

Durham County Library Board of Trustees
Tuesday, May 13, 2008
Conference Room, Main Library

MINUTES OF THE MEETING

Call to Order: Chair Ken Berger called the meeting to order at 6:02 P.M.

Roll Call: Mr. Berger did a visual roll call. Present: Ken Berger, Marian Dillahunt-Andrews, Joe Hewitt, Allan Lang, Mohammad Rashdi, Al Roberts, Joyce Sykes and Elsa Woods, Trustees
*Trustee Sharon Brinson has resigned.

Also Present: Skip Auld, Lakesia Farmer, Brenda Hall, Joyce McNeill and Gina Rozier, Library staff and Chris Brasier, Principal Architect, SmithGroup.

Absent: Rev. Michael Page, BOCC Liaison and Dr. Wendell Musser, Friends of the Library Liaison

Approval of the Agenda: The agenda was approved as proposed.

Approval of Minutes of April 15, 2008: The minutes were approved as submitted following a motion by Ms. Sykes and a second by Mr. Roberts.

PUBLIC COMMENTS: Mr. Berger asked Mr. Auld to use this time to introduce Chris Brasier who is the architect who will be working on the Main Library Study.

COMMUNICATIONS

Ms. Rozier circulated the Clip Report and gave the following report:

- The library has a top candidate for the Development Officer position.
- *Poetry for Everyone* was a success. There were six events which garnered a lot of support.
 - Of the 59 evaluations that were submitted, 53 people said they enjoyed the event, one person did not enjoy the event and five people did not check either box.
 - The average attendance was 40 people.
 - The highest attendance was at Main Library with 70 people.
 - Through E*vanced, the Marketing Department was able to track how people heard about Poetry for Everyone. Most people saw a library poster on a visit to the library.
 - The event had good media coverage, both prior to and after the event.
- The Main Library aired *Bull Durham* on May 3rd. Over 50 people attended the movie's screening. Hot dogs and peanuts were served to continue the baseball theme.
- Rick Ashton and Danielle Milam from the Urban Libraries Council (ULC) conducted a site visit today to consider Durham and the triangle region for ULC's December 2009 Partners for Success Conference.
 - The theme will be *Regional Solutions for Local Vitality*.
 - Our area is one of two areas being considered for the conference.
 - Mr. Ashton and Ms. Milam visited several places in the Triangle region including the West Regional Library in Wake County, our Stanford L. Warren Library, Research Triangle Park and the American Tobacco campus. They met with Durham's County Manager and City Manager, City Council members, County Commissioners, the Chairs of the commissions in both Durham and Wake Counties as well as members of the library staff and the trustees' chair. The president of the Triangle J Council of Governments and a representative from the Durham Convention and Visitors Bureau all helped to showcase the best of what we have to offer.
 - Ms. Rozier commented that our area is on the cusp of doing a lot of things regionally. She believes that the only thing that would keep the selection committee from

- choosing us would be their desire to see an area that is already firmly grounded in regionalism.
 - Mr. Lang noted that Durham is listed as number eight on *Fortune* magazine's list of 200 best cities.
- Mr. Lang asked if, at the next meeting, a report could be given on the "Let's Talk About It: Jewish Literature" event that will be happening later this year. Ms. Rozier mentioned that the library has applied for an North Carolina Humanities Council grant to supplement the initial program grant. She will report on the status of the grant and give an update about the project at the next meeting.

OTHER ANNOUNCEMENTS

- Library Legislative Day will be next Wednesday, May 21st in Raleigh. Most of the Library Family participants will be from the board. Mr. Rashdi asked if there was enough transportation. Mr. Auld initially suggested that those attending caravan, but Ms. Sykes asked if it would be possible to use a county van. Mr. Auld will check into the use of a van for next week.
- Ms. Dillahunt-Andrews thanked Mr. Auld and the library staff for allowing her to complete her internship at the Main Library. She learned a lot about the inner workings of the library and worked closely with Margot Malachowski, the head of Reference.

FINANCIAL REPORT: There is no financial report tonight because they are distributed quarterly. Mr. Berger asked if it would be possible to receive the fourth report at the end of the fiscal year instead of at the beginning of the next fiscal year. The year end report will be distributed to the Board at the July Board meeting.

