

Durham County Library Board of Trustees
Tuesday, January 13, 2009
Board Room, Main Library

MINUTES OF THE MEETING

Call to Order: Chair Al Roberts called the meeting to order at 6:03 P.M.

Roll Call: Mr. Roberts did a visual roll call. Present: Tatia Ash, Joe Hewitt, Allan Lang, Mohammad Rashdi, Michael Schoenfeld, Joyce Sykes and Elsa Woods, Trustees and Dr. Wendell Musser, Friends of the Library Liaison.

Also Present: Skip Auld, Lisa Dendy, Rheda Epstein, Lakesia Farmer, Catherine Mau, Gina Rozier and Jan Seabock, Library staff.

Absent: Marian Dillahunt-Andrews, Trustee and Becky Heron, BOCC Liaison.

Approval of the Agenda: Mr. Auld asked the agenda be amended to include a presentation by the Collection Management staff following the Public Comments. The agenda was unanimously approved as amended.

Approval of Minutes of November 11, 2008: Mr. Lang expressed concern that the minutes did not reflect all the important matters discussed during the presentation by SmithGroup architects. The Board decided to delay approving the minutes until the February meeting.

PUBLIC COMMENTS: Ken Berger addressed the Board to voice concerns that the holds queue for DVDs he has requested does not appear to move as quickly as it would if the library were purchasing extra copies to meet demand and that he had not been treated with the courtesy of a reply from library staff, that his only response had been from the Chair of the Board of Trustees. Following the next agenda item, Mr. Hewitt asked that Collection Management staff members Ms. Seabock and Ms. Dendy speak to Mr. Berger's concern, as he has experienced a similar situation regarding a book he requested. They explained how the process has been working and Ms. Seabock stated how she is working with her new staff in the recently centralized Collection Management unit to improve these processes.

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES: Ms. Seabock and Ms. Dendy reviewed the Resources Selection policy and a recent challenge to a book in the library's collection. They discussed the committee that was formed to review the book, some procedural changes in the policy that Mr. Auld asked be reviewed by the Board, and information about the book, reviews of it, and the committee's recommendation to keep it in the collection. Mr. Auld agreed with the recommendation and said he would be communicating it to the customer.

COMMUNICATIONS

Ms. Rozier circulated the Clip Report.

- She also distributed a brochure outlining Humanities Programs for January through March and copies of the *Branching Out* for December, January and February. Due to costs, *Branching Out* will not be mailed except with end-of-year donation letters.
- *Season's Readings* was generously paid for by Friends of the Durham Library. Reviews by Trustees are welcome every year.

FINANCIAL REPORT

- The Board reviewed an item which had been mailed to Trustees prior to the meeting, namely a budget comparison of the last three fiscal years, which shows personnel, operating, and overall totals.

- Mr. Auld stated that he had submitted cuts to the County Budget department for the current (Fiscal Year 2009) budget amounting to \$535,000, or 17%, of the operating lines. This included about \$168,000 in cuts to library materials lines.

COMMITTEE REPORTS

Board Development & Evaluation – Mr. Roberts, on behalf of Ms. Dillahunt-Andrews, asked Trustees to send to the two of them possible dates of availability on Saturdays in April or May for a Board Retreat.

Next Meeting: Tuesday, January 20th at 3 pm in the Board Room (Later moved to Thursday, January 29th at 3pm in the Board Room)

Facilities & Standards – Ms. Woods reported that the Main Library study would be presented to the Board of County Commissioners on February 9. A draft report could be presented to the Board prior to this meeting, if the Board would change its meeting date to the first Tuesday, February 3. This date would also better accommodate Ms. Heron’s schedule. (Note: The presentation to the Commissioners was later moved to 3pm on February 23.)

Ms. Mau presented the library’s proposal to make Bragtown Library the site of the systemwide Family Literacy program, under the direction of Youth Services Manager Karlene Fyffe, with staff members Courtney Lumpkin and Anita Hasty-Speed delivering the Get Set! Get Ready! Let’s Read! program using offices at Bragtown. Bragtown will continue to be open weekday afternoons. Its primary uses are for computers and children’s programming. Mr. Hewitt questioned whether any of our libraries are used for adult literacy, to which the answer is yes, that we partner with Durham Literacy Center at East, North, Stanford L. Warren and Main.

Next Meeting: To Be Announced

Information Technology – Has not met. Mr. Auld noted that library staff have begun preparing for demonstrations by integrated library systems (ILS) vendors, perhaps in the summer or fall. Also, the library has decided to implement the acquisitions module of the Horizon ILS in late spring in preparation for the new fiscal year.

