Durham County Library Board of Trustees
Tuesday, June 2, 2009
First Floor Auditorium, Main Library

MINUTES

Prior to the start of the meeting, Mr. Roberts made the following announcements:
- The Board will enter a special closed session after the meeting to discuss the applications that have been received for the Board's current vacancies.
- The August meeting will be held on August 11th instead of August 4th.
- Lakesia Farmer will serve as the Board Liaison to the Staff.

I. Call to Order: Chair Al Roberts called the meeting to order at 6:06 P.M.

II. Roll Call: Present: Tatia Ash, Joe Hewitt, Allan Lang, Al Roberts, Joyce Sykes and Elsa Woods, Trustees; Placide Barada, Foundation Liaison, Becky Heron, BOCC Liaison and Skip Auld, Lakesia Farmer, Priscilla Lewis, Catherine Mau, Joyce McNeill and Gina Rozier, Library Staff

Absent: Michael Schoenfeld, Trustee and Dr. Wendell Musser, Friends of the Library Liaison

III. Approval of the Agenda: The agenda was unanimously approved as written.

IV. Approval of the May Minutes: The minutes for the May meeting were unanimously approved as written.

V. Public Comments: none

VI. Communications: Ms. Rozier circulated the Clip Report, copies of The Herald-Sun’s “A Day in the Life” piece and the latest Branching Out. Highlights included:
- Several library staff members contributed to “A Day in the Life,” a piece in the Herald-Sun where Durhamites were asked to log their activities all day on May 13th.
- Jennifer Lohmann did a piece on “Beach Reads” in the Durham News.
- There was another story on the library’s increased computer use.
- An antique valuation event was held on May 17th. Around 70 people attended, and the program received television coverage.
- The program with Latina poet and children’s book author Pat Mora for El día de los niños/El día de los libros (Children’s Day/Book Day) was very successful.
- On Sunday, June 7th, Campbell Harvey will do a lecture entitled “Is the Economy’s Turning Point in Sight?”
- The Summer Reading Program’s kickoff will be June 20th from 10 am – 2 pm. The Adult Kickoff for Summer Reading will be June 19th with “Read Away the Blues,” a concert featuring the Bobby Hinton Revue from 6 pm – 8 pm on the Main Library’s front lawn.

VII. Announcements: The Friends of the Durham Library will hold their Annual Meeting and celebrate their 40th Anniversary on Wednesday night at 7:00 pm in the Main Library Auditorium.

VIII. Financial Report: None
Committee & External Reports:

- **Board Development & Evaluation** (Ms. Ash): Applications for the Board’s current vacancies will be reviewed after this meeting. A meeting will be scheduled soon.

  *Next Meeting: To Be Announced*

- **Facilities & Standards** (Ms. Woods): Mr. Auld polled the directors of member libraries of the Urban Libraries Council to ask how they handled food and drink in their libraries. He distributed copies of the information to the Board. The Facilities & Standards Committee would like to recommend that the library allow food and drink in the library with the exception of in the computer lab and special collection rooms. If the Board is okay with the recommendation, it will go to the Policies Committee for review.

  There was a lot of discussion about food and drink in the library. Mr. Auld urged everyone to read through the comments from the ULC libraries and to send their comments to him and Ms. Woods. Mr. Auld will also research articles dealing with food and drink in the library. The Facilities & Standards Committee will craft a proposal which will be presented to the full board before being sent to the Commissioners.

  *Next Meeting: To Be Announced*

- **Information Technology** (Mr. Hewitt):

  *Next Meeting: Wednesday, June 17th at 4 pm, Main Library Board Room*

- **Planning & Budget** (Mr. Lang): The committee is still waiting for the County Commissioners to finalize the budget. The library received a significant amount of grant funding, which was mentioned at the budget presentation to the Commissioners. Mr. Lang suggested publicly acknowledging the library staff who worked so hard to secure grants for the library. Commissioner Heron suggested the awards given by the BOCC as a way to recognize the library’s grant writers.

  Mr. Auld thanked the Board members for sending letters to County Manager Mike Ruffin and the County Commissioners requesting additional staff for the new regional libraries so that library hours would not have to be reduced.

