

Durham County Library Board of Trustees  
Tuesday, August 12, 2008  
Main Library Auditorium

## MINUTES OF THE MEETING

Call to Order: Vice Chair Al Roberts called the meeting to order at 6:02 P.M.

Roll Call: Mr. Roberts did a visual roll call. Present: Marian Dillahunt-Andrews, Joe Hewitt, Allan Lang, Al Roberts, Joyce Sykes and Elsa Woods, Trustees.

Also Present: Rev. Michael Page, BOCC Liaison; Dr. Wendell Musser, Friends of the Library Liaison; Aftab Ahmed, Skip Auld, Anna Cromwell, Myrtle Darden, Lakesia Farmer, Priscilla Lewis, Catherine Mau, Joyce McNeill and Gina Rozier, Library staff.

Absent: Ken Berger and Mohammad Rashdi, Trustees

Approval of the Agenda: The agenda was approved as written though the Approval of the Minutes was incorrectly listed as June 10, 2008 instead of July 9, 2008.

Approval of Minutes of July 9, 2008: Mr. Roberts read an amendment that Mr. Berger proposed making to the minutes. Members of the Board asked for the amendment to be sent out to everyone for review and decided not to make a decision about it at this time. Mr. Roberts will email the proposed amendment to the Board following the meeting. The minutes were approved as written, with one exception. Mr. Berger's amendment was omitted. The motion to approve was made by Ms. Sykes and seconded by Mr. Lang.

**PUBLIC COMMENTS:** none

### **COMMUNICATIONS**

Ms. Rozier circulated the Clip Report.

- A new Humanities lecture series, "Divining America: Religion in American History" from the 17<sup>th</sup> – 20<sup>th</sup> centuries will begin September 14. Jim Wise will moderate the first session entitled the "History of Religion in Durham." Lectures are scheduled through November 20<sup>th</sup> at various library locations.
- On September 23<sup>rd</sup>, the Main Library will host Art with the Experts. Curators from the Nasher Museum will lead an interactive discussion and show slides from the exhibition *El Greco to Velazquez: Art During the Reign of Philip III*. On September 27<sup>th</sup>, classical guitarist Peter Fletcher will perform Spanish works in honor of Hispanic Heritage Month, also at the Main Library.
- "Let's Talk About It" begins September 17 and will run through January 2009.
- Ms. Rozier distributed water bottles with the library's logo to the Board members.

### **OTHER ANNOUNCEMENTS**

- Mr. Auld introduced Catherine Mau, the library's new Deputy Director.
- On September 16 from 5:30 – 7:00 pm, there will be a Public Forum for the Main Library Study in the Main Library Auditorium. At this meeting, the architects will be presenting their findings from the first public forum and the community focus groups.
- The bid documents for South Regional will be opened on August 21. Groundbreaking is expected for late October or early November.
- The closing of Southwest may be delayed by a couple of months.

## **FINANCIAL REPORT**

Mr. Auld announced that the County will close out End-of-Year processing at the end of this week. The books stay open for forty-five (45) days past the end of the fiscal year. Once the year has been officially closed out, library staff will prepare a financial report that compares fiscal year 08 to fiscal year 07. Library Staff will attempt to have the report ready the week before the next Board meeting.

## **COMMITTEE REPORTS**

Board Development & Evaluation – Ms. Dillahunt-Andrews reported that there was no August meeting, but plans are underway for the Board's retreat. Anne Marie Elkins of the State Library will be the facilitator. The date will be October 18, but the time and location have yet to be determined. The length of the retreat will be dictated by what topics are covered. Board members were asked to email their thoughts about suggested topics to Ms. Andrews, Ms. Woods or Ms. Sykes by Friday.

Ms. Dillahunt-Andrews will email a copy of the minutes that listed suggested retreat topics to the Board. She also encouraged Board members to share the topics they would like to see discussed. The committee will meet after the Board members' suggestions for topics and time slots are received.

Mr. Auld asked that Board members and committee chairs copy Ms. Farmer on all correspondence that involves meeting dates and times so that she can reserve meeting rooms for the Board's meetings.

Facilities & Standards – Ms. Woods announced that the committee did not meet, but she made the following announcements.

- On August 15, tile will be placed in the elevators.
- Beginning August 18, the carpet in the Auditorium will be replaced and the Auditorium will be painted.
- New carpet was installed in the main lobby on August 1<sup>st</sup>.

