

Durham County Library Board of Trustees
Tuesday, October 14, 2008
3rd Floor Conference Room, Main Library

MINUTES OF THE MEETING

Call to Order: Chair Al Roberts called the meeting to order at 6:10 P.M.

Roll Call: Mr. Roberts did a visual roll call. Present: Allan Lang, Mohammad Rashdi, Al Roberts, Joyce Sykes and Elsa Woods, Trustees and Rev. Michael Page, BOCC Liaison.

Also Present: Skip Auld, Lakesia Farmer, Priscilla Lewis, Catherine Mau, Joyce McNeill and Gina Rozier, Library staff.

Absent: Marian Dillahunt-Andrews, Joe Hewitt and Michael Schoenfeld, Trustees and Dr. Wendell Musser, Friends of the Library Liaison.

Approval of the Agenda: The agenda was unanimously approved as written.

Approval of Minutes of August 12, 2008: The minutes were approved as written. The motion to approve was made by Mr. Lang and seconded by Ms. Woods.

Approval of Minutes of July 8, 2008: Mr. Lang made a motion that the Minutes from July 8, 2008 be approved, but with the addition of the amendment that was proposed at the August 12, 2008 meeting. The minutes were unanimously approved with the inclusion of the suggested amendment. Under Director's Report, in the first paragraph following the bullets, the last sentence will be changed to read: "Mr. Auld acknowledged that agreement, but said that he was providing documents as background information for the Board."

PUBLIC COMMENTS: Ken Berger addressed the Board to voice concerns about three brief matters involving timely response to concerns expressed by library users using official feedback channels, one of which also involves protecting users' confidentiality.

The issues raised by Mr. Berger were: (1) concern about the amount of time that Parkwood Library would be closed before the South Regional Library would open; (2) an unanswered request for information from the Main Library's first community meeting. He feels that the information should be available to the public; and (3) he expressed concern about the confidentiality of library records as a result of the library's holds pickup procedures – especially in the case of self-service holds. Mr. Berger provided information about privacy standards as outlined by the American Libraries Association, NC Library Association and a North Carolina State Statute. (During his Director's Report, Mr. Auld said he would respond to these concerns and share his response with the Board).

COMMUNICATIONS

Ms. Rozier circulated the Clip Reports for the last two months.

- The Humanities lecture series, "**Divining America: Religion in American History**," has been very successful. The first program had a standing room only crowd of 141 attendees. The subsequent programs have been well-received as well.
- "**Let's Talk About It**" programs have had 35-40 people each in attendance.
- A special financial program entitled "**The Financial Crisis: Causes, Aftershocks and Next Steps**" will be held tonight at Southwest Library. Cam Harvey, Professor of International Business at Duke University's Fuqua School of Business, will explain the origins of the current economic situation, discuss the implications for the US economy and answer questions from those in attendance.

- Tomorrow (10/17), a press release will go out to announce the **closing of the Southwest Library**. There will be an **Open House Celebration on Sunday, November 2nd** to commemorate the closing of the library. The open house will be from 2 – 6 pm, with a formal program at 3 pm. An invitation post card will be mailed to everyone who has Southwest listed as his home library. Information about the closing of Southwest is also listed on the library's website.
- A groundbreaking for **South Regional** will be held either November 17, 18 or 19 at 2:30 pm.

OTHER ANNOUNCEMENTS

- The library will present ***An Evening with Armistead Maupin*** at The Carolina Theatre tomorrow (10/15) at 7 pm.
- **Comedian Paula Poundstone**, national spokesperson for Friends of the Library USA, will perform at the Carolina Theater on Friday, October 24 at 7 pm. Following the performance, she will sign her latest book. Proceeds from the book sale will benefit our friends of the library.
- The **Friends Fall Book Sale** is this weekend: October 17th through October 19th.

FINANCIAL REPORT

Ms. McNeill distributed copies of the Year End Revenue and Expense Reports for Fiscal Year 2007-2008. The quarterly report will be available at the next meeting. Ms. McNeill also gave everyone copies of the Budget and Accounting Terms used by the County's Budget department and copies of the Library's Approved Budget for the current fiscal year.

COMMITTEE REPORTS

Board Development & Evaluation – no report

Next Meeting: Tuesday, November 18th at 3 pm in the Board Room

Facilities & Standards – Ms. Woods reported that the Groundbreaking for South Regional Library will be either November 17, 18 or 19 at 2:30 pm. There will be an art project at South. A consultant will be hired to guide the project which will be funded by monies from The Herndon Foundation. Kathi Sippen is looking into setting up a bookmobile stop at either the K-Mart or Harris Teeter Shopping Center.

The Main Library Study will be a \$10.8 million renovation project on the site of the current library. Further weeding of the collection will be needed to make everything fit into the new space.

Next Meeting: Tuesday, November 4th at 2 pm in the Board Room

Information Technology – Mr. Rashdi reported that the committee has met twice since the last board meeting. He has circulated minutes via email from the September meeting. Minutes from the October meeting will be distributed soon. The committee received staff updates from staff members Jill Wagy and Aftab Ahmed. The library offered a My Space training class for adults but only one person attended. Internet Safety Classes were held but there was almost no attendance. Both classes will be better advertised the next time they are offered.

