

ALAMANCE COUNTY LIBRARY COMMITTEE

Regular Meeting
May Memorial Public Library

Monday, March 23, 2015
12:30 PM

Minutes

Present: Mike Cross, George Byrd, Jr., Mary Dingeldein, Jo Grimley, Shirley Beyer, Carolyn Allen, Carlene Morton, M.J. Wilkerson

Guests: Chief Jeffrey Smythe, Neil Bromilow, Mary Wise

Staff Present: Heather Holley Hall, Terri Lamm

Absent: Kitty Hupman, Bob Byrd

The meeting was called to order at 12:31 pm

PUBLIC COMMENTS: There was no public comment.

APPROVAL OF MINUTES

Mike asked everyone to review the minutes from the previous meeting that were sent in advance. Carolyn said she had some grammatical changes that she already gave to Terri. Motion made and carried to approve the minutes as revised.

REPORT OF DIRECTOR:

- The Library system is looking at what the role the library should be within the community. The mission statement will undergo a revision to reflect that role. The Administration Team, made up of Heather, Martha Sink, Michelle Mills and MJ are focusing on 1. Access - access to resources, technology, programs, information, etc. 2. Literacy – from financial, digital, adult, school-readiness, etc. and 3. Enrichment. All the programs the library offers will be developed and evaluated in terms of how they relate to our mission statement and goals.
- MJ turned in the following performance-based budgeting goals to county management:
 - *1. Develop mission statement, values, and goals and begin putting together a strategic plan.*
 - *2. Develop a process for planning, evaluating, and implementing programming that works to further our mission, values and goals. As staff plans programs, they will have to elaborate on why we should implement the program, including how much staff time is involved, cost, expected goal and which of the three areas discussed above the program falls into. An evaluation of the program will be done to tell us how successful the program was. Staff will be instructed on these new procedures at Staff Development Day in September. They will be trained on the new process for the rest of the year so that it may be implemented on January 1. Using*

this process January through June 30, 2016 will give us time to iron out any bugs in the process and we will put it into place officially in July, 2016.

- *3. Implement State Library Technology competencies for library staff as they are made available.* ACPL was already developing competencies for the areas in goal #4 when we realized that the State Library of North Carolina is putting together staff competencies. We will implement the competencies for technology that they develop and possibly use their framework for ours.
- *4. Develop ACPL staff competencies for Circulation, Technical and Reference services.* Heather has been meeting with staff to put together the remaining competencies. These competencies will allow us to have a check list for each staff member so we can know that they are competent and where more training is needed. These will be available at the end of this year.
- *5. Increase circulation 1.5%.* The goal this year was to increase it by 2.5%. The first half of this year we did not reach that goal. However, we have seen an increase since we added the Lucky Day Collection and changed some of our processes.
- *6. Bid, evaluate, select and plan for implementation of RFID.* We began this process this year by visiting libraries who use the same ILS system as ACPL and have implemented RFID. Martha Sink will put together the request for proposals so it may be put out for bid by the end of this year. We will start the next fiscal year by evaluating the bids, and selecting a vendor. Once a vendor is selected, we will devise a plan to tag materials in all the branches and go live with RFID.
- The budget request for 2015-2016 that was submitted basically stayed the same. The leased book plan funds were moved into the materials' budget with the idea that the Friends of the Library would pay for the Lucky Day Collection, which is what is currently being used to pay for this collection. The biggest change is in the materials line item. MJ requested \$166,000 for books, which is an increase of \$36,000 from this year's amount of \$130,000. She tried to keep the budget almost the same so that County Management could support recommended items that came out of the pay/reclassification study. Those recommendations will have a huge impact in the overall County budget. Even though MJ was told not to ask for any additional staff, she did ask to make our Outreach position full-time because Outreach circulation has increased over 300%.
- Richard Hill (Director of Maintenance) and Bryan Hagood (Assistant County Manager) have put together a facility plan they are presenting to the County Commissioners. Repairs to South Annex are at the bottom of the plan. More than likely, the County will not be putting any more money into South Annex. Therefore, we need to start thinking about an alternative spot for South Annex. The Director of Maintenance suggested Saxapahaw. MJ and Heather will explore possibilities there. A branch in Saxapahaw may require more staffing because MJ feels that location will have more business. More housing is being built in that area. Because Parks and Recreation owns some land in that area and part of the

river there is dammed for kayaking purposes, there are some great opportunities for outdoor programming and partnering with other departments and businesses. She said the location would still be around 3 miles from town and still in the Southern part of the county.

