

**DURHAM COUNTY LIBRARY
BOARD OF TRUSTEES
May 16, 2006
Minutes**

Present: Lionell Parker (Chairman), Jon Miller (Vice Chairman), Ken Berger (Secretary), Mohammad Rashdi, Al Roberts, Alan Lang and Lisa Greenbaum; and library staff Priscilla Lewis, Jana Alexander, Joyce McNeill, and Rheda Epstein

Absent: Marian Andrews, Elsa Woods, Susan Wright, Karlene Fyffe and Michael Page

The meeting was called to order at 6:05 p.m.

Lionell introduced new board member Lisa Greenbaum, who is replacing Hugh Giblin.

The minutes of April 18, 2006 were approved as amended April 21, 2006.

Communications

Jana summarized the “clip report” of press coverage. She noted in particular the favorable coverage of the library’s participation in the North Carolina Festival of the Book, and the limited coverage on the Linder Lecture series.

Financial Report

Priscilla summarized the financial report. The library is on schedule for expenditures, with approved deadline extensions for East and Stanford L. Warren. Staff will make the budget presentation to the county commissioners May 31.

Committee Reports

Facilities and Standards: the committee has not met.

Policies: Jon reported we met in response to changes requested at the last board meeting:

Meeting room policy: The committee added \$25 fee for refreshments, but there were questions about this amount and the intended limitations on beverages. After discussion with library staff it was agreed to restrict beverages to clear beverages, and no alcoholic beverages, and that the library reserves the right to charge for more extensive cleaning if it is required after a meeting. Regarding exclusions from use, after much discussion it was agreed that the rooms are not be used for the playing of musical instruments except in the main auditorium at main and otherwise for library sponsored or co-sponsored programs. These and other clarifications required changes in the listings in this section. The board approved the policy with the changes, as mutually understood, which Jon will incorporate into the document.

The committee had also been asked to add a \$.50 per copy fee for color copies, in anticipation of this equipment coming online. The board and staff agreed that this does not belong in the Overdue Fee Policy; Priscilla wanted to have board approval of the fee, which may not be necessary until the service is assured and in place. It is also unnecessary to have it in a policy—we don’t have black-and-white copies in a policy—though it might be appropriate to have a schedule of fees in one document. Joyce will look into an inventory of all fees (other

than those than are related to overdues and lost materials) prior to further board action in this direction.

Jon noted the lapse in policy reviews, some of which have not been reviewed since 2002, even though they schedule annual reviews. To begin getting the policies up-to-date, staff will review three policies (Community Bulletin Board, Computer Use and Safe Child) and present recommendations to the committee by the next board meeting; other policies will be reviewed two or three a month, scheduling the most out-of-date first, until the process has been completed. In addition, the board approved, with staff agreement, that policy reviews will be every two years, unless situations make an unscheduled review necessary.

Planning and Budget: the committee has not met.

Information and Technology: the committee has not met.

County Commissioner Liaison: no report.

External reports

Durham Library Foundation: recently gave a check for \$73,000 to the library; Ken will replace Lionell as board representative to their board.

Friends of the Library: their annual meeting will be June 7.

Friends of Stanford L. Warren Library: they are planning their re-opening celebration; they have elected Andre Vann to represent them to on the Friends board; and they are compiling a membership list and expanding their membership.

Durham Library Fund: no report.

Old Business

We are waiting for the pristine copy of the resolution approved at the last meeting; when it is signed it will be presented.

Employee Appreciation: Lionell reported on the Library Staff Day luncheon.

Library Director Search Report: the new director, Skip Auld, was announced and introduced last week (he will begin July 10); Lionell noted, and the board concurred—enthusiastically—the outstanding service of Priscilla as interim director.

New Business

Nominating committee named: Jon (chair), Rashdi & Al; they will report at June meeting, and we will hold the election at the end of the July meeting.

Ken was asked to compile a board meeting attendance chart.

Director's report

The East Regional opening was rescheduled for June 16 at 9:30 AM, allowing for the last shipments of books. Three department heads have been appointed, but they have are still working on the branch manager's position.

Marketing has finished the summer tabloid—waiting for proof from printer.

Work is continuing on the re-opening of Stanford L. Warren; the building should be ready for occupancy in mid-June, with the ceremony in August. They are still hiring for that library—they will work at East until SLW opens.

Automation: There are still issues with the new automation program, and vendor training of staff is continuing. Someone has just been hired work on the web pages; board members stressed the need to have accurate information on the website. The systems administrator position has been vacant for three years.

Other staff vacancies and moves were also reported.

Adjournment

The meeting was adjourned at 7:55 PM.

Next two scheduled meetings: June 20 and July 18, 2006.