- Classes on topics such as Web Design, How to Get a Summer Job and Blogging will be offered to teens. Internet Safety will be incorporated into those classes.
- Overdrive downloadable e-audio books will be launched on Wednesday. Two hundred titles have been purchased so far.
- Three vendors are under consideration for the RFID project. Compatibility to the library's current products and the cost are being closed reviewed.

- The IT Committee visited the Digital Media Lab at UNC. Much of what is found in a state of the art media lab is cost prohibitive for the library (around \$10,000), but a basic lab could be designed for around \$3,000. Mr. Auld also suggested that the committee visit the sound lab at Charlotte's library.

Mr. Lang asked if there would be a press release about the Overdrive service. Ms. Rozier responded that the library is doing a soft launch of Overdrive. There are bookmarks and posters that will be available in all locations. Publicity is on the website and in libraries.

Next Meeting: Monday, November 10th at 12 pm at the Bruegger's Bagels on Ninth Street

Planning & Budget – Mr. Lang reported that the committee met on October 8th. Mr. Lang noted that several items were requested at the meeting and were expected at tonight's Board Meeting. These reports included statistics on Sunday Hours now that the library has been open on Sundays for one year. The committee also asked for information about circulation figures and the availability of minutes prepared by the architects at the public meeting. Mr. Auld responded that the post it notes from the public meeting are part of the internal working documents meant to inform the project. He will check Glen Whisler (Engineering) or Attorney Chuck Kitchen to see what documents can be released to the public. Ms. Lewis added that the minutes are taken by the architects, but she will check with the architect Chris Brasier to see what can be released. The library will make everything available that it can. Commissioner Page noted that all of the commissioners should receive copies of the notes from the meeting since many of them were unable to attend.

Next Meeting: Tuesday, November 4th at 4 pm in the Board Room

Policies – Four policies (Registration, Courteous Conduct, Circulation Fee and Meeting Room) were sent to the Board for comment. Ms. Sykes raised concerns about statements within the Courteous Comment Policy. #4 and #15

Commissioner Page asked if (loud) cell phone usage was discussed in the policy. He believes that the library is too loud. Security should pay a stronger role in the library. Maybe the library could have some quiet areas, but it is unrealistic for the entire library to be quiet.

The Policies Committee will meet on Friday, October 17th to discuss which policies should remain policies and which should be administrative procedures. Mr. Rashdi asked if the library will post policies on the website before they are reviewed by the committee. Administrative procedures will not be reviewed by the Policies Committee.

Next Meeting: Friday, October 17th at 2:00 pm in the Board Room

County Commissioners – Commissioner Page had no report.

Ms. Farmer distributed a list of meeting dates and locations for the Board Meetings for 2009 and for Committees through June 2009.

EXTERNAL REPORTS

Library Foundation – Mr. Roberts had no report. The next meeting will be November 24th.

Friends of the Library – Ms. Rozier

- Paula Poundstone will perform at The Carolina Theater on October 24th.
- Fall Book Sale will be this weekend.

- On December 6th, there will be a **Wrap-a-Rama** to initiate and celebrate satellite book sales which will be held in all locations except Bragtown and McDougald Terrace. Books purchased at the event will be gift wrapped for free.

Friends of Stanford L. Warren – no report

OLD BUSINESS

Stanford L. Warren Circulation Statistics – Mr. reported that previous numbers were incorrectly input. An extra zero was entered. Circulation figures did not decrease and the correct figures are available on the statistics that will be distributed later in the meeting.

NEW BUSINESS

Election of Vice Chairman – The Nominating Committee selected Elsa Woods to serve as Vice Chair. A motion was made by Mr. Lang and seconded by Mr. Roberts. The Board voted unanimously to appoint Ms. Woods as Vice Chair.

Foundation Liaison – Mr. Roberts attended a Foundation Board Meeting as interim liaison to the Foundation. The Board voted that to have Mr. Roberts continue as the liaison to the Foundation following a motion by Ms. Sykes. The motion was seconded by Mr. Lang.

ID Badges

Ms. Rozier showed several options for name badges for the trustees. Currently, a plastic name tag is used to identify members of the Library family (Board, Friends and Foundation) at events. She also showed examples of permanent name badges. Mr. Lang will work with Ms. Rozier to get the name badges ordered.

Money for Trustees Award

Mr. Roberts asked the trustees who were present to make contributions towards the Trustees Award which will be presented at the library's November Staff Day.

November 11th meeting

The two local architects for the Main Library Study would like to make a 45-minute presentation to the Board. This would take most of the meeting. Mr. Lang proposed that the presentation be the only agenda item on the November meeting agenda, and the other board members agreed.

DIRECTOR'S REPORT: Mr. Auld announced that he would prepare a formal response to Mr. Berger's concerns and share his response with the Board.

Mr. Lang asked Ms. Farmer to resend the July & August meeting minutes to the Board. He also encouraged all Board members to attend Friday's policies meeting.

The meeting was adjourned at 7:40 pm after a motion by Mr. Lang and a second by Ms. Sykes.

The Board remained for a special session to decide the winner of the Trustee's Award.

Respectfully submitted,

Lakesia W. Farmer
Executive Assistant

NEXT MEETINGS: November 11 and December 9, 2008 (1st Floor Auditorium)