

Durham County Library Board of Trustees

December 19, 2005

Main Library Board Room

Present: Lionell Parker (chair), Jon Miller (Vice Chair), Ken Berger (Secretary), Elsa Woods, Mohammad Rashdi, Hugh Giblin, and Marian Andrews; Michael Page (Liaison to the County Commissioners); library staff Priscilla Lewis, Rheda Epstein and Jana Alexander; County Manager Mike Ruffin, Deputy County Manager Wendell Davis, and (from Human Resources) Marqueta Welton (Director) and James Frye

Absent: Al Roberts and Mary Tenuta

Lionell called the meeting to order at 7:00 p.m.

The agenda was altered to allow initial discussion of the library director recruitment process. Referring to the document sent to the board last week, Marqueta, Mike and James reviewed the timeline, participants, activities, background checks, interviews, decision-making process, etc. Several questions were asked and concerns raised by members of the board, including timing of publication ads (no problem) and the selected online and print options (others were suggested); the qualities the county is looking for (basic management experience, people skills, ability to get staff on board, fund raising skills, capital improvement and construction project management experience, ability to address and plan technology, experience to plan development, etc.); the importance of library staff involvement, though members of the board differed about the level of involvement; etc. Mike asked to hear what the board was looking for; among the issues raised were staff leadership; financial skills; maintaining and moving forward on the vision; fundraising; ability to deal with political realities; appreciation of the library's diverse user population; and communication. Mike left the meeting promising to consider our suggestions, to send a copy of the ad to Priscilla to be distributed to the board, and to examine ways to involve library staff beyond the group interviews later in the process.

Communications

In lieu of a folder passed around at the meeting, Priscilla gave each member a packet of photocopied articles and ads.

Lionell began discussion of recent articles in the Herald-Sun and News and Observer, quoting Lionell and Ken. Lionell's suggestion was that all communications with reporters be through board-sanctioned communications. After discussing the issue, Ken moved that "Contacts by reporters be referred to the board chair, who will determine the information requested, and offer to take the issues to the board for an officially approved statement." The motion was seconded and passed.

Financial Report: Priscilla said there was no change from last month, as the county is still working out the new accounting system.

The minutes of November 21, 2005, were approved.

Committee Reports

Facilities and Standards: Elsa reported that the committee met December 6, when Priscilla gave an update on new branch construction. There was also discussion, which was continued at the present BOT meeting, of lesser used facilities as drains on system resources, don't meet our own standards, and have little impact on user community, who will be better served by new and renovated facilities. There was discussion about community impacts, involvement of stakeholders and including in the matter in our January strategic planning.

Policies: Jon said there was no report from this committee.

Board Development and Evaluation: Lionell said that the process involving the no-show board member was underway, but it was likely that a replacement would not be on board February or March.

Planning and Budget: no report.

Information and Technology: Ken said there was no report, but that he and Priscilla will be getting together to discuss technology issues.

County Commissioner Liaison: Michael reiterated the need to keep him up-to-speed on board matters.

External Reports

Durham Library Foundation: no report.

Friends of the Library: Elsa said they will meet with county staff January 4th.

New Meeting Start Time: Lionell raised issues with the 7:00 p.m. starting time. After discussion, it was moved, seconded and approved that we move the start of the next meeting to 5:30; we will evaluate the experience at that time, and consider the change for future meetings.

Old Business

Elsa distributed drafts of service recognition statements for Bessie Carrington & Bob Otterbourg. In the discussion of the best time and place to present the recognitions, Michael suggested that recognition at a County Commission meeting would be appropriate. The board agreed; Michael will pursue this matter, aiming for the January 23 meeting. **[Note that the next BOT meeting has been moved from January 23 to January 24.]**

Library Trustees Award for Staff: Library staff will present a selection process proposal at our next meeting; at that time someone from the board will assume leadership of the process.

New Business

The Chair proposed initiating discussions to form a council (Roundtable) which the chairs of the Friends, Foundation, Library Trustees and Friends of Stanford L. Warren Branch—the library director or designee would be ex-officio—that would meet bimonthly to discuss strategies, concerns and progress on the Strategic Issues. The board had no objections and supported the idea.

The Chair entertained the creation of community advisory groups to keep all libraries and planned sites informed of Library issues and services. Discussion of the proposal was deferred until the next meeting.

The Chair proposes the BOT review current Strategic Plan for updating plan to reflect 2005-2010 Fiscal years. We decided to have this discussion at another meeting.

Interim Director's Report [excerpts]

(Priscilla promised to work with Lionell to get the meeting packets well in advance of BOT meetings; Lionell pledged to work on the agenda after receiving the minutes of just completed meetings)

Facilities and Technology

1. County Commissioners approved Scheme 2A for the South Regional Library.
2. The East project is scheduled for completion in February 2006.
3. Stanford L. Warren remains on track with a completion date of February 2006.
4. Technology and phone packages have been completed for the East and Stanford L. Warren.
5. The Interim Director, County IT Director, Library IT, Head of Resource and Technology have met to put together an automation migration package for the library, as well as other technology issues.
6. The County IT Director is working with library staff to propose a system to manage our web page.

Funding

1. The State Library Aid to Public Libraries allocation for prorating of State Aid payments has been received. The total amount for FY 2005/2006 is \$255,280.
2. The campaign for the Library-Branching Out fundraising stands at \$1,939,450, including more than \$ 1.1 million toward the NEH challenge.
3. The Interim Director is working with county departments and our Administrative Assistant for Finance to understand where we are financially and to develop policies and procedures for our fiscal management.

Human Resources

1. Library and County IT staff are reviewing applications, hoping to hire a Systems Technician by mid-January.
2. System Administrators position being reclassified to delete the MLS requirement.
3. Library staff are working to get the East and North Branch Managers' positions along with the System Administrator advertised to be filled ASAP.
4. 118 Position Description Questioners from staff have been forwarded to the County Human Resources department.
5. The County Manager has directed that all overdue evaluations completed by December 30, 2005.
6. The Grant Writer position candidate approved for hire, but declined the position

Services

1. The Marketing department completed the mass mailing of the Season's Readings.
2. National Children's Book Week celebration with 4 presentations by author E.B. Lewis.
3. Marketing and Young Services worked diligently to pull off 4n Evening with Tim Tyson
4. Worked with Senior Leadership Team to recreate the Staff Day Awards given by the Director at the November 2, 2005 staff day.

The meeting was adjourned at 9:09 p.m.

Next Meeting: TUESDAY, January 24, 2006@ 5:30 p.m.

Respectfully submitted,

Ken Berger, Secretary

December 20, 2005