessories.
  - North Park Maker's Space will officially be called the Discovery Lab. We are working with the City of Burlington on the physical room, itself. Furnishings have been purchased. Equipment will be ordered after furnishings have been moved to North Park. We hope to have the opening soon. The modules that should be put in place are: arts & crafts, fiber technology, engineering, wood shop, digital media, robotics, gaming and 3-D design. This will be for all ages. Jessica said she was currently sitting in the North Park space and asked who would be funding it going forward. Commissioner Thompson said this is the first she has heard of it. But, she hopes our County will be a big supporter of it. Commissioner Thompson said it is the future of our kids and it is very important to bring the jobs back to the front lines. Susana explained that North Park funding actually comes from a community development block grant (CDBG) with the City of Burlington. North Park's entire budget has come from this CDBG over the last 40 years. The library spends the money. The block grant reimburses the library. Normally we ask for around

\$10,000 for the operation of North Park. Last year we asked for the full amount we are allowed to ask for. That is \$15,000. Susana said she is hoping for an April roll-out date.

- We are in the budget cycle for the County right now. The library requests this year are, basically, all staffing related. Susana is asking for an increase in the materials' budget. Staff-related requests consists of fixing 2 positions. These positions have had the incorrect salary grade. Susana is also asking to make 2-30 hour per week part-time staff into 2 full-time positions. This increase is a very small increase in salary and benefits. Other changes are small and within the operating budget. Some of our contracts have gone away because we are no longer paying for certain resources that weren't being used. This savings will be moved into other line items that weren't covered enough. It is revenue neutral. Susana is asking for that materials increase. Some of that is also revenue neutral for example, we are moving away from our lease plans for materials ordering and moving that budget expense into regular book budget lines. The materials budget is slowly increasing to get back to what it was pre-housing market crash, which was around \$300,000. Currently, we have worked our way back to around \$250,000. Susana reminded the board that when we do have special projects, 99% of the time, they are grant or special monies funded. We don't, typically, ask for capital improvement projects monies. Like with the new vehicle, it was funded through a grant.
- The Associate Director of Operations is retiring and our local history librarian is retiring. She has been with the library for 32 years. Both of their last days are officially April 1. We are working with both to transition their responsibilities to others until replacements can be hired. Losing Lisa Kobrin is going to be a big transition for us. She knows the County in and out and is an expert in local history and genealogy. Each time we have people leave, those positions are evaluated to make sure they are still relative. Both of these positions are being re-assessed right now.

#### **UNFINISHED BUSINESS:**

#### **NEW BUSINESS**

- Logan brought the date and time of the November meeting for discussion. There is a leadership conference on the 14<sup>th</sup> that would include Susana, Logan, Bonnie and Commissioner Thompson that is out of town. Should it remain November 14 or should it be changed to November 7? Should it remain at 6:30pm or should it be changed to meeting at 12:30pm? Meeting date change: Kim made motion to accept 11/7 at 6:30pm and Jessica seconded. Motion was approved.
- Susana talked about the update of the Strategic Plan. This will allow us to update and finish some of the items. This would take us through 2025. At that point, we would bring in a consultant to do a new strategic plan. We must have a strategic plan in place per the State Library. Our funding is contingent on having a plan in place. Commissioner Thompson asked if Susana had ever thought about looking for a new location for May Memorial. Susana said she is constantly working with each city to get the libraries in their capital improvement plans to be able to renovate or add buildings, at any given moment. Kim made a motion to approve the draft. Bonnie seconded. Motion was approved.
- Funding approval makerspace: Susana said she doesn't have a specific amount that she is asking for. She would like to board's approval to use either the Gardner Trust or the non-recurring funds IF they were needed. This would cover any expenses that might come up when trying to get the makerspace rolled out faster. Kim made motion for approval the use the funds, Jessica seconded. Motion was approved.

Commissioner Thompson asked that when Paula sends the list of books in question, will Susana send it to all members to look at prior to the May meeting? Susana said once she gets the list, she will send the list out to all members.

**FUTURE MEETING DATES**

May 9, 2023 at 12:30 pm

August 8, 2023 at 12:30pm

November 7, 2023 at 6:30pm

Logan called for the meeting to be adjourned. Bonnie made the motion. Kim seconded. All in favor. No opposed. The meeting was adjourned at 1:42 pm.