COMMITTEE REPORTS

Board Development & Evaluation – Ms. Dillahunt-Andrews

The committee will meet on Tuesday, May 20 at 3:15 pm in the Main Library. Ms. Dillahunt-Andrews distributed an article that Mr. Lang had shared with the Board via email. The article talked about how the Princeton Public Library is seeking teenagers to serve in an advisory role to its Board. These teens would attend Board meetings and give input, but would not actually have a vote. The Board Development & Evaluation Committee will look into the possibility of doing this in Durham. At next week's meeting, the committee will also finalize its charge and flesh out the retreat. All Board members are encouraged to attend the meeting.

Mr. Berger noted that Ms. Brinson was on this committee. He asked Ms. Dillahunt-Andrews if the committee needed a replacement for Ms. Brinson at this time. They are fine as is.

Next meeting: Tuesday, May 20 at 3:15 pm in Library Administration

Facilities & Standards – Ms. Woods

This committee has met twice since the last board meeting. A called meeting was held to hear a presentation about library services at McDougald Terrace from a group of UNC Policy Students. The committee feels that the library should proceed as planned: new hours have been instituted, more adult books are needed, computers will be added, flyers will be distributed in the community.

Ms. Hall gave an update about what is happening at McDougald Terrace.

- Flyers were designed and distributed in March. Originally, Wisdom Pharaoh indicated that she and China Townsend would hand deliver flyers throughout the housing community. When Ms. Hall contacted her about the flyers, Ms. Pharaoh indicated that

the flyers would instead be put into the food bags that are given out during each Friday's Food Giveaway.

- The library's Marketing Department is working on another flyer about the Summer Reading Program.
- Young adult and children's books have been purchased. Space is very limited, but new books are shelved together and are highlighted with a pink sign.
- Adult books have been ordered and more adult books will be ordered this week. Staff is starting to weed the collection to make room for more books.
- The Thursday story hour continues at Head Start, but they will close for the summer on May 22nd. Story time will resume in the fall when Head Start reopens.
- The space in the library has been physically rearranged. The circulation desk has been repositioned so that staff can greet customers who enter instead of having their backs to the door. Old, worn bookcases have been removed. There is more space so that the library is more open and friendly.
- Someone from General Services will come out to strip and wax the floors. A new rug has been purchased to replace the old, tattered area rugs.
- Ms. Hall encouraged all Board members to stop by to see the changes.

Mr. Lang asked if the new hours (Monday through Friday from 2 pm – 6 pm) would continue all summer, and they will.

Mr. Auld noted that he had reported that computers would be added to McDougald Terrace. In actuality, there is not space for any additional computers. There are currently four computers available for public use. Mr. Rashdi asked if there was a long wait time. Ms. Hall answered that there was not usually a long wait time. If no one is waiting, customers can continue using the computer. Mr. Berger asked if there are computers at the TA Grady Center. Ms. Hall mentioned that TA Grady may be closing due to structural problems. She does not know if they will reopen. Mr. Berger thanked Ms. Hall for the hard work, efforts that already demonstrated an increase in library circulation statistics.

Ms. Woods continued with her report. She mentioned the letter about Parkwood that the Board members had all received. About \$9,000 in repairs will be done by General Services to correct some issues like the air conditioning and fixing the place where the car ran into the building. With these repairs, the library will be able to stay where it is until the opening of the new South Regional. The temperature should be bearable for the summer.

A letter was also received about the cleanliness of Main. A change was made to close off the first floor restrooms so that they are only accessible to people using the Auditorium. Improvements have been made in the hallway near the elevators with chair rails and new paint. The carpet in the auditorium will be replaced soon.

Next meeting: Tuesday, June 3 at 2:30 pm in the Board Room

Information Technology – Mr. Hewitt

A written update from library webmaster Jill Wagy was distributed. Great progress has been made on the redesign of the library's website. The address of the redesign is listed on the handout. The only difference in versions is color. Copies of a visibility study were also distributed. The findings of the study are being put into the redesign. Ms. Wagy has consulted with a lot of people about the redesign, including the IT Committee.

The committee is very concerned about Internet Safety and feels that the library should take a more proactive approach to training. Courses in the past were not well attended. Courses that are offered in the future need to be marketed aggressively. The library should develop a written statement about Internet safety which would be incorporated into our computer use policy.

