

Durham County Library Board of Trustees
Tuesday, August 11, 2009
First Floor Auditorium, Main Library

MINUTES

- I. **Call to Order:** Vice Chair Elsa Woods called the meeting to order at 6:01 pm.
- II. **Roll Call:** Present: Tatia Ash, Joe Hewitt, Allan Lang, Dotty Reid, Michael Schoenfeld, Joyce Sykes and Elsa Woods, Trustees; Placide Barada, Foundation Liaison; and Skip Auld, Lakesia Farmer, Catherine Mau and Gina Rozier, Library staff

Absent: Al Roberts, Trustee; Dr. Wendell Musser, Friends of the Library Liaison; and Becky Heron, BOCC Liaison
- III. **Approval of the Agenda:** The agenda was unanimously approved as written.
- IV. **Approval of the July Minutes:** The minutes for the July meeting were unanimously approved as written following a motion by Mrs. Sykes. The motion was seconded by Mr. Hewitt.
- V. **Public Comments:** none
- VI. **Communications:** Ms. Rozier circulated the Clips Report. She also distributed the latest issue of *Best of Friends* and the brochure for humanities programs from September through December.
 - The new library tote bags have arrived. These reusable bags can be checked out just like other library materials. They can be renewed and will be subject to late fees. Each board member was given a tote bag.
 - The new library cards will arrive later this week.
 - The Family Summer Reading finale will be Saturday, August 15th from 10 am to 2 pm at Main. The Adult Summer Reading finale will be held Friday, August 21st from 6 to 8 pm on the front lawn of the Main Library.
- VII. **Announcements:** Ms. Woods announced two volunteer opportunities. **CenterFest** will be held on Saturday, 9/19 and Sunday, 9/20 across from the Farmers' Market. Volunteers are needed to help man the Library's information table. **Durham Reads Together** will kick off on Saturday, October 3rd. Volunteers can choose to work at Main, Stanford L. Warren, Parkwood, East Regional or North Regional in two-hour shifts from 11 am to 1 pm or 1 pm to 3 pm. Volunteers will answer questions about this year's DRT book, Something for the Pain by Dr. Paul Austin. Volunteer signup sheets were circulated for both events.
- VIII. **Financial Report (Ms. Mau):** Ms. Mau distributed copies of the final Annual Report to the Board members. The report showed a decline in computer usage. Factors that may have contributed to the decline include: the closing of Southwest, the deletion of expired computer use cards, the combination of the Gates Lab and Main computers into one location, increased laptop use and a variation in reporting methods. Ms. Mau is checking into the reporting methods that have been used in the past and trying to determine if this year's numbers are down or if last year's numbers were inflated. Mr. Lang stated that the revenues for non-resident cards do not appear to match the number of cards issued. This should be resolved when the final budget reports are in. Mrs. Barada asked if Southwest Regional was still on track to open on schedule, and it is.
- IX. **Committee & External Reports:**
 - **Board Development & Evaluation (Ms. Ash):** A Board retreat has been scheduled for Saturday, November 14th. The facilitators will be Anne Marie Elkins and Jennifer Pratt. The location has yet to be determined but could possibly be one of the regional libraries.

Next Meeting: To be determined

- **Facilities & Standards** (Ms. Woods): The committee met on Monday, August 10th to discuss the facilities and standards referenced in the Main Library Programming and Planning Study and the NC Public Library Directors Association Guidelines for Public Libraries. There is a need to review, and perhaps, revise our current standards.

Next Meeting: Friday, September 11th at 8:30 am

- **Information Technology** (Mr. Hewitt): NC Live will soon be accessible using a library card number instead of a password. The flat panel displays have been installed in all libraries except Main, where they will be up within a week or two. The Horizon Acquisitions Module is in place, but there are some issues with the County's firewall. The Acquisitions Module will allow customers to view books that are on order and place holds on them. The recently published Pew Internet Research Report shows that more people are using cell phones to access web sites. Jill Wagy is working on a more streamlined version of the library's website for such users.

Next Meeting: Monday, August 31st at 12 noon at Bruegger's on Ninth Street

- **Planning & Budget** (Mr. Lang): Mr. Auld and Ms. Mau met with Mr. Lang on July 29th. Ms. Mau will be taking over budget responsibilities to enable Joyce McNeill to focus on the restructuring of library staff. The restructuring will enable South and Southwest to be staffed. The County has 45 days to close out the budget. Once the final budget numbers are in, a budget report for FY09 will be shared with the Board. The Library has been given permission to investigate fundraising and donor naming opportunities for the renovation of Main and the opening of the new regional libraries. Two consultants have been interviewed. SmithGroup has been given the go ahead to design graphics for this effort. The County Manager's Office would like to know that the Board of Trustees supports this idea. Skip's blog now has photos and architectural renderings of the new South Regional and expanded Southwest Regional Libraries. Mr. Lang encouraged staff to contact the County for a temporary facility while Main is closed for renovations.

Next Meeting: To Be Announced

- **Policies** (Mrs. Sykes): The committee has not met, but will discuss incorporating the Collection Development Policy for the NC Collection into the Library's overall Collection Development Policy.

Next Meeting: To Be Announced

- **County Commissioners** (Commissioner Heron): no report
- **Library Foundation** (Mrs. Barada): The Foundation supports the Library's application for the NEH Planning Grant for a project entitled *Calling North Carolina Home*. If received, the Library would also apply for an implementation grant to expand the project. Four new members have joined the board.
- **Friends of the Library** (Dr. Musser): no report
- **Staff Liaison** (Mrs. Farmer): A meeting schedule for 2009-2010 was distributed. A Google calendar has been set up for the Board. The Commissioners will vote on Board and Commission appointments at their August 24th meeting. The Commissioners have our recommendation.

Mr. Lang noted that the Foundation's meeting minutes are not posted on the Library's website. Ms. Rozier commented that the Foundation does not have to post its minutes on the website, but they do make their form 990 available upon request. The point was made that the Friends and the Foundation are not subject to the same reporting requirements as the Library Board.

X. **Old Business:** none

XI. **New Business:** none

