

**Durham County Library
Board of Trustees
Meeting, June 12, 2007
DRAFT Minutes**

This meeting was called to order at 6:05.

Present: Ken Berger (Chairman), Mohammad Rashdi (Vice Chairman), Elsa Woods, Allan Lang, Joyce Sykes, Joe Hewitt, Al Roberts and Marian Dillahunt-Andrews, Board Members; Michael Page (BOCC Liaison), and staff Skip Auld (Library Director), Priscilla Lewis, Joyce McNeill, Susan Wright, Jana Alexander, Rheda Epstein, and Alison Shields (standing in for Tanika Terry), Library staff

Absent: Jon Miller and Tanika Terry (acting recording secretary)

Agenda: Some items that appear in the agenda are follow-ups from the County Commissioner's meeting. The agenda was approved.

Communications: (Ms. Alexander) The *News and Observer* has published articles of interest about libraries, which will be sent out electronically to the board members along with a link to an audio clip by one of the managers of West Regional Library at Wake County.

There have been responses to news items put out by the library about Sunday hours and letters from David DeBerry on May 28, Donald Hughes on June 2 and June 11, and Ellen Reckhow on June 6.

The "Branching Out" publication went into the *Herald Sun* on June 2.

The Website is being updated with regard to Strategic Planning and the Summer Reading Program.

Minutes: The minutes of the May 8 meeting were approved. The minutes of the June 5 special meeting will be approved at the July 10 meeting.

Other Announcements: (Mr. Auld)

- On June 13, there will be a meeting of the Economic Development Committee. Andy Rothschild will be talking about development projects in downtown Durham.
- On Wednesday June 20 at 8 am, the library will have a table at the Circle of Influence Diversity Awards at the Millennium Hotel.
- We have formally joined the Urban Libraries Council. ULC's website is urbanlibraries.org.
- The ALA conference is next week in Washington, DC; eight staff members will be attending.

Financial Report: Ms. McNeill distributed expenditures and revenues.

Mr. Auld reported that 8 percent of the year and 20 percent of the budget remain. Allocations are anticipated to develop by July 1, and by this coming year we will have a better handle on the budget overall.

The rent figure is based on continued payments to North Durham. The library will be out of that location by June 30.

Committee Reports:

Ms. Woods reported that **Facilities and Standards** did not meet.

Mr. Rashdi distributed the **Computer Use Policy**. Corrections include:

- Page 2, Section 3F: The word "disbarment" will be changed to "exclusion from library premises".
- A reference to CIPA (Children's Internet Protection Act).
- Page 1: The word "resources" appeared twice, so the second appearance was changed to "materials".
- Page 1, Section 1B: removed "being".
- Page 1, Section 2A1: Include the word "otherwise," like it appears in section 1B.

In reference to Section 1A, board members would like to see the library involved in educating parents about child safety on the Internet.

Suggestions included: providing classes, providing handouts about child safety on the Internet superhighway, building a link into the online policy, advertising tips and programs on flat screen TVs, coordinating through the public school system in Durham County to make it a unified effort, and bringing this issue to the Strategic Planning Committee.

Filtering software and the potential to under-filter or over-filter was discussed. Mr. Auld reported that he has heard very few complaints about the software from staff, and noted that our particular technology is very cumbersome to change.

The **Computer Use Policy** as it stands tonight was approved unanimously.

Mr. Auld reported that within the month, the library will be issuing guest-passes only when the computers are down, and that there will be some publicity about this.

Mr. Rashdi distributed the draft of the **Public Comment Procedures**.

The Board changed the wording of section C to: "The Durham County Library Board of Trustees is not the appropriate body for raising concerns about specific employees. Comments should be directed to the library management, beginning with the employee's supervisor."

The **Procedures** were approved unanimously.

Mr. Auld reported that he brought the **Meeting Room Fee Schedule** that was approved last week to the branch managers, who suggested some changes.

The proposed schedule is as follows:

Non-profit organizations will be charged \$50 for up to four hours.

- The fee is raised to \$100 if the room is used for more than four hours, up to a full day.
- Commercial organizations will be charged double this amount.
- Partners will not be charged for use of the room.
- Groups will not be charged extra for bringing food and drink.
- A clean-up fee of \$75 will be charged if the group makes a mess with food and drink, etc.
- For after-hours meetings, there will be a charge of \$25 per hour for the security officer to stay and close the building.
- The meeting must be free and open to the public.

The projected revenue from this is \$30,000.

Concerns about this schedule included:

- The difficulty of identifying which organizations are partners, and which are not.
- Some groups will not be able to afford the fees and therefore will have nowhere to meet.
- It is not recommended that groups have meetings in open areas.
- The policy must be consistent across branches.

Some answers to concerns were:

- The library director has the power to waive fees.
- With the money brought in, it will be possible to extend partnership to more groups.
- Meeting rooms are only a side issue with libraries. Libraries are really about the books and materials.
- Smaller groups can use a smaller meeting room with no fee.
- The charges will not begin until Sept. 1 or so.
- Groups can apply to the library director for partnership.
- \$50 is cheap compared to other meeting spaces in hotels, etc.