There is a need for information and technology literacy training. There is no instructional services position at the library, but there may be a need for someone to coordinate training. The library uses UNC Library School students to teach some computer classes, but it would be preferable for these classes to be taught by staff, if possible.

Cyber Safety is key to the Strategic Plan. Mr. Berger added that there are handouts for child Internet safety available from ALA and other sources. Mr. Auld will provide copies of the bookmarks from ALA at the next meeting. There was mention of partnering with the schools to see what they are doing. We could possibly coordinate our efforts. Mr. Auld commented that the schools do very heavy filtering of their computers. They do not allow MySpace or Facebook. Mr. Rashdi feels the library should very aggressively teach students not to share personal information. The staff can be trained to monitor what is happening on computers without aggressively policing. They should know how to handle instances where something unsafe or inappropriate is seen on the computers. Mr. Berger noted that this tied into what was discussed at the library's Staff Development Day about roving around and being more accessible to library customers.

Next meeting: Monday, June 9 at 12:00 pm at the Bruegger's on Ninth Street

Planning & Budget – Mr. Lang

The committee met on May 8th. They discussed the upcoming budget. Mr. Lang distributed copies of the transmittal letter that Mr. Auld submitted with the library's budget proposal. The committee discussed and approved its charge. The charge was distributed to the Board and was approved. Mr. Lang asked Mr. Auld if a date had been scheduled to discuss the budget during a Commissioners Work Session. No date has been set at this time.

Next meeting: Thursday, June 5 at 3:00 pm in the Board Room

Policies – Mr. Roberts

The committee approved its charge which was distributed to the Board for review. The charge was approved by the Board.

Mr. Roberts distributed copies of the Policies List. Six policies are being currently reviewed by staff. Mr. Rashdi asked what the Review Date means on the policies list. This is the date that the review of policies should be completed by the Board. Policies will have to be submitted to the Policies Committee and Board early enough for the Board to review them by the scheduled review date. Mr. Rashdi also asked what process will be used to review library procedures since they are not reviewed by the Board. Mr. Auld answered that he does not have a schedule for review of procedures. The Computer Use Guidelines will be updated because it is a supplement to the Computer Use Policy.

Mr. Auld commented on the fact that many policies are delinquent in their review. He met with his Administrative Council to discuss the policies and gave them a deadline of Friday, May 16th to complete their policy reviews. Policies will be reviewed in a more timely manner once the Deputy Director is in place.

The Computer Use Guidelines and Policy will be reviewed during the next IT Committee meeting.

Mr. Lang noted that there were eight policies scheduled for April review. He would like to see some sort of deadline imposed on library staff so that the Policies Committee can have something to review. Mr. Berger added that the Board went to a two-year review schedule to make it easier for library staff. Mr. Auld, Mr. Berger and Mr. Roberts will meet Friday afternoon to discuss the policies and what should happen next. (The meeting was later cancelled and will be rescheduled).

Mr. Berger will contact Ms. Wagy about adding the committee charges to the library's website under the Board of Trustees information.

Ms. Brinson also served on the Policies Committee. Mr. Roberts is fine with not replacing her seat on the committee at this time.

County Commissioners – no report

EXTERNAL REPORTS

Library Foundation – Mr. Berger reported that the Foundation will meet on May 19th.

Friends of the Library – Ms. Rozier commented that the Friends are preparing for their June Book Sale which will be held June 20th, 21st and 22nd. The publicity is ready to go.

Friends of Stanford L. Warren – no report

OLD BUSINESS: none

Update of Staff Recognition was inadvertently left on the agenda under Old Business. At the next meeting, Mr. Berger would like to hear a report on the process for Staff Recognition especially the Trustees Award.

NEW BUSINESS:

Main Library Siting Issue – Mr. Auld gave a brief introduction of the basis of this discussion. Architect Chris Brasier and his team will conduct a Main Library Study which will include an evaluation of the current building and its systems, such as HVAC, and a Community Visioning process which will ask What Is Needed in a Main Library. The question for tonight's discussion is: Would we consider other sites for the Main Library? Sites that have been proposed are: an office tower on the Woolworth's site where the library would occupy the first two floors; the Elkins site on the corner of Mangum and Roxboro, next to American Tobacco; and space near the future transit station.

