

DURHAM COUNTY LIBRARY
BOARD OF TRUSTEES MINUTES

March 13, 2007, 6:00 P.M.
Board Room, Main Library

Call to Order

Ken Berger called the meeting to order at 6:03 P.M.

Roll Call and Introduction of New Trustee

New Board member Joyce Sykes was welcomed to her first meeting and all introduced themselves to her.

Present: Ken Berger, Marian Dillahunt-Andrews, Joe Hewitt, Allan Lang, Jon Miller, Mohammad Rashdi, Al Roberts, Joyce Sykes, and Elsa Woods, Board members; Jana Alexander, Skip Auld, Donald Bradsher, Rheda Epstein, Karlene Fyffe, Priscilla Lewis, Sandra Sebbas, and Susan Wright, Library staff; and Michael Page, Board of County Commissioners' liaison to the Library.

Approval of Minutes

A motion was passed to accept the minutes of the previous Board meeting (2/13/07).

Other Announcements

As a follow-up to the Board conference, Ken, Skip, and a County Attorney met concerning opening meeting laws and interpretation. Ken relayed that any e-mail which is merely communication is not considered a meeting. Any e-mail that results in a decision, other than setting a date/time and location, is an open meeting and can't be done since it has to be advertised to the public beforehand. Regarding strategic planning and the community, the Future Search Conference, with a quorum of Library Board members and BOCC, will be advertised as an opening meeting. The announcement went out to the media today.

Skip reported that in about two weeks, we're likely to see a new look to the Library's website. This is due to the hard work of Library intern Kaye Balke and the assistance of Marketing's Angie Pridgen and Jana Alexander.

Skip also announced the beginning of a project and partnership with Durham Public School and MetaMetrics, who provide Lexile scores for reading materials. See their website at www.lexile.com for more information on Lexiles. We will be importing Lexile scores into Library cataloging records and providing some reading lists, displays, letters to parents, etc. so that parents and librarians can help match up children with books that are at their reading level and that will challenge them appropriately as well. (Lexile scores are reported on student's EOG score report.)

Communications

Jana passed around the Communications packet and shared the news of much media coverage concerning the fire in the Friends shed. Many individuals, organizations, and businesses are stepping up and making donations to replace the children's books, coffee table books, and tapes which are usually best-sellers at the Friends book sales and which were lost in the fire. The focus is on a positive story in helping to make the upcoming Friends book sale successful. Jon added that this outpouring has demonstrated how important the Library is to the Durham community.

There will be one more Durham Reads Together orientation with Dr. David Carr of UNC's library school—7 PM at Warren on Tuesday March 20th.

Financial Report

Skip distributed the financial activity sheet through 2/28/07. The current focus has been on the FY08 budget submittal which was due Friday. The Library was given an extension and the budget is almost ready for submittal. Questions about two items were addressed: the building rent includes rent for the closed North Branch for the

remainder of the fiscal year (we could not end the contract before then); and non-capital computer equipment expenses met needs for hardware and software that were not included in other budget lines, but critical to operations.

Committee Reports

Board Development and Evaluation (Elsa)—No report.

Facilities and Standards (Marian)—The last meeting was canceled due to the fire. Skip and Ken are meeting with McDougald Terrace residents (March 20, 4 PM) to discuss the changes that have been instituted there, and the sign showing hours of operation will be corrected. The Southwest expansion to 25,000 square feet appears to have been approved, the additional funds needs will be drawn from the previously scheduled bond referendum for Main's renovation and will not be part of the 2009 referendum, and the project should now go forward as originally scheduled.

Policies (Jon)—Jon handed out the Art Acquisition Policy draft. Much discussion followed especially concerning the involvement of Board members in the committee and whether the Library Director or the Board Chair should appoint that committee and have final authority. There wasn't consensus to move forward; thus this policy stands "as is" with revisions still on the drawing board. Since staff mentioned that the policy needed to include de-selection, and that wasn't covered, it has gone back to staff for re-drafting.

There are a couple of paintings to be considered currently. Elsa, Karlene, and a representative from Durham Arts Council will form an interim committee under the current policy.

Planning and Budget (Allan)—The committee had a productive meeting with Skip and budget analyst Kim Connelly. Next year the process will be much smoother, based on experience.

Information Technology (Joe)—No report. The committee is meeting March 15 and Brueggers on 9th Street.