- MJ invited the Board to come to May Memorial on Friday, April 17 at 10:00am. We are having a brunch for all of our elected officials. She asked that the Board attend and advocate for the libraries.

UNFINISHED BUSINESS

Mike said we still have the election of officers to deal with. MJ did not receive any nominations from board members. Shirley suggested the Board keep the current slate of officers. It was seconded. The motion was carried. Officers will stay the same for another 2 years.

The Board had discussed using Gardner Trust money to install security cameras for the 3 larger branches. Heather, Associate Director of Operations, researched this and has received one quote from Shawn Barfield of Johnson Controls and is waiting for a quote from Eastern Data. Heather said the quotes are based on installing everything we want at once. However, we know that we will have to scale back to the basics and add items over the next few years. Mike asked if this would not fall under the City maintenance. MJ said it might, but there probably are no funds available from the municipalities. By having the Library contract a company to do all the branches, the system could be linked so that MJ and Heather can monitor them. MIS would also need to be involved in the process.

Mike asked if the Minutes could reflect board members present, board members not present, staff in attendance and guests for clarity. Mike said in case someone were to look at the minutes, they would be able to see easily that if items were voted on, there was, indeed, a quorum.

We are still looking for a Graham representative for the board.

NEW BUSINESS

While looking at the security system at Allied Churches, Kim Crawford, asked if MJ & Heather were familiar with the community ID program. After hearing a little bit about it, they met with Chief Smythe of the Burlington Police Department. The information Chief Smythe shared prompted MJ and Heather to re-visit the policy on what ID is acceptable for obtaining a library card, particularly the Matricula Consular and community identification cards. Chief Smythe shared how other communities are issuing Faith Action Community ID cards. He had just come from an ID drive for these cards in Greensboro. He said over 2,000 cards had been issued that day. The process will include recording the person's address and mailing the ID card to that address. Of the 2,000 cards issued today, around 20 – 30 were issued to people with residence in Alamance County. The same information (a passport or a document issued from the home country) used to get a driver's license will be used to get this ID. The benefit of the ID cards is that they have to be renewed every year, not every 8 years like a driver's license. Each year they are renewed, the person must show a new (within a month's time) utility bill with the current address on it. The Greensboro Public Library along with Parks and Recreation of Greensboro will begin accepting these faith action cards. Charlotte Mecklenburg will also

begin accepting these cards. Chief Smythe said there are around 12 – 15 million illegals in the country. The identification cards could impact as many as 6 million of these people. He said that in his experience, any time there is a group of people that becomes disenfranchised and isolated and don't fully integrate into a community, there will be unlawful activity. MJ asked if other police departments in our county are going to accept these identification cards. Chief Smythe said yes, that was his understanding. The Library's concern is that the person applying for a library card is who they say they are and that they have a current address. After some discussion regarding whether the library should begin taking these identification cards, the board asked MJ to first talk to the County attorney and get his opinion. MJ said she would report back to the Library Board at the May meeting. If the Library Board voted to move forward on these cards, MJ would then ask the County Commissioners to vote on a library policy change to take both the faith action identification and Matricula Consular cards as legitimate identification for issuing a library card.

Neil Bromilow and Mary Wise were introduced to talk about a Western Alamance branch library. Mr. Bromilow wants to try to get a library branch in Gibsonville. There was some discussion of a possible location in an existing location within the Alamance County line. If we go to the County Commissioners now they can start thinking about funding and staffing the new branch. MJ asked if the Library Board wants her to take this matter to the County Commissioners so it will get on their radar. Mike said he sensed a general approval. The County Manager, Craig Honeycutt, is aware that the matter is being looked into. Carlene asked if anything further had been done regarding establishing a Library Foundation. MJ said nothing has been done on that issue. Mary said she agreed with Neil when he said if the County Commissioners are in support of the idea of an additional branch and the town of Gibsonville does not approve it, ACPL will not be on the hook financially. It will only be approval to go ahead with the matter, no money will be involved. Then, once Gibsonville approves it and gets the building ready, ACPL will be ready to go forward with it. MJ said she will talk to Craig and see what the next step would be for ACPL. She was asked which County Commissioners are up for re-election next year. MJ said Eddie Boswell, David I Smith and Linda Massey were up for re-election. Neil asked if MJ would work on putting the new library branch onto her strategic objectives plan. Mike said a branch in the western part of the County has been on the burner for quite a number of years.

The meeting was adjourned at 1:55 pm