Arguments for staying in the current location:

- Move the exterior wall closer to Roxboro Street to expand the buildings square footage and to make it more prominent from the street. The grassy area seems like wasted space which could be better utilized.
- Close to downtown and transportation; currently very accessible
- In walking distance to many social services organizations and the health department
- Location is prime, convenient
- Concern about the entrance on Holloway and the proximity to day care center traffic. Would like to see this problem corrected in the future plans.
- Moving would cause an undue hardship on many.

- If you move or change locations, you lose part of the history.
- Like the parking and ease of access
- Woolworth's site has possibilities, but Elkins site would be a disaster. It would be further away from central downtown than current location.
- Not central, but on the outskirts. Some people don't come to the Main Library because they are afraid. None of the other sites solve that problem. If the building could be turned into a site that would train the homeless
- Parking at the Woolworth's location would be terrible.
- Concerns about cost to move
- Do not want to park in a deck where people would have to cross the streets with young children. Also, parking decks are unsafe.
- Concern about moving further into downtown; parking would be worse, and there would be more congestion.

Arguments to change the location:

- Not central to other downtown locations
- The building should make a statement for City of Durham and its commitment to education
- Need a more ambitious goal – not just a new service space. If we can get people excited, we can get the funds that will be needed.
- No sentimental attachment to the building. The library should move if it is for the better and takes into consideration future expansion and parking.

Other discussion:

Our first concern has to be the interest of the user community and the staff of library. How much money is really available? Where will money come from? It should be a source beyond the taxpayers.

Mr. Brasier explained that the existing building's physical infrastructure and systems, e.g. lighting and HVAC will be evaluated. Parallel to that study, a quantitative and qualitative program evaluation will be done. The program study will ask, "What is Needed in a Main Library?" This will be done in a community forum much like tonight's discussion. Next, the program and how what could feasibly be accomplished on the current site would be evaluated. The idea is not to present solutions, but to explore all options.

If the library is still scheduled to appear on a bond referendum in the Fall of 2009, Mr. Lang asked Mr. Auld to obtain timelines from the County which would allow the Board to begin soliciting support for the library. Mr. Auld answered that the library is scheduled for the bond referendum, and the publicity campaign is developed by the County. Mr. Lang requested that Mr. Auld bring the timeline to the next board meeting. Ms. Woods suggested that if the new timeline is not available, maybe the one from the last bond referendum would be helpful. Mr. Auld will contact Deborah Craig-Ray, Assistant County Manager, for information about the timelines, but he believes that everything is scheduled to begin after the election of the new Board of Commissioners in November.

DIRECTOR'S REPORT: Mr. Auld

- Eight candidates were interviewed for the Deputy Director position. The field has been narrowed to three top tier candidates.
- Mr. Auld attended a County Commissioner work session to discuss the acquisition of property which would provide additional parking for Stanford L. Warren.

- He attended the Smart Start Conference Celebration Dinner in Greensboro. The keynote address was given by Dr. Rudy Crew, Superintendent of Miami-Dade County Schools. Mr. Auld encouraged all to read Dr. Crew's book Only Connect.
- The library will be closed Sunday, May 25 and Monday, May 26 for the Memorial Day holiday.
- Monthly statistics were circulated. Mr. Auld wants to verify that the number of items circulated at Stanford L. Warren is correct for the fiscal year-to-date. North Regional was an Early Voting location, and Early Voting may be reflected in the number of programs at North. He will give an update of these concerns at next month's meeting. Mr. Lang noted that a lot of new library customers were gained as a result of coming to the library for early voting.
- Mr. Lang asked if the bookmobile was up and running and it is.

Mr. Berger noted that board elections for chair and vice chair will be held in July. The nominating committee will be announced at the next meeting and the slate will be presented at the July meeting.

Mr. Lang asked if upcoming committee meetings could be listed as part of the minutes. Ms. Farmer responded that in the past, she only listed the dates as part of the minutes if they were given as part of the committee's report. Going forward, she will list the upcoming meetings in the minutes. Mr. Berger will also list the meetings as part of the Proposed Agenda.

Mr. Lang asked if he could add an agenda item for next month: if it will be necessary to meet in both July and August. Mr. Berger will add the item to the agenda.

The meeting was adjourned at 7:56 pm after a motion by Ms. Woods and a second by Mr. Roberts.

Respectfully submitted,

Lakesia W. Farmer
Executive Assistant

NEXT MEETINGS: June 10 and July 8, 2008 (1st Floor Auditorium)