

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING
AUGUST 8, 2006

MAIN LIBRARY BOARD ROOM
MINUTES

CALL TO ORDER

Ken called the meeting to order at 6:00 p.m.

INTRODUCTIONS

Ken welcomed new board member, Joe Hewitt.
Everyone introduced him/herself. This replaced Roll Call.

Present: Ken Berger (Chairman), Mohammad Rashdi (Vice Chairman), Lisa Greenbaum (Secretary), Jon Miller, Allan Lang, Marion Andrews, Elsa Woods, Al Roberts, Joe Hewitt, board members; and Susan Wright, Joyce McNeill, Priscilla Lewis, Rheda Epstein, Skip Auld, Jana Alexander, library staff

Absent: County Commissioners' liaison Michael Page

Ken announced that the board's meeting dates have been changed to the second Tuesday of each month, instead of the third Tuesday. The next two meetings are September 12 and October 10, at 6:00 p.m.

APPROVAL OF MINUTES FROM July 18, 2006

The minutes from the July 18, 2006 meeting were approved unanimously, with no changes or corrections.

COMMUNICATIONS (Mr. Auld)

Library staff circulated the communications packet.

FINANCIAL REPORT (Mr. Auld)

The financial report is not entirely accurate because of personnel changes in the finance department.

COMMITTEES

New Committee Assignments (Mr. Berger and Mr. Rashdi)

Ken announced the committees and committee members. Ken and Mohammad determined committee assignments, as follows:

Board Development and Evaluation: Marion; Lisa; Jon; Elsa (chair).

Facilities and Standards: Michael; Elsa; Al; Marion (chair).

Information and Technology: Ken; Mohammad; Lisa; Joe (chair).

Planning and Budget: Ken; Joe; Michael; Allan (chair).

Policies: Mohammad; Allan; Al; Jon (chair).

Ken asked the Board Development and Evaluation Committee to arrange a retreat for September or October. Among the topics is clarifying the roles of the committees.

COMMITTEE REPORTS

Facilities and Standards -- Did not meet.

Policies – The two policies being reviewed are the "Community Bulletin Board" and "Safe Child Policy." Most recent drafts incorporate comments from library staff, board members, and committee members.

Re: Community Bulletin Board policy. Bulletin boards are located in all libraries. The location of bulletin boards varies with each branch. "For sale" and "roommate wanted" notices are permitted. About half of the bulletin board is set aside for library notices, with the remaining half available to the community. Current policy limits posting size to 11" x 14", but the notice to the public reads 11" x 17". The policy reads "within limitations of space," and library staff can use its discretion to make exceptions to the 11" x 14" size limit.

Motion was made to accept the Community Bulletin Board policy as currently written, with clarifications made at the meeting; the motion was accepted unanimously.

Re: Safe Child Policy –There was extensive discussion about the terminology of “caregivers,” including its meaning, legality, verification and enforcement

A motion was made, seconded and approved unanimously to accept the Safe Child policy with the following changes: the first sentence under “Responsibility” will be changed to read “The responsibility for the care, safety, and behavior of children lies with their parents or designated caregivers,” and from then on the wording will read “parents or caregivers”; under “C,” “caregivers designated by parents” will be changed to “designated caregivers” ; the word “six” in the first sentence under “Supervision” will be changed to “6.”

Jon said he would like the library staff to review in the next two weeks the “Gift Policy,” the “Distribution of Free Publications Policy,” and the “Computer Use Policy” and get its comments to the committee. The Computer Use Policy has not been reviewed in 5 or 6 years.

Skip raised the idea of Internet filters. Durham County has a filter but it is not adequate, and it will take 6 to nine months to get a new filter. The current Computer Use Policy states that children must have their parents’ signatures in order to use library computers.

The library’s plans to issue a computer-use-only library card that would replace the “guest passes.” With a new, effective Internet filter, children could then obtain computer-use-only library cards.

Planning and Budget Committee -- Skip links planning and strategic planning and budget alterations with proposed board retreat. Ken said that the library had been under a three-year strategic plan that expired, but the board voted to extend it for another year for Skip’s arrival.

Information and Technology Committee -- Did not meet.

County Commissioner Liaison -- Michael Page is absent.

EXTERNAL REPORTS:

Durham Library Foundation (Mr. Berger)

Did not meet this month. Will meet next month.

Friends of the Library (Mrs. Woods)

Elsa said the Friends of the Library have planned a retreat for September 16.

The Friends have invited Ellen Reckhow to speak about what is the County Commissioners’ vision for Durham County over the next five to ten years, and where does the library fit into that. Ms. Reckhow will speak on Wednesday, September 6th, at 7:30 p.m. at the Main Library, in the Conference Room accessible through the Fiction Room on the third floor, for approximately 30 minutes. The Friends invite the BOT members to attend Ms. Reckhow’s presentation. Elsa will to send reminder email to BOT members.

