

Durham County Library
BOARD OF TRUSTEES
June 5, 2007, 6 P.M.
Board Room, Main Library

DRAFT MINUTES

Call to order: A specially called meeting of the Library Board of Trustees was called to order by Ken Berger at 6:02 P.M. Ken stated that the agenda for the meeting was light.

Items on the agenda were two items raised by the county commissioners in their budget hearing the previous week: the fee schedule for meeting room rentals and the revision of Sunday hours.

Present: Ken Berger (Chairman), Mohammad Rashdi (Vice-Chairman), Marian Dillahunt-Andrews, Allan Lang, Jon Miller, Al Roberts, Joyce Sykes, and Elsa Woods, Board members; Aftab Ahmed, Skip Auld, Rheda Epstein, Priscilla Lewis, Joyce McNeill, Tanika Terry (acting Recording Secretary), and Susan Wright, Library Staff.

Absent: Joe Hewitt, Michael Page.

Fee schedule for meeting room rentals

Skip passed out a document that showed the Durham Public Schools facility rental fees. He stated that we are focusing on direction given by the County Commissioners. Charging fees for usage of meeting rooms would help defray the cost of keeping the rooms clean. An increase of this fee—beyond the \$25 charge for refreshments—had been suggested by Ellen Reckhow two years ago.

Q & A: Commercial entities can not conduct commercial business, but can book the rooms for other purposes. When speaking authors sell copies of their books, the library receives 10% of sales. The library does not allow sales, promotional, or profit making.

This usage fee concerns two meeting rooms at Main and one or more at some branch/regional locations and has an affect on the budget. Partners would not be charged a fee. Meetings that continue after 9 p.m., receive a charge to users for security is in place.

Joyce McNeill stated that the application is online, but patrons cannot check the availability of the room online, and that nothing is confirmed until payment is received.

Jon Miller asked if there was an interest in recouping cost. Skip's answer is yes, to cover maintenance of the rooms. The specific fee schedule does not need to go into the policy. Jon stated that the policy committee should be charged with looking at the policy with a fee schedule, which can be revised, attached. Skip replied that this fee could bring in many tens of thousands of dollars as rooms are booked more than 50% of the year. Rooms would always be reserved for library first. We do not currently have equipment to rent.

A motion was made by Elsa Woods for \$25 per hour for non-profits with a 2-hour minimum; \$50 per hour for commercial entities with a 2-hour minimum; plus \$25 for any meeting in which food & drink are served. It was seconded and passed unanimously.

Revision/Extension of Sunday hours

Skip passed out a draft of various Sunday schedule scenarios. The concern of the Commissioners is the lack of Sunday coverage of southern Durham—Parkwood and/or Southwest branch libraries, and that they would receive complaints if they were not opened on Sundays. An opinion was also expressed that if all regions could not be covered, it would be better to open only Main.

Skip would love to extend Sunday hours to all large branches, but we're not able to do that without requiring staff to work every other Sunday. In the budget scenario presented last week to the commissioners, Main, Warren, East Regional, and North Regional libraries would be open Sundays year-round from 2-6 PM. Parkwood and Southwest would not be open on Sundays (until opened as Regionals with much more staff), as their staff would be used to staff other library locations on Sundays.

Skip stated that Priscilla Lewis & Susan Wright have looked at possible ways to do this. Joyce McNeill says there are Human Resources implications. In response to all of these issues, the Administrative Council came up with 6 possible plans summarized as:

Plan A: To open year-round the libraries that have full-service staffing (Main, East, North, Stanford L. Warren); requested 5½ FTEs

Plan B: To open year-round the libraries that have full-service staffing (Main, East, North, Stanford L. Warren); 0 FTEs added; close Friday mornings

Plan C: Open all libraries year-round (Main, East, North, Stanford L. Warren, Southwest, Parkwood); 0 FTEs added; close Friday mornings

Plan D: To open year-round libraries in each geographical region (Main, East, North, Southwest); 0 FTEs added; close Friday mornings

Plan E: To open year-round all libraries, except Stanford L. Warren; 0 FTEs added; Close Friday mornings

Plan F: To open Main Library year-round only; 0 FTEs added; no closings Friday mornings

Concerning the recommendation that Southwest be included but not Parkwood (Plan D), the reasoning was that the commissioners would be satisfied with one of the two southern libraries, and use statistics demonstrated that Southwest is far busier than Parkwood.

Of the 6 possible plans, Skip would like to take plan D back to the commissioners.

The advantages of closing Fridays mornings, the slowest day of the week at libraries, are to make staff available for Sunday shifts and provide time to work on projects. Substituting Southwest for Warren makes sense because of its low use and because it is one mile from Main. Concerns were expressed about the staff having to work on Sundays; and the need to listen to staff.

Jon Miller argued that Plan F has certain advantages: allows us to use current staffing with the least disruption; to do larger planning more successfully; and to prove the popularity of the service. Skip explained that it was email from a citizen, not the commissioners that caused him to propose extended Sunday hours. Staff, both part-time and full-time, will need to be scheduled for every 4th Sunday instead of every 6th Sunday. Due to holidays, the Libraries are closed 4 Sundays out of the year. This means each staff member will be scheduled to work 12 Sundays per year from branches and Main.

Elsa Woods supported plan D because it speaks to more than just Main; and regionals idea is fair and equitable.

Allan Lang made a motion to approve plan D. It was seconded and discussion followed.

Skip stated that he does intend to open Warren at some time.

Ken offered a friendly amendment to Elsa's motion, which she accepted. The new motion was to accept plan D, but that if the commissioners insisted on opening Warren as well, the Board, confident that they and library staff were unable to accomplish that without increased funding, would then endorse Plan F. The revised motion was seconded and passed with one opposed.

The meeting was adjourned at 7 PM.

Respectfully submitted
Tanika Terry (acting Recording Secretary)
June 11, 2007