Next Meeting: Monday, February 9th at 12 pm at the Bruegger’s Bagels on Ninth Street

Planning & Budget – Mr. Lang reported on several items discussed at the January 7 meeting, some of which were distributed in the Board packet that had been mailed:

- Final FY2008 report and expense report for the first quarter of FY2009.
- Circulation on Sundays in comparison with other days of the week and by location. The four hours open on Fridays at the eight locations show more circulation than the four hours open on Sundays at the four open locations. Main Library has double the circulation of any of the other three locations open on Sundays. Once South and Southwest Regional Libraries open, the library hopes to reopen on Friday mornings while opening the new regionals and Stanford L. Warren on Sundays.
- Cutting back security guard hours at East and North. One of the budget cuts will be to cut morning hours at East, North, and Stanford L. Warren. In response to Mr. Lang’s question whether the library would accrue any savings from reducing guard hours, Mr. Auld said that the library will not accrue savings, but rather these savings will accrue to the county as a whole as part of the county budget cut requirements.
- Cleaning services at Main Library (the day porter position) will be cut from full to half-time.

- Rental of or shorter loan period for best sellers. Lisa Dendy is researching a possible program to rent best sellers and DVDs by creating a collection of extra copies of items already in the collection. The rental collection would not be able to be reserved and would not show up in the catalog.

Next Meeting: Wednesday, February 4th at 4 pm in the Board Room

Policies – Ms. Sykes reviewed the list of six policies and eight administrative procedures which had been sent in the Board packet. She said the Board will review each of the policies once a year. The Resources Selection policy will be reviewed at the next meeting. Mr. Rashdi questioned what criteria are used to determine which are policies and which procedures, to which Mr. Auld replied that it's important for the Board to review and recommend policies and for the staff to implement and manage procedures. He said it's important for the Board to maintain a big picture focus as the key link between library staff and the community.

Next Meeting: Tuesday, January 27th at 4:00 pm in the Board Room

County Commissioners –Mr. Roberts said that Ms. Heron has a conflict on the second Tuesday of each month and that she could meet the first or third Tuesdays. The Board decided to change the next meeting to the first Tuesday, February 3 and to discuss and decide at that meeting when future meetings will be held.

EXTERNAL REPORTS

Library Foundation – Mr. Roberts reported that the Foundation has released \$50,000 of the Herndon Foundation's gift of \$100,000 for the art project at South Regional Library.

Friends of the Library – Dr. Musser described three projects either funded or under consideration by the Friends:

- A program is under review to provide four 2-year scholarships, up to \$2,500 per year per person, to library staff.
- 42-inch video display monitors are being provided for East, North, Parkwood, Stanford L. Warren and Main, at a cost of \$24,000.
- A van has been purchased to support the Get Set! Get Ready! Let's Read early literacy program. Painting and lettering is being completed for this vehicle, which will be known as the Discovery Mobile. Cost was about \$18,000.

He also said the satellite book sales, which are now operating at all locations except McDougald Terrace and Bragtown, have brought in about \$6,000. The next book sale at the Main Library will be March 27-29.

OLD BUSINESS

None

NEW BUSINESS

Strategic Plan – Mr. Auld requested that the Board consider endorsing a delay by one year of all dates in the strategic plan, Saying Yes to the Community!. With nearly all the key administrative and management positions now being filled, the library is in a better position to accomplish the objectives and fulfill the goals of the plan. A Public Service Council was recently formed, consisting of managers of all facilities, Youth Services, Outreach & Mobile Services and the Deputy Director. Leadership Council is being eliminated and a Strategic Planning Council is being formed, to include the goal champions and chairs of the quality councils. New quality

councils include Staff Development, Teen and Children's. Mr. Lang motioned, and Mr. Hewitt seconded approval of the plan. The Board voted unanimously to approve.

DIRECTOR'S REPORT:

- Mr. Auld requested the Board's approval of the previously discussed change in focus of Bragtown Library to the Bragtown Library and Family Literacy Center. The Board approved by consensus.
- He said staff and security officers have recently been concerned that drugs may be dropped off and picked up in the Main Library. They are considering using K-9 dogs to search for drugs and to deter any such activity.
- He said that he and other administrative staff met with the management team at North Regional Library recently to review concerns and complaints about the large number of students who come from Carrington Middle School after school each day.
- He announced that Joel White began work December 15 as Main Library Manager.

The meeting was adjourned at 8:00 pm after a motion by Mr. Hewitt and a second by Mr. Lang.

Respectfully submitted,

Skip Auld
Library Director

and

Lakesia W. Farmer
Executive Assistant

NEXT MEETING: February 3, 2009 (Board Room)