Information Technology – Mr. Hewitt reported that the committee did not meet. He will no longer be the chair, but speaking as a committee member, Mr. Hewitt proposed that the library look into developing a media lab similar to what they have in Mecklenburg County where people can engineer sound. Mr. Auld mentioned an email that he had received that mentioned adding a Community Media Center to the Main Library. Mr. Hewitt offered to get the space needs requirements to Mr. Auld so they can be forwarded to the Main Library architects. Mr. Hewitt will try to have the information by the end of next week.

Mr. Ahmed shared some of the other accomplishments of the Information Technology department.

- Old staff PCs, printers and scanners are being replaced with new equipment.
- The library launched a new website.
- A library intranet will be launched soon.
- Ten new laptops have been purchased for roving computer classes.

Mr. Hewitt stated that the IT Committee is very pleased with the progress that has been made in the last year. Mr. Auld and Mr. Hewitt noted that in early September, a presentation will be given on Social Networking and the entire Board will be invited.

Planning & Budget – Mr. Lang reported that the committee met on August 7<sup>th</sup> and the minutes from the meeting were circulated to the Board via email. Copies will be distributed during the New Business report on the agenda.

Policies – Mr. Roberts reported that several policies are currently in flux. The committee will meet on August 13 at 4 pm in the Board Room and will discuss several of those policies at that time.

County Commissioners – Commissioner Page

- No report

The new Committee Structure is as follows:

- Board Development & Evaluation: Chair: Ms. Dillahunt-Andrews; Trustees: Mr. Hewitt, Mr. Berger and the new trustee
- Facilities & Standards: Chair: Ms. Woods; Trustees: Ms. Dillahunt-Andrews, Commissioner Page and the new trustee
- Information Technology: Chair: Mr. Rashdi; Trustees: Mr. Lang, Ms. Sykes and Mr. Roberts
- Policies: Chair: Mr. Roberts; Trustees: Mr. Lang and Ms. Sykes
- Planning & Budget: Chair: Mr. Lang; Trustees: Commissioner Page, Ms. Woods and Mr. Berger

#### **EXTERNAL REPORTS**

Library Foundation – Mr. Berger *in absentia*

The Foundation met on July 21. At that time, the Gier property still had not sold. Since then, an offer was made and accepted. As a result of the Foundation's retreat, the president of the Foundation will begin to meet quarterly with the president of the Friends, the chair of the Board of Trustees and the Library Director.

Mr. Auld noted that he will meet with Mr. Berger, Mr. Roberts and Commissioner Page to discuss the issues as they work to clear the air.

Friends of the Library – Dr. Musser

- The Friends welcome five new Board members: Jeff Anton, Roz Grace, Angela Zoltners, Gerry Larson and Martha Scoford.
- The Friends have earmarked \$42,000 for larger projects and will ask for input from the staff and board about how to spend the funds.
- The fall book sale will be held October 17-19
- The new *Best of Friends* newsletter will be out soon. All members of the Board should be on the mailing list.
- The Friends are working on guidelines for volunteers. These are the essentials of the job, not job descriptions, which will help recruit volunteers.

Friends of Stanford L. Warren – no report

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

Report on Application of Circulation and Fine Policies

Mr. Lang distributed the minutes from the August 7<sup>th</sup> Planning & Budget meeting. Mr. Auld distributed payment and waivers figures for fiscal years 2006-07 and 2007-08. Mr. Ahmed distributed copies of Library Use Indicators.

Mr. Auld and members of the library staff made a presentation about the library's overdue policies and instances where fines are waived. Mr. Auld emphasized the training that had been done for the staff and noted the Circulation Summit that is scheduled on September 5<sup>th</sup>. The summit will help ensure that policies are applied consistently throughout the system.

Commissioner Page asked if the library staff had considered instituting tiered consequences (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> offenses). He added that he did not want citizens to be careless in returning materials.

The library fees that are currently in place were discussed.

- Non resident cards are \$45
- Replacement cards are \$1
- Returned check fee is \$15

Mr. Lang commented that the returned check fee should be increased because the cost to the library for recovering the funds is higher. Ms. McNeill noted that the amount of the fee is governed by the County. Mr. Lang asked Commissioner Page to check into that and report back to the Board.

**DIRECTOR'S REPORT:** Mr. Auld used this time to continue the discussion of New Business.

The meeting was adjourned at 7:15 pm after a motion by Ms. Woods and a second by Ms. Dillahunt-Andrews.

Respectfully submitted,

Lakesia W. Farmer  
Executive Assistant

**NEXT MEETINGS:** September 9 (1<sup>st</sup> Floor Auditorium) and October 14, 2008 (3<sup>rd</sup> Floor Conference Room)