

DURHAM COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

February 21, 2006

MAIN LIBRARY BOARD ROOM

Present: Lionell Parker (Chairman), Jon Miller (Vice Chairman), Ken Berger (Secretary), Mohammad Rashdi, Al Roberts, Elsa Woods, Marian Andrews, Hugh Giblin; and library staff Priscilla Lewis, Karlene Fyffe, Joyce McNeill, Susan Wright, Rheda Epstein and Jana Alexander

Absent: Michael Page (Liaison to the County Commissioners), Mary Tenuta

The meeting was called to order at 6:06 p.m.

The minutes of January 24, 2006, were approved.

The **Director's Report** (see at the end of the minutes) was moved to this point of the agenda, so that Priscilla could discuss the budget process. As in the past, the Senior Leadership Team (SLT) has prioritized budget requests to go to the County Commissioners:

Priority 1: Continuation (includes materials purchases and processing, contracts, postage, mileage, travel, training, security, M& R equipment, bookmobile gas, and rent for Parkwood and North)

Priority 2: Staffing (includes finance officer, deputy director, administrative assistant for the director, and increase in development officer's hours)

Priority 3: East Regional Library (includes supplies, materials purchases and processing, marketing expenses, maintenance, security and day porter)

Priority 4: North Regional Library (includes supplies, materials purchases and processing, marketing expenses, maintenance, security, staffing and day porter)

Priority 5: Warren Branch Library (includes supplies, materials purchases and processing, marketing expenses, and maintenance)

Priority 6: Collection Development (R&TS expenses for outsourcing AV, RFID tags and supplies)

Priority 7: Technology (video projector system, barcode scanners, training, microfilm digital readers and printers, and self-check, media check and digital disk inspection machines)

Priority 8: Security Management Systems (cameras, keyless access and maintenance for Main, East, North Regional, Warren and Southwest)

Priority 9: Improvements to the Main Library (replacing first floor carpet)

Priority 10: Additional Vehicle (van and courier)

Priority 11: Additional Staffing (Library Assistant for NC Room, and Librarian 1 for system-wide juvenile collection development)

The board expressed support for listed priorities. The SLT will meet Thursday morning (11 AM) to complete figures and reformat requests—some board members will attend. Following that, **the board will have a special meeting March 7, 6 PM, for the sole purpose of final budget review.** Priscilla will submit the budget to the County Commissioners' office March 10, to allow time for adjustments prior to the March 17 deadline.

The other item addressed from the director's report was the February 20 charette concerning the South Regional project. The meeting brought together the various project players. At that time variations on option 2A were presented, and some members of the board expressed concern about attempts to revise the plan approved by the county commissioners, as well as some new details. Priscilla noted that she has been asked to provide a list of approved commercial enterprises, and those that would be unacceptable. The project is now eight months behind schedule; the delays have not come from the library. She also asked that a member of the board, preferably from the Facilities committee, attend future charettes, when they are scheduled; Elsa agreed to attend the meetings.

Communications

Copies of articles celebrating the \$800,000 gift from GlaxoSmithKline were distributed.

Financial Report

The report had been distributed with the pre-meeting packets.

Committee reports:

Facilities and Standards: no report

Policies: [Following the External reports, below] the corrected Appropriate Behavior Policy was approved.

Planning and Budget: no report

Information and Technology: no report

County Commissioner Liaison: Michael had a conflict and could not attend the meeting.

External reports

Durham Library Foundation: Another noting of the GSK gift, and the various press reports; and progress to date on NEH challenge grant and the Campaign for the Library. The John Morehead family is sending a memorial contribution to the library; others are also coming in.

Friends of the Library: The next book sale will be April 7-9.

Friends of Stanford L. Warren Library: A meeting on Monday at 1:00PM at Main is planned with the FSLW to discuss available funds, as well as getting approval for the Historical Preservation Society historical marker proposed for the building,

Durham Library Fund: The money held in the fund at the Triangle Community Foundation, about \$35,000, cannot be transferred. The accumulated interest on the fund, about \$4,200, can be spent on the library.

Old Business

Strategic Planning 2006-2010: the 2002-2005 plan will be reviewed at the March 21 meeting, with the goal of extending the existing plan.

New Business

Lionell will draft, for board review, a resolution/letter of appreciation for Philip Cherry.

Following departure of library staff, the board reviewed nominations for the Trustee's Award, and voted for a winner. There were some concerns about the process of nomination and selection. Elsa will collect the contributions from board members—**\$12.50 each at the March 21 meeting**—for the cash portion of the award.

The meeting was adjourned at 8:16 PM

Next meetings: March 7, 2006, 6:00 PM (budget review)

March 21, 2006, 6:00 PM (regular monthly meeting)

Interim Director's Report

February 14, 2006

Facilities and Technology

1. East project remains on schedule for completion in March 2006,
2. Stanford L. Warren project has a completion date for the end of March 2006.
3. North Project remains on schedule for completion in October 2006.
4. The South Regional is scheduled to go out for bid for demolition this month.
5. The Southwest Regional Request for Proposals (RFQ) will go out in February to be awarded in April 2006.
6. The County Commissioners approved the additional funds for furnishings and fixtures for SLWarren on February 13, 2006 with \$65,000 coming from the Capital Campaign.
7. The County commissioners approved the furniture bids for the East Regional on February 13, 2006.
8. The Library IT staff has been working with Sirsi/Dynix to make sure that the library technology package is complete. The staff has also started training sessions via Internet on the different Sirsi/Dynix modules.
9. Resources and Technology in full swing for cataloging and processing new books purchased for East, along with AV materials.
10. I will be attending a charette on February 20, 2006 for the South Regional.
12. New garage doors to be installed at Main Library.

Funding

1. Sandy Sweitzer is on vacation at last report we were \$14,000 away from 2 million for the Campaign and ahead of schedule for meeting the match for NEH. Will give full campaign report next month.
2. The Senior Leadership Team met to review and develop policies and procedures for our fiscal management. We also met with the Admin. Asst. to determine what procedures are currently being followed and what needs to be done.
3. Senior Leadership Team met with Library staff to set priorities for the 2007 budget year. SLT will meet on February 21, 2006 to rank priorities and began budget preparations. The budget is due March 17, 2006.

Human Resources

1. All staff postings have been completed for the East positions.
2. The Technology Assistant position has been reposted.
3. The Systems Administrator for Technology position will be reposted. We are removing the MLS qualification from the requirements.
4. Lisa Dendy was hired as Adult Services Librarian to replace Nancy Blood.

Services

1. Sandy Sweitzer of the Marketing Division received the February Anchor Award given by the County Commissioners.
2. There are many programs scheduled that will be conducted during this month in honor of Black History Month.
3. Progress is under way for kickoff for the Summer Reading Program and National Library week.
4. Branches are making good use of their funding for Programming this year which has allowed us to offer more programs in the branches.
5. Autumn Winters presenting several workshops and meetings for Young Adults.

Submitted by Priscilla Lewis