

DURHAM COUNTY LIBRARY
BOARD OF TRUSTEES

April 10, 2007
Board Room, Main Library

Call to Order

Ken Berger called the Library Board meeting to order at 6:06 PM.

Roll Call

Present: Ken Berger, Joe Hewitt, Allan Lang, Al Roberts, Joyce Sykes, and Elsa Wood, Trustees; Michael Page, BOCC Liaison to the Library Board of Trustees; and Aftab Ahmed, Jana Alexander, Skip Auld, Rheda Epstein, Joyce McNeill, and Susan Wright, Library staff.

Absent: Marion Dillahunt-Andrews, Jon Miller, and Mohammad Rashdi.

Approval of Agenda

There were no changes to the proposed agenda. New library staff member Aftab Ahmed, Systems Administrator, and his family were introduced to the Board.

Approval of Minutes

The minutes of the March 13, 2007 Board meeting were unanimously approved.

Communications

Skip and Jana mentioned a number of press coverage items such as the aftermath of the Friends of the Library fire, FOL book sale, Durham Reads Together, strategic planning, and Carolina Circuit Writers residency. Michael added that the library's Book Cart Drill Team was on cable TV the previous evening as part of the BOCC meeting. The monthly media packet was passed around the table.

Other Announcements

Ken announced that he hoped all Trustees received an invitation to the County Commissioners' reception at 200 E. Main Street on Monday April 23rd at 6 PM. Please RSVP. Michael urged attendance at this annual event put on by Durham County for members of all county boards and commissions.

Skip asked Michael to read aloud the Proclamation that was read by Ellen Reckhow and resolved at the BOCC meeting on Monday evening. It was a proclamation combining Durham Reads Together, National Library Week, and National Library Worker's Day. Skip encourages members to thank and recognize staff for their good work especially on Tuesday April 17th.

Also on the calendar for April 17th is Library Legislative Day in Raleigh. Skip suggested that those Trustees and staff who are participating meet at the Main Library at 9:00 AM and carpool together. The key items for which we are advocating are passage of two funding bills: online homework help and increased state aid to public libraries.

Financial Report

Joyce M. distributed the end of month (3/30/07) financial statement. Skip pointed out that 25% of the budget year is remaining.

Committee Reports

Board Development and Evaluation—No report.

Facilities and Standards—No report.

Policies—Al submitted a new draft of the Public Art Acquisition and Exhibit Policy. It included grammatical revisions and statements on decommissioning and disposal as well as acquisition of art. This policy draft was accepted unanimously.

Planning and Budget—Allan gave his time over to Skip. Skip explained through a revised 3/16/07 budget transmittal letter how the Library's budget meeting with the County Manager went. Mike Ruffin is not recommending budget funds as requested for expanded Sunday hours. We may have to consider a trade-off of closing at another time, for example Friday mornings. Board members posed various queries and comments. Michael asked Skip to be sure to monitor for usage to only keep libraries open on Sundays that are well used during that time.

Ken made a motion to support the idea, in absence of other funding, to close Friday mornings for whatever's possible for Sunday library openings. The motion passed unanimously.

Then Skip discussed fees and fines as a part of the budget process through a chart of other comparable libraries' fines and fees structure. The Board discussed and felt comfortable with the following changes:

Lost card fee replacement reduced to **\$1** (from \$2)

High demand book loan period of **14 days** added (new service)

21-day check-out of back issues of magazines added (new service)

Maximum number of items checked-out per card increased to **50** (from **24**)

Grace period of 3 days for all overdue items (new service)

Consistency of fines for all types of library items (reduced to \$1 after 3 days; \$1 more per week up to a maximum of \$5 per item or \$25 per card)

Processing fee for lost items reduced to + **\$5** (from \$10)—The "+" needs to be removed, but there was discussion of replacement cost (retail cost vs. what the library actually paid); I suggest the following wording: Replacement cost for items declared lost to be the retail cost of the item plus a \$5 processing fee (reduced from \$10)

Collection agency fee reduced to **\$10** (from \$15)

Maximum requests placed (holds) increased to **25** (from 5); holds allowed on DVDs—maximum 5 (new service)

Consistency of number of renewals allowed if no one is waiting increased to **5** (from 1 or 2 depending on type of item)

These changes may or may not impact revenue and are designed to encourage library use.

Information Technology—Minutes sent out from last meeting.

County Commissioner Liaison—No report. Ken reported that by-laws changes were approved on the BOCC consent agenda at the March 26 meeting.

External Reports

Durham Library Foundation—No report.

Friends of the Library—Elsa reminded everyone of the FOL book sale this weekend. Book have been coming in and sorters have been sorting books like crazy!

Friends of Stanford L. Warren Library—No report.

Old Business

Horizon Update—None.

Updates on Branches—Skip briefly mentioned a meeting of Ken, Joyce, and himself with China Townsend and Wisdom Pharaoh of McDougald Terrace. They will be visiting the Oxford Manor Community Learning Center and North Regional Library together from 4-6 PM on Thursday, April 19.

Update on Strategic Planning—Skip handed out postcards and asks each Trustee as well as staff to recruit community members for the Strategic Planning process, especially for the Future Search Conference on May 18th & 19th.

Jennifer Lohmann gave a short demonstration on how to use the wiki. Everyone is welcome to post to it and add comments. Board members thanked Jennifer for her demonstration, and the users' guide she prepared, but there were also concern about the monitoring of content and protection against malicious removal or editing of others' contributions.

New Business—None.

Director's Report

Skip already made his points in the budget/ fees and fines discussion. He distributed copies of three articles that may be of interest to Board members.

Adjournment

The meeting was adjourned by Ken at 8:15 PM.

Next Meetings

The next meetings will be on May 8th and June 12th, 2007.

Respectfully submitted,

Susan Wright

Acting Recording Secretary