The **Meeting Room Fee Schedule** was approved with concerns noted.

Planning and Budget: (Mr. Lang) The report will be at the next meeting after the county commissioners pass theirs.

Mr. Lang wanted to know if the library was up to date on Senate Bill 309 and House Bill 424. Mr. Auld reported that \$750 to buy a license for Tutor.com is not recommended. Also, a cut in state aid of \$500,000 is forthcoming. To get it back up to \$3.7 million, an additional \$700,000 to 900,000 is needed.

Information and Technology: (Mr. Hewitt) Aftab's report for yesterday's meeting was very positive. His report can be shared in the minutes which are forthcoming.

An unofficial view of the general IT strategic planning issues was shared.

It was agreed that bylaws, upcoming Board meeting agendas, and links to the minutes from the Board of Trustees will be added to the library's website.

County Commissioner Liaison: (Mr. Page) The budget should be approved. Mr. Page expressed appreciation to those trustees who came to the budget meetings.

External Reports:

Durham Library Foundation: (Mr. Berger) The foundation hasn't met recently.

Friends of the Library: The book sale will be Friday June 22, and Saturday June 23.

Friends of Stanford L. Warren Library: (Ms. Lewis) An outside bookdrop was ordered.

Old Business

Amendments to the Bylaws: (Mr. Berger) The latest wording of Article I, Section III has been distributed. The most recent version said "The position of a board member who has been absent for three consecutive regular meetings will be considered vacant", but it is suggested that this be replaced by "The position of a board member who has been absent for three consecutive regular meetings will be considered vacant, unless the Chair, after consultation with the Vice-Chair, shall find good cause for the absences and excuse them. Regardless of whether the absences are excused, the position of any board member missing 50 % of the regular meetings during the fiscal year shall be considered vacant, unless the board shall vote to excuse any of the absences and petition the Board of County Commissioners for a waiver of its attendance policy."

The **Amendment to the Bylaws** passed unanimously.

Horizon Update: No updates.

Updates on Branches: Mr. Auld met with Lewis Cherry, the architect for Southwest Regional, on June 6. Mr. Cherry is considering a discussion among the local residents concerning the design. The project will entail one year of designing the interior layout and sequencing the project.

One concern is that the names of Southwest and South Regional are easy to confuse. It is suggested that new names be considered.

Our lower-level approval threshold is to do a design for under \$30,000 and a renovation for under \$300,000.

There has been a meeting with the County Engineer to discuss options for the redesign of Main Library.

The Freelon Group should submit their draft in July for South Regional Library. There should be about 12-18 months of construction for South Regional Library. Minutes from that meeting will be shared with the board.

Update on Strategic Planning: (Mr. Auld) Our consultants have provided a draft of the strategic plan. The Core Planning group and the Administrative Council will be meeting with the consultants this coming Monday. On Tuesday from 11-2, it will be taken to the Steering Committee. Mr. Auld will be traveling to Baltimore this coming Thursday to discuss the beginning of reorganization and the implementation of the plan, which is entitled "Saying Yes to Our Community."

The structure of the plan includes four key goals with objectives related to each goal, possible strategies to achieving objectives, and was to measure the achievement. Champions will be assigned to each goal.

Once the plan has been reviewed by the Steering Committee on June 19, it will be sent out to the Library Board. The Board can then adopt the plan on July 10, if possible, or in the August meeting if necessary. It is important for the board to take a broad view and set a broad agenda for the library, and to be confident about the plan as a whole. It is not recommended that the Library Board wordsmith the plan

New Business: (Mr. Berger) An annual report to the County Commissioners and to the State Library is required by state legislation, though the State Library does not want this document (they use a report submitted by the library administration). The library administration should create statistical information for this report. Mr. Berger has already drafted the report and will send it out for approval within the next week, just after the end of the fiscal year. It includes a review of the membership and what the board has done, policies advised, etc.

Director's Report: (Mr. Auld) Lewis Cherry did a walkthrough of Main library.

We want to start planning the Southwest project.

For the strategic planning process, Skip and Sandy and others have met with Jim Goodmon of Capital Broadcasting, who created the American Tobacco Complex and brought in the new Durham Bulls stadium, and will soon be meeting with Mary Seamans. Mr. Auld is trying to forge connections and relationships and has done several other key interviews with people in the community, such as Mayor Bell and Mary Ann Black. A dozen or so names were identified for input into the strategic planning process. There was also a focus group with El Centro Hispano, with mainly teens, which provided helpful suggestions about better ways to serve that part of the community.

Library staff visited Wake County Library last week, the final trip to other libraries.

Of great value to us is our membership in the Urban Libraries council, which is \$4,500 dollars a year.

The meeting was **adjourned** at 7:47 pm.