  *Next Meeting: To Be Announced*

- **Policies** (Mrs. Sykes): The committee reviewed the Overdue Policy, Registration Policy and Co-Sponsored Programs and Events Policy.

  **Registration Policy**: A grammatical change was made in the Purpose statement. Also, at the end of the Policy Statement, the following sentence was added: A person may have only one library card and only one account at a time.

  Mr. Lang noted that the list of Acceptable Forms of ID was missing from this copy of this policy. This information should be added to the policy. Mr. Lang also raised the issue of charging out-of-county fees for non-resident computer use.

  Mr. Lang noted his disagreement with the rules for Computer Use Cards. He feels that non-County residents should be charged for computer use. Ms. Mau informed the Board that the County has mandated that there be no new fees so this change cannot be made at this time. A lot of discussion followed about the average computer wait times, increased computer usage and some of the customer service survey findings related to computer use. Mr. Auld agreed to look into the matter further.
Mr. Roberts made a motion to approve the recommended changes to the policy, and Ms. Woods seconded the motion. Library Staff and Mrs. Sykes will look into the information that is missing from the current version of the policy and computer use fees for non-County residents will be revisited at another time.

Circulation Fee Policy: A line for Tote Bags was added to the fee schedule. The Library plans to offer eco-friendly tote bags instead of the plastic bags that have been used in the past. Customers will be able to borrow the bags just like other library materials.

Ms. Woods made a motion that Tote Bags be added to the fee schedule. Following a second by Mr. Hewitt, the motion was unanimously approved.

Co-Sponsored Program & Exhibit Policy: The following sentences were removed: “Co-sponsorship is made on an equitable basis, regardless of the beliefs or affiliations of individuals or groups making the requests. The Library or another organization may initiate the request for co-sponsorship.” This statement is correct for the meeting room policy, but was never true for the Co-Sponsored Program & Exhibit Policy.

Ms. Woods made a motion to approve the deletion of the sentences from the policy. Mr. Lang seconded the motion, which was approved unanimously.

Ms. Ash reported that the committee is also reviewing the Library’s Smoking Policy. At this time, smoking is allowed in designated areas, but the committee would like to see this extended to include the entire grounds. The Library would be a Tobacco Free Zone. The committee would educate people about the new policy before it took effect. The committee will continue its discussions and develop an implementation plan.

Instituting a Tobacco Free Campus would have to be done as a county-wide policy. County Engineering is interested in this policy. In order to attain LEED Certification, smoking cannot be allowed within 25 feet of any building entrance. The Library has extended the boundary to 50 feet. Once a formal recommendation is presented, Mr. Auld will submit it to the County Commissioners.

The next policies to be reviewed by the committee are: Meeting Room and Public Art Acquisition.

Next Meeting: To Be Announced

- **County Commissioners** (Commissioner Heron): County Manager Mike Ruffin presented his budget to the Commissioners on May 26th. Budget meetings will begin on Monday, June 8th.

- **Library Foundation** (Mrs. Barada): Willis Whichard was honored by the Commissioners at their May 26th meeting. The Foundation approved the Whistleblower and Document Retention policies. Four new board members will join the board in the fall. The Foundation is holding fewer Full Board Meetings and is now meeting quarterly, while the Executive Board continues to meet monthly.

- **Friends of the Library** (Dr. Musser): No report

- **Nominating Committee** (Mr. Hewitt): The Nominating Committee will meet on Thursday, June 4th and will present its slate of officers at the July meeting.
X. **Old Business:** none

XI. **New Business:** Mr. Roberts asked that the Board Process discussion be tabled until the next meeting. All agreed.

XII. **Director’s Report** (Mr. Auld): Ms. Mau was asked to present some of the findings of the Customer Service Survey that was conducted by UNC Public Policy students. A summary of the survey results were distributed. Mr. Auld distributed a Circulation Report for the last three fiscal years.

XIII. **Adjournment:** The meeting was adjourned at 7:23 pm.

A closed session to discuss the applications for Board vacancies was held following the regular meeting.

**NEXT MEETINGS:** July 7 and August 11, 2009 (Main Library First Floor Auditorium) at 6:00 pm