

DURHAM COUNTY LIBRARY
BOARD OF TRUSTEES

MINUTES OF THE AUGUST 14, 2007 MEETING

Call to Order: Chair Ken Berger called the meeting to order at 6:02 PM in the Board Room of the Main Library.

Roll Call and Welcome of New Board Members: Ken welcomed new Board member Sharon Brinson to her first Library Board meeting. Starting with Sharon, all of those present introduced themselves.

Present: Ken Berger, Sharon Brinson, Joe Hewitt, Allan Lang, Al Roberts, Mohammad Rashdi, Joyce Sykes, and Elsa Woods, Board Members; Aftab Ahmed, Jana Alexander, Skip Auld, Rheda Epstein, Priscilla Lewis, Joyce McNeill, and Susan Wright, Library Staff; and Wendell Musser, representing the Friends of the Library.

Absent: Marian Dillahunt-Andrews; Commissioner Michael Page.

Approval of Minutes: A motion passed for approval of the final version of the minutes of the July 10, 2007, Library Board meeting.

Communications: Jana presented the clip report from Marketing for the past month and noted that there were four front-page (A section) local newspaper features on the Library since the last Board meeting. We are getting tremendous press coverage!

Other Announcements: Ken announced that Curtis Massey is no longer working for the Durham County Managers Office; Marie Inserra is the new Assistant County Attorney assigned to the Library.

Board by-law changes are scheduled on the agenda for the August 27th evening BOCC meeting.

Financial Report: Joyce McNeill put together a financial report for the month of July 2007. Skip remarked that the budget year is just getting underway and that the Library's budget increased by over \$1 million this year especially due to salary increases and the first full year open for North Regional and Stanford Warren branches.

Committee Reports

Board Development and Evaluation: No report.

Facilities and Standards: No report.

Policies: No report.

Planning and Budget: No report.

Information Technology: No report.

County Commissioner Liaison: Rev. Page was absent. Ken mentioned that the Commissioners discussed procedures for soliciting Board applications and appointing citizens to Durham County Boards and Commissions at a recent work session. We look forward to Rev. Page's report concerning this at the next meeting.

Ken brought up the issue of committee appointments. There are some vacancies currently on Library Board committees. The committees *could* be restructured to better support the goals and objectives of the Library's Strategic Plan; however, Ken feels that the committees are well set up to reflect the Board's work and responsibilities. For work on the Strategic Plan Ken and Mohammad suggest the model of the latter's work with the staff recognition committee, i.e., assigning members of the board to library committees. Skip noted that the committee structure could be revisited in the future. Ken will be sending out an e-mail listing the committees in an attempt to fill the gaps and match up the right Board members with the right committees.

External Reports

Durham Library Foundation: Skip reported that the Foundation is now in a position to start supporting library activities. With \$2 million in assets, money will be released for specific endowments.

Friends of the Library: Wendell Musser gave a report briefly touching on the FOL's strategic plan and their desire to better utilize the FOL webpage. Chair Jeff Laufenberg plans to move the FOL Board meetings around to various DCL locations. The past year's FOL book sales brought in \$84,000. Expenses are going up including replacement of the shed burned in the fire, etc.

Friends of Stanford L. Warren Library: No report.

Old Business

Updates on Branches: Skip shared updates from the Facilities and Standards Committee. Statistics from the McDougald Terrace branch facility and bookmobile stops at the McDougald Terrace housing community are extremely low. We don't know yet the plans of Durham Public Schools to open the next *possible* learning center at McDougald Terrace. We want to have that question answered before making any changes there. Also, a new hours sign *still* hasn't been posted, and some trustees are not confident that operations information is widely known in the community.

Skip also handed out a monthly system-wide statistics report, compiled by Rheda and Aftab, which will be the norm each month. It includes circulation by locations, library visits, information services, programs, meeting room, technology, and volunteer statistics—comparing back three years. Trustees suggested additional items for inclusion, such as website hits.

Priscilla reported that re-drawn plans for South Regional were presented and accepted at a recent BOCC work session. Construction can begin in summer 2008.

Ken brought up the concern that Southwest and Parkwood *could* be closed at the same time, for several months, if the start of the Southwest expansion isn't timed appropriately. Skip discussed with Mike Ruffin the possibility of a temporary location for Southwest during construction; Ken suggested the possibility of using Parkwood. (Southwest needs to be closed 18 months to 2 years for expansion.) Library staff will work with the Facilities and Standards Committee to study the south Durham area and how to continue to have Library service during Parkwood/South Regional and Southwest transitions.

Proposed Revision of the Meeting Room Charges Structure: Skip has been working with Wendell Davis in looking at charging only for the largest meeting room at each DCL location rather than all meeting rooms per the new fee structure beginning on September 4th. This would be a compromise following BOCC Chair Ellen Reckhow talking to Skip about "some free meeting space" at libraries due to citizen complaints and concerns expressed about the new charges. This topic is on the August 27th BOCC consent agenda for the 7 PM meeting. [Subsequent to the meeting, the BOCC hearing was rescheduled for September 4.]

Board members discussed options and the consensus on the fee structure for Skip to present for meeting space, as proposed by Allan, is:

\$50 for the Main Library Auditorium; \$25 for large meeting rooms at branches; no charge for small rooms. These prices are well below costs for any other public or private meeting space in Durham--including Durham Public School's classroom fees.

Strategic Plan: In the Board's looking at the Strategic Plan draft, Elsa posed the question, "How nitpicky will we be?," especially since many community members, Library family (including Board members), and staff already worked numerous hours following the process set out by the Singer Group and coming up with the plan.

Skip followed this comment with a simple hand-out of the newest **goal** drafts—having been slightly re-written by Jana with consistent language and parallel construction. The four goals will be published for the public and the three resource areas are for internal use to support the goals. Skip plans for the strategic planning work to be a fluid process for "possible strategies" and to use the Strategic Plan as a working document for positive change, not just to sit on a shelf somewhere.

No later than one week before the September 11th Library Board meeting, Skip will have the SP **objectives** ready—with parallel construction and consistent language-- for the Board to review. We will also set aside one hour at the next Board meeting for questions, concerns, etc. on the Strategic Plan and can consider a partial day retreat if the Board members feel that would be helpful or necessary.

New Business: None, as Committee structure and appointment was discussed earlier in the evening under “Committee Reports.”

Director’s Report: Already covered in “Strategic Plan” (above). Skip also mentioned that customer service training for all Library staff will be conducted the last week in August.

Adjournment: It passed unanimously for the Library Board meeting to be adjourned at 8:07 PM.

Respectfully submitted,

Susan Wright, Main Library Services Division Manager
Interim Public Services Manager

Next meetings: September 11, 2007 and October 9, 2007