

Durham County Library Board of Trustees
Tuesday, July 7, 2009
First Floor Auditorium, Main Library

MINUTES

- I. **Call to Order:** Chair Al Roberts called the meeting to order at 6:05 P.M.
- II. **Roll Call:** Present: Tatia Ash, Allan Lang, Al Roberts, Michael Schoenfeld, Joyce Sykes and Elsa Woods, Trustees; Dr. Wendell Musser, Friends of the Library Liaison; Lakesia Farmer, Catherine Mau, Joyce McNeill and Gina Rozier, Library Staff and Dotty Reid, Guest
- Absent: Joe Hewitt, Trustee; Placide Barada, Foundation Liaison; Becky Heron, BOCC Liaison and Skip Auld, Library Director
- III. **Approval of the Agenda:** The agenda was unanimously approved as written.
- IV. **Approval of the June Minutes:** The minutes for the June meeting were unanimously approved as written.
- V. **Public Comments:** none
- VI. **Communications:** Ms. Rozier circulated the Clip Report.
- New library cards which feature a photograph of the North Regional Library have been ordered.
 - Both the adult and family Summer Reading Kickoffs were very successful.
 - The Library participated in the Festival for the Eno.
- VII. **Announcements:** none
- VIII. **Financial Report** (Ms. McNeill): The budget for the new fiscal year was approved. Last year's budget is still being closed out. A financial report will be distributed at the August Board Meeting.
- IX. **Committee & External Reports:**
- **Board Development & Evaluation** (Ms. Ash): Potential interview questions were sent out to the Board members prior to the meeting. The revised list of questions will be emailed to Board members. Interviews will be scheduled on Tuesday, July 14 or Wednesday, July 15. Everyone was asked to submit their top two candidate choices to Ms. Ash. A Retreat is being planned for November 7 or November 14. All were asked to email Ms. Ash their preference between the two dates.
Next Meeting: To Be Announced
 - **Facilities & Standards** (Ms. Woods): no report
Next Meeting: To Be Announced
 - **Information Technology** (Mrs. Sykes for Mr. Hewitt): A Horizon upgrade was completed on May 19th. Customers will now receive reminder notices before materials are overdue. 3M has been selected as the vendor for the RFID tags. Broadband enhancements are being made. The roving computer lab will now rotate to Warren and Parkwood in addition to Main, East and North, where it is already being used. The Overdrive (downloadables) service is now compatible with iPods and can be downloaded to CDs. Smart Investing with Value Line will be available later this year. NoveList Plus now includes nonfiction.
Next Meeting: To Be Announced
 - **Planning & Budget** (Mr. Lang): The budget has been approved. The final figures will be available at the August meeting. Year-end statistics and financial reports with fiscal year comparisons will be prepared for the August Board Meeting.
Next Meeting: To Be Announced

- **Policies** (Mrs. Sykes): The committee has received a copy of the Collection Development Policy for the NC Collection. This policy has been in place since 1983, but needs to be incorporated into the Library's overall Collection Development Policy.

Next Meeting: To Be Announced

- **County Commissioners** (Commissioner Heron): no report
- **Library Foundation** (Mrs. Barada): no report
- **Friends of the Library** (Dr. Musser): The Friends held their Annual Meeting and Business Meeting on June 3rd. Over the past 11 years, the Friends have funded over \$600,000 in programs. The new Friends President and Vice President are Aviva Starr and Ann Wilder, respectively. The final figures from the summer book sale are not in yet, but around 200 new memberships were received. A change was made to the bylaws increasing the board size from nine to 12 members.
- **Staff Liaison** (Mrs. Farmer): A handout explaining the role of Staff Liaison to the Board was distributed. A Google calendar will be made available to the Board in August. Trustee notebooks are also being prepared. Periodically, the Board will meet at other library locations. The October 6th meeting will be held at North Regional Library, and the November 3rd meeting will be held at East Regional Library.

X. **Old Business:** Food & Drink in the Library. Ms. Woods made a motion that covered beverages and small snacks, but not fast food, be allowed in the library. Food would not be allowed in the computer lab/computer areas or in special collection rooms such as the NC Room. Mrs. Sykes seconded the motion. All voted to send the proposal to the Policies Committee for review.

XI. **New Business:** none

XII. **Director's Report** (Ms. Mau): Staff has been trained on the Horizon Acquisitions Module. A Staff Reorganization Plan is in the early planning stages. The FY09 Budget is being closed out and should be complete soon. 3M was selected for RFID tags, security gates and self check machines. The self checks will have debit/credit card readers. The Employee Handbook is being updated. Summer Reading is underway. Main Library is a Read & Feed site which means the library has partnered with the Durham Public Schools to provide a nutritious breakfast and lunch for children while school is out. Skip is participating in the Public Executive Leadership Academy and the American Library Association Annual Conference. Discussions about a statewide open source initiative are being held in Asheville. This would mean statewide, shared library holdings.

Library brochures which focus on specific aspects of the Strategic Plan are being developed. Copies of the library's NC Room brochure were distributed.

XIII. **Nominating Committee** (Mrs. Sykes): The Nominating Committee met and decided to re-nominate Mr. Roberts and Ms. Woods as Chair & Vice-Chair. Mr. Roberts and Ms. Woods agreed to continue serving in these capacities. The board voted unanimously to accept the nominations.

XIV. **Adjournment:** The meeting was adjourned at 6:40 pm following a motion by Mrs. Sykes and a second by Mr. Lang.

NEXT MEETINGS: August 11 and September 1, 2009 (Main Library First Floor Auditorium) at 6:00 pm