County Commissioner Liaison (Michael)—Michael mentioned the transfer of money for South Regional (which Skip reported to be in the amount of \$220,000) for architectural re-design.

External Reports

Durham Library Foundation (Ken)—Foundation meetings are being held every other week with the second phase of the Capital Campaign.

Friends of the Library (Elsa)—Friends Book sale will be held on April 13th, 14th, and 15th.

Friends of Stanford L. Warren Library (Priscilla)—Warren Friends are recruiting new members and will purchase an outside book drop for SLW library.

Old Business

Horizon Update—Rheda just received a new product announcement from Sirsi/Dynix that "Rome" will be replacing Horizon in the future.

Updates on Branches—Skip shared that the architect Lewis Cherry has been chosen for Southwest.

Update on Strategic Planning—Sandra passed out a packet with the schedule and information concerning the March 22nd bus tour to the Public Library of Charlotte and Mecklenburg County (PLCMC), NC.

Computer Use Only patron-type in Horizon; tied with Internet filtering—Internet filtering is in place. The Library will have lots of issues and problems with the filter until we can change out our network. Skip welcomes input on whether or not the Library should still require parental permission for minors to utilize public access computers even with filtering in place. Some concerns have been raised concerning social networking sites and other possible dangers on the Internet. This topic will be discussed at the next Information Technology committee meeting.

New Business

Library Budget for FY2008 (Skip)—The draft budget transmittal letter was distributed. Skip explained the Library's budget priorities:

1. Zero base budget (current services without enhancement).
2. Library materials collection building for South Regional Library.
3. Early Literacy services (children and Latino/Spanish-speaking community).
4. Extending Sunday hours (year-round 2-6 PM at Main, East Regional, North Regional, and Warren)
5. Technology (RFID at Main, self check-out units, and other technology).
6. Security (cameras system wide, keyless entry at Main, and 2nd police officer at Main).
7. Administrative Office staffing (Deputy Director, etc.)
8. Training and Travel (increased funds for PLA conference and membership in Urban Libraries Council).

See www.urbanlibraries.org

A concern of the Board, voiced by Elsa and Ken, was opening Sunday hours at Regionals but not at very busy Southwest. Skip clarified that Southwest will have Sunday hours after the expansion project, and that South (replacing Parkwood) will also have Sunday hours. It was advised that Skip make that very clear, which it was not, in the budget transmittal letter.

Circulation Policies...also Best-Seller & DVD Rental Collections (Skip)--Another budget item of interest, but not listed under a specific priority number, is circulation policies (in Skip's words) which are "less punitive, simpler, and more customer-friendly while ensuring that users return library materials so that other residents may use them." This is part of the budget request because of the possibilities of decreased revenue due to lowered fees or fines.

(Side note--Rental collections of items that persons can reserve for no fee or find on shelves to rent without wait could bring in added revenue. However, Skip has dropped this idea because of lack of support from the Board, and because the County Attorney has advised that we don't have the legal basis for charging rental fees. It would take a change to state law.)

Skip distributed a spreadsheet of recommendations from the Circulation Quality Council, chaired by Myrtle Darden. This committee met several times but has not been able to give official recommendations on everything as yet. Skip met with Myrtle and got the majority of what the committee is looking to propose; this has not yet gone to Administrative Council or Leadership Council due to the budget timeframe.

Much discussion followed especially concerning hold books pickup dates, proposed new fine and fee levels, and increased holds, renewals and loan limits. Various Board members voiced concern and discomfort with certain items on the recommendations list.

Several Board members said that we need to provide studies or research on these recommendations for the Board to make informed decisions.

Skip repeated that he has a high discomfort level with the current restrictive Circulation fines, fees, loan periods, etc. He suggested that the pick-up duration of 12 days allowed for hold books is too long, but is necessary at the current time until TeleCirc is more stable. The time span will be lessened when possible; this is a procedure rather than policy. However, Skip needs Board approval for items that are policy and that impact revenue.

Board members repeated their concerns about the high numbers of items that can be on loan and/or hold, the impact this might have on collections and budgets, and the lack of data to confirm the need for and impact of the changes.

Skip asked that, before April 4th, each Board member let him know his or her recommendations for revised circulation policies, fees, fines, and limits.

Director's Report

Skip already covered his Director's report above.

Adjournment

The meeting was adjourned by Ken at 8:56 P.M.

Next Meetings

The next Board meetings are scheduled for April 10th and May 8th, 2007.

Susan Wright
Recording Secretary