

**DURHAM COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 18, 2006  
Minutes**

**Present:** Lionell Parker (Chairman), Jon Miller (Vice Chairman), Ken Berger (Secretary), Mohammad Rashdi, Elsa Woods and Allan Lang; Michael Page (Liaison to the County Commissioners); and library staff Jana Alexander, Joyce McNeill, Susan Wright, and Rheda Epstein

**Absent:** Al Roberts, Mary Tenuta, Marian Andrews, Priscilla Lewis, and Karlene Fyffe

The meeting was called to order at 6:03 p.m.

Lionell welcomed Allan Lang, filling the term held by Mary Tenuta.

The minutes of March 21, 2006 were approved.

**Communications:**

Ken shared a letter from a patron regarding overdue book notifications. There were questions about who gets called, i.e., children? The board was assured that there is a notification process in place, that it is being fine tuned during the Horizon transition, and that the administration is dealing with the situation.

Library staff circulated the communications packet.

**Committee reports:**

Facilities and Standards: no report

Planning and Budget: no report

Information and Technology: no report

County Commissioner Liaison: no report

Lionell appointed Alan to Board Development Committee. Hugh's position needs to be filled. Lionell will not seek reappointment when his term ends in July.

**Financial Report:**

We are still working on the SAP system, so report is not completely accurate.

**Policies:**

Meeting Room Policy—discussion about colored liquids—board agreed to clear liquid recommendation.

Overdue Fee Policy—Issue is about adding \$.50 charge for color copies, but not in this policy.

We still need to get latest versions on the website. Joyce said once we get the latest in hand, the library could handle this without going through county IT. Ken will assemble recent copies for library staff and the Policy Committee.

### **Update from Rheda on Horizon transition.**

Circulation was up on the 12<sup>th</sup>. Working on quirks, e.g., placing holds and some can't get into Horizon. They are installing the print management software, which should be up system-wide next week, and are working on telephone messaging. Also continuing staff training. Other purchased modules will be added later, e.g., home service, serials check-in and enriched contents. Board members complimented library staff for the speed of this transition.

### **External reports:**

Durham Library Foundation: TCF account has Bessie as board contact authorized to approve expenditures. The board approved a motion that the secretary (Ken) be named instead for this authorization.

Friends of the Library: The book sale raised about \$30K a new record. The next sale will be June 23-24. Lionell will draft a letter from the board thanking them for their work.

Friends of Stanford L. Warren Library: Haven't met since our last meeting.

Durham Library Foundation: Won't meet again until May.

### **Old Business:**

Resolution Draft/Adoption: With minor alterations, the board approved the resolution, which will be signed at the next meeting.

Employee Appreciation: Staff Day will be held April 26, at Main.

### **New business:**

Library Director Search Report: Have had interviews with four finalists; going to county manager next week.

### **Director's report:**

Joyce: The budget was presented to county manager's office; we are confident that security will be approved, but no new positions at Main, except for upgrading of Sandy's position. In terms of human resources: there has been a lot of activity, including approval of the circulation manager, recommendations for several East Regional positions, recommendation of candidate for systems support tech, and an upcoming interview of a candidate for North Regional manager.

Susan: Most of her work at Main involved Horizon, interviews, Durham Reads, candidate forum, interviews, etc.

Jana: Reported for Karlene, who could not attend; she is working on Reading First and summer reading programs, and interviewing for positions.

Jana: Marketing activities have included the "Finding the Genome" film series, the Linder Lecture this weekend, the Festival of the Book, the redesigned *Best of Friends*, new advertisement placements in local media, and the reposted grant writer position.

There will be a reception a week from Friday, as part of the NC Festival of the Book; it was agreed that Lionell and Mohammad will represent the board.

The meeting was adjourned at 7:35 pm

Next meeting: May 16, 6:00 p.m.

Respectfully submitted,

Ken Berger, Secretary

April 20, 2006; revised April 21, 2006