

**DURHAM COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

January 24, 2006

MAIN LIBRARY BOARD ROOM

Present: Lionell Parker (chair), Jon Miller (Vice Chair), Ken Berger (Secretary), Elsa Woods, Mohammad Rashdi, Al Roberts, and Marian Andrews; library staff Priscilla Lewis (Interim Director), Rheda Epstein, Joyce McNeill, Susan Wright and Jana Alexander;

Absent: Michael Page (Liaison to the County Commissioners); Hugh Giblin, and Mary Tenuta

The meeting was called to order at 5:35 PM

Minutes of December 19, 2005, with changes submitted prior to the present meeting, were approved.

Members and the board and library managers introduced themselves.

Communications:

A set of materials was in the meeting packet. They included a flyer for the "2006 Festival of the Book" and copies of articles from *The Durham News*, *The Herald-Sun* and *The News & Observer*.

Lionell noted the presentations at yesterday's County Commissioners' meeting: service awards to Bessie Carrington and Bob Otterbourg, and the Durham Anchor Award Sandy Sweitzer for her fundraising efforts and success and efforts.

Lionell, Elsa and Jana discussed an annual op-ed review of library activities for the community, which should help with fundraising. Elsa distributed draft for the Foundation—a joint statement will come later from Jana. There was some discussion about content.

There has been no further communication from county manager's office about the director search and selection process—the document is still under review.

Financial Report:

This was included in the packet. Priscilla noted that the reporting process is still under development.

Committee Reports:

Facilities and Standards: Elsa reported that the committee has met and discussed the situations at McDougal Terrace and Salvation Army, and will be looking at Main renovation. The next meeting 3:30 on 2/14/06.

Policies: Jon reported that the committee has reviewed the Disruptive Behavior Policy, dated 6/17/02, which was revised by library staff as the Appropriate Behavior Policy. The committee has addressed issues of language, organization and inclusion and offered a new draft for the board's consideration. One item was moved in the behaviors list. In the course of background discussion it was noted that the enforcement list goes to all branches; that there have been few permanent expulsions (mostly theft), a lot of shorter term expulsions (about 30 a year) for Internet violations; and the current procedures for warning, documentation and enforcement were elaborated. A final form in correct style will be completed and the policy will appear for board approval at next meeting.

Planning and Budget: No report.

Information and Technology: Ken submitted a monthly report. There have been no committee meetings since last month, but there have been a few with library and county staff regarding the upgrade to Dynix Horizon (approved by the county commissioners) and the security system for East, North and Warren (and, ultimately, the rest of the system). Ken's email (ATT) has been solved, but he later learned about domain problems with first Verizon and later Earthlink.

County Commissioner Liaison: Michael could not be at tonight's meeting, but Lionell commented upon positive work with the commissioners.

External Reports:

Durham Library Foundation: Lionell reported on county manager's attendance at the last meeting, and the op-ed letter mentioned above.

Friends of the Library: They have supported a historical plaque for Stanford L. Warren, proposed by the Historic Preservation Society, and also endorsed by the Friends of the Stanford L. Warren Library. It was moved, seconded and approved the Board of Directors also endorses the plaque.

Friends of Stanford L. Warren Library: No report.

Durham Library Fund: There was some discussion about a library fund at the Triangle Community Foundation. Lionell said he would check into this matter.

Old Business:

Strategic Planning 2006-2010: Lionell reminded us that we need to look at old plan, update goals and look to see what has and needs to be done. The June 30, 2002-June 30, 2005 plan was distributed to the board, which will review the document and be prepared to discuss it at our next meeting. We agreed with library staff that we are currently looking at a one-year update, not a full strategic planning process, which will likely await the appointment of a new director.

Community Advisory Groups: Lionell's proposal that each branch/regional have an advisory board, each with a board representative. A long, engaging discussion ensued about how we determine what users want, user thresholds for gauging interests, dangers of raising expectations, useful functions of such groups, etc.

New Business:

AI suggested we move our regular meeting times and days. After some discussion, a proposal that we meet at 6:00 PM on the third Tuesday of each month was approved by the board. [For the rest of our fiscal year: February 21; March 21; April 18; May 16; June 20; July 18; and August 15.]

[Interim] Director's Report:

The report was in the board's packets. Facilities and Technology: East is on schedule for February 2006; S. L. Warren is now scheduled for March 2006; North is on schedule for October 2006; South 's demolition bid will go out this month; RFP/RFQ for Southwest will go out next month, to be awarded in April; the interim director is working with County IT & Engineering on a final budget for the board [county commissioners?] for S.L. Warren phones, furniture and technology; the County Commissioners approved the January 3 request for \$287,000 for library automation upgrades; and County IT hopes to present a plan for the library's website in the next three weeks. Funding: updated chart of Campaign for the Library; and work is continuing on developing financial management controls. Human Resources: after unsuccessful candidate interviews, the Systems Technician position will be reposted; and East and North managers' and positions have been posted. Services: participated with other organizations in the opening of the Durham Civil Rights Heritage Project January 12; library presentations in January by storyteller Adam Einson and poet Tim Jackson; and a College Application Essay Writing Workshop was held January 14.

Added items. Staff day set for April 26 at East Regional, 9 AM; first half day is dedicated to new technology, and second half may use staff for collection RFID conversions; on February 1, at 9am, there will be a half-

day budget preparation session of senior staff, as a head start before budget procedures are announced (the budget is due March 17), and an opportunity to deal with the new SAP system; and forms will go out for the Trustees' Award, so that the board may consider candidates at the February meeting.

The meeting was adjourned at 7:12 PM.

Next meeting: February 21, 2006, at 6:00 PM.

Respectfully submitted,

Ken Berger, Secretary
January 26, 2006
Revised, February 11, 2006