Mohammad asked whether Ms. Reckhow would be available to attend a BOT meeting and speak with BOT members. Skip said that if most everyone from the BOT could attend Ms. Reckhow’s presentation, this could provide the BOT with info for its retreat.

The next Friends’ booksale is September 29, 30, and October 1st.

Friends of Stanford L. Warren (Ms. Lewis)

Priscilla said the opening day at SLW is set for September 6th at 9:00 or 9:30 in the morning.

The Friends’ of SLW are contacting people to help raise money for the Campaign for SLW. Brenda and Priscilla are creating a wish list for items that are not in budget.

There will be a tour for the Friends before the library opens to the public.

La Petite Garden Club will plant a tree in the name of Mrs. Gould, because she served on the SLW Library Board for a long time and she is a member of the Garden Club.

Speakers at the SLW re-opening ceremony will follow the same pattern as that of the East Regional Library’s opening. Skip is trying to contact John Hope Franklin to speak. Speakers will include Ellen Reckhow, Board of County Commissioners; Andre Vann, Friends of SLW ; Brenda Watson, Branch Manager, SLW; Ken, as chairman of the library’s Board of Trustees.

Durham County Library Fund

Priscilla said that the money hasn't been spent in a while, and there is \$4000 or \$5000 that the library has access to.

OLD BUSINESS

The Salvation Army Boys and Girls Club Branch of the library will close in mid- to late-September. The following plan of service will go into effect at this location:

Children's librarians from SLW and Main will provide two story hours per month after school, between 3:00 and 5:00 p.m., while school is in session;

Children's librarians from SLW and Main will provide one story hour per month at Operation Breakthrough;

The Youth Services Division will provide a complete summer reading program.

The Bookmobile will make a monthly stop at Eastway Elementary School. This stop will be evaluated regularly to determine whether service should continue.

The library is looking into the possibility of donating the Salvation Army Boys and Girls Club Library's computers to the club. Library will make plans for books and other materials currently housed at SA.

Closing this branch of the library solves the problem that SA has had with unknown adults being in the library with the children and possibly endangering them. Capt. Jacob said that the timing of this change in the partnership between the library and the Salvation Army Boys and Girls Club is good. It is a graceful exit by the library from this location.

Ken asked the Board to entertain a motion in support of pursuing this directive. Motion made and seconded, and it passed unanimously.

Lisa discussed her idea of the library's working with Durham Area Transit Authority (DATA) toward library patrons' riding DATA buses to the library for free.

Children ages 12 and younger and people ages 65 and older already ride the DATA buses for free. This information can be included on promotional materials by the library, informing patrons and potential patrons that children and senior citizens may travel to the library by DATA bus without paying a fare.

The idea of a DATA shuttle for the opening day of SLW was discussed, because there is limited parking at SLW. The shuttle could transport attendees from Main's parking lot, and possibly from a second parking lot. Skip said he would take care of pursuing the idea of a shuttle and would look into the present availability of bus transport to the library branches.

Allan brought up the Horizon problem with respect to the bookmobile. Skip described technology to help with the Horizon technology on bookmobile.

NEW BUSINESS

There was no new business.

DIRECTOR'S REPORT (Mr. Auld)

A Trustees' conference is scheduled for December 10, 11, 12 in Pinehurst, NC, sponsored by the State Library.

Jana circulated the new web site home page picture. Nice!

Staff Day is November 1st, Wednesday. Trustee award is given on that day, so the process has to start soon.

See existing North Durham for RFID changeover. Entire staff and BOT cannot all go there.

DURHAM READS project is moving along. Susan says April or May 2007 for next book.

Horizon issues, bookmobile, print management, time management, and Envisionware are high priority.

Staffing issues: – System administrator is needed. Head of reference at Main has resigned. North Durham Regional Manager whom the library hired has withdrawn. Skip will give info to County Manager Mike Ruffin about positions that are difficult to fill or to maintain filled.

Capital Improvement Plan: In 2 months, County will review projects. South Durham Library is already underway and will open in 2008. A study of the Main Library is underway; \$8.5 million for a renovation, not an expansion.

UNC-CH and NCCU library schools will be informed about internships at the library.

Senior Leadership Team re: Customer service. Involve staff to develop the plan and approach. Not top-down.

Re: Complaints from patrons. Skip wants to receive the complaints.

Re: status of SW Regional. Skip and Priscilla said there is money for adding on in early 2007. The bond issue has already passed; this will not follow the regional prototype.
Reviewing the Capital Plan means all projects will be reviewed. The South project was in the 2003 Bond Issue was approved but cost is 2 or 3 times what was bid.

Ken will send out new meeting dates.
Meeting adjourned at 7:44 pm.

Respectfully submitted,
Lisa Greenbaum, Secretary