

**DURHAM COUNTY LIBRARY
BOARD OF TRUSTEES
December 12, 2006, 6 P.M.
Board Room, Main Library**

MINUTES

Call to Order: The December meeting of the Library Board of Trustees was called to order by Ken Berger at 6:05 P.M.

Roll Call: Ken Berger also did the Roll Call. Board Secretary Lisa Greenbaum submitted her resignation following last month's meeting.

Present: Ken Berger (Chairman), Mohammad Rashdi (Vice-Chairman), Marion Dillahunt-Andrews, Joe Hewitt, Allan Lang, Jon Miller, Al Roberts, and Elsa Woods, Board members; Michael Page, County Commission liaison to the Library Board; Jana Alexander, Skip Auld, Rheda Epstein, Priscilla Lewis, Sandra Lovely, Joyce McNeill, Sandra Sebbas, Brenda Watson, and Susan Wright (acting Recording Secretary), Library staff; and Paula Singer and Lorraine Kituri, special guests.

Approval of Agenda: The meeting agenda was approved.

Approval of Minutes: The November 14th minutes were approved without corrections.

Communications: Jana sent around the monthly media packet, flyers, and *Branching Out* quarterly publication. She is blind copying Library Board members on all press releases. A new blog with the *News and Observer* already had two postings concerning Durham County Library.

Other Announcements: Ken gave a brief report on the Trustees conference in Pinehurst that Skip, Ken, and Mohammad attended earlier this week. They networked with Library Directors and Board members from governing and advisory boards in approximately 25 southern and eastern North Carolina library locations. Hopefully other Library Board members will have a chance to attend future conferences. Mohammad added that it was an excellent opportunity to learn about the roles and responsibilities of Library Boards and to make contact with state legislators.

Skip invited all Board members to Staff Day (12/13/06) and extreme makeover library presentation by Dave Genesy from California (12/14/06). Skip and library managers met with most staff in the last week concerning the Durham County compensation strategy. Interviews for the Systems Administrator position will be held this week.

Special Presentation: Paula Singer and Lorraine Kituri of the Singer Group in Maryland, who have been contracted for strategic planning with Durham County Library from December to June, gave a short presentation about what will be an open, cutting-edge (high communications, high transparency) strategic planning process with a broad and diverse representation of our community. Visioning will be conducted with all Library staff on Staff Day. Bus trips to three "best practice" libraries (Greensboro; Charlotte-Mecklenburg County; and Henrico County, VA) are tentatively planned for March 22, April 12, and May 3rd, all Thursdays. A Search Conference—the largest event for getting the most input from the community—will be held on Friday May 18th and Saturday May 19th. Please send ideas to Skip on any individual or stakeholder group that needs to be included.

Financial Report: Skip sent out the financial report electronically 4-5 days ago.

New Business: Ken gave a snapshot of legal interpretations that were made at the Library Trustees conference. The bottom line is: (1) any time the Board meets and there's a quorum, it's a Board meeting; (2) any time a quorum of a committee meets, it's an official Board meeting; (3) if Board members attend a presentation together, it's a Board meeting, *unless* they do not discuss library issues; and (4) if a topic is *discussed* by a quorum of Board members via e-mail, it counts as a Board meeting. E-mail can be used to disseminate information but not for discussion, *unless* provisions have been made for publicly announcing the "meeting" and for providing public access to the exchange.

For any Board meetings (including all of the above), a minimum 48-hours previous notice of meeting needs to be sent to the clerk of the Durham County Commission. Send meeting postings to Skip for now, and he will forward them. The spirit of the open meeting law is to not conceal business. All committees must maintain committee minutes; the Director will keep them archived.

Following Michael's suggestion, Skip will consult with the County Attorney's office for clarification concerning these issues.

Committee Reports

Board Development and Evaluation: Elsa reported that the committee met and is recommending usage of a Plus Delta to determine Board interaction and the Library Director's interaction with the Board. Skip welcomes feedback from the Board including to Wendell Davis, his immediate supervisor. Discussion followed: some members of the Board felt that we are not, as an *advisory* board, in the business of evaluation of staff, that if Wendell desires our input *he* should request and define it, and that a casual review by the board might have an adverse effect on Skip's evaluation. Ken will call Wendell to determine if input from the Board will become part of Skip's annual performance review and how the process could work.

Facilities and Standards: Marian stated that the revised schedule for this committee is the 1st Tuesday of each month. A make-up meeting will be held on December 19th at 2 PM. The proposal for service to McDougald Terrace is a hot topic. Discussion ensued.

Elsa said she supports the proposal. Ken suggested the proposal go back to Library staff with a menu of options including current services and enhancements that are available, and involve McDougald Terrace residents earlier in the process. Jon suggested a series of possibilities to take to the MDT leaders. Trying for community participation will build good will and a sense of ownership.

Allan said he agreed with Jon and Ken. Michael emphasized that the Durham Housing Authority needs to sit down at the table. Since usage statistics show that the current McDougald Terrace outreach "library" is not being well utilized, look at options with DHA and DPS to make it work as a community learning or "reading center." Accountability needs to be taken off DCL, which could then provide appropriate library support. Skip will meet with China Townsend and Wisdom Pharaoh as soon as feasible, after seeking input from Durham Public Schools, the Durham Housing Authority, and the Facilities & Standards Committee.

The Library is working on an opening for North County Regional towards late January.

Policies: According to Jon, to reflect the administrative changes made by Skip, "Administrative Council" needs to replace "Senior Leadership Team" in the policies. The *Co-Sponsored Programs and Exhibits* policy revision was presented and approved by Board members. Library staff are asked to look at the *Supplemental Reference Policy* next. The *Art Acquisition and Exhibit* policy will be reviewed next meeting.

Planning and Budget: No report.

Information and Technology: Joe will participate in the Systems Administrator interviews. The committee will meet Dec. 15th.

County Commissioner Liaison: No report.

External Reports

Durham Library Foundation, Friends of the Library, and Friends of Stanford L. Warren Library:
No reports.

Old Business

Trustees' Award: The Trustees' Award will be given on Staff Day and goes to only one staff member per year. Ken made a motion that Skip form a committee to inventory and make recommendations for other staff recognition. The motion passed. Mohammad will join the committee. Skip plans to get something on the topic to the Board in February, to be discussed at the March Board meeting.

Horizon Update: No report.

Update on McDougald Terrace: Already covered in Facilities and Standards committee report.

Director's Report: No further report.

Adjournment: The meeting was adjourned at 8:11 P.M.

Next Meetings: January 9, 2007
 February 13, 2007