



**Action Minutes  
Library Advisory Board**

**Meeting Date/Time:** November 13, 2023, 5:30 pm, Chapel Hill Public Library Room A

**Members Present:** Tiffany Allen (Chair), Blaine Schmidt (Vice Chair), Alison Smith, Lucas Beal, Kulwadee Yung, Patrick Gunsch, Ruth Morgan, Michael Delafield, Sami Kaplan

**Liaisons Present:** Jessica Anderson, Mayor Elect

**Staff Present:** Susan Brown, Former Library Director; Meeghan Rosen, Interim Library Director

Agenda Item	Discussion Point	Motion/Votes	Action
<b>Call to Order</b>	Meeting called to order at 5:30 pm	None	None
<b>Introductions</b>	Introduction to new Orange County representative, Sami Kaplan. This is Alison Smith's last meeting.		
<b>Approval of Minutes</b>	Correct 2 typos on draft Action Minutes from Sept 2023 meeting	Gunsch/Beal	Unanimously approved
<b>Liaison Reports</b>	<p>Friends update</p> <ul style="list-style-type: none"> <li>• Friends have a Big Book Sale coming December 1-3. Annual Sip &amp; Shop Dec 1, from 7-9.</li> <li>• Friends have a reserve fund of &gt;\$90,000.</li> <li>• Online fundraising auction planned for Spring, 2024, including handmade quilts.</li> <li>• Friends have begun selling assorted titles from a cart to people picking up online purchases. Going well.</li> <li>• Tiffany has recently joined the Friends Board.</li> </ul> <p>Foundation update</p> <ul style="list-style-type: none"> <li>- Completed work on "Case for Support" - which is a document outlining Foundation appeal for donations. Will use this as the foundation verbiage for marketing efforts going forward</li> <li>- Formed a new marketing committee to build a marketing plan to spread the word about the foundation</li> <li>- Interested in working with the Friends and the Library to replace the dated plaque in the lobby.</li> <li>- Year-end financials summary: cost-cutting efforts have been successful, some donations came in 2023 totaling approx. \$8000, and Love Trust investment account balance is down with the performance of the stock market. Time to do some serious fundraising outreach!</li> <li>- Electing new officers at December 2023 meeting.</li> </ul>	None	None
<b>Director Report</b>	Right to Read campaign was very successful with lots of engagement and postcards completed. Old Dishes, New Dreams exhibit is currently up. Library thanks Board for their work around	None	None

Agenda Item	Discussion Point	Motion/Votes	Action
	content filtering and CIPA compliance. CIPA Policy will go into effect in early December. Staff had an October staff training day to become Mental Health First Aiders. Early voting and Election Day voting were very successful. The Chapel Hill Historical Society has moved their collections out of the library. Many other programs have occurred.		
<b>Old/Ongoing Business</b>	There have been no updates about OC funding. Board will draft a letter to County Commissioners regarding funding for library services. Tiffany will coordinate work via email to send this letter in January 2024.	None	None
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Thanks to Alison for her service.</li> <li>• Susan Brown moved to new role at Town Hall as Executive Director for Strategic Communications on November 1. Meeghan Rosen was appointed Interim Director. Town is contracting with Developmental Associates to run a recruitment process for a new Library Director and Assistant Director. Process will include multiple focus groups with stakeholders and a survey to the entire Board. Goal is to bring in a new Director in March 2024, followed by new AD in April.</li> <li>• Request for Review. Birth of a Nation (DVD). Board received the recommendation to remove this title from the collection. After discussion of the title and the Library Collection Development Guidelines, the Board has no concern about the recommendation to remove the item. It is not in line with Collection Development Guidelines.</li> <li>• Request to notify Board members in advance of future discussion about “Request for Review” titles along with a copy of the Collection Development Guidelines. Members would like the opportunity to consider the title in advance of meeting.</li> </ul>	None	None
<b>Adjournment</b>	Meeting adjourned at 6:35 pm	Schmidt/Morgan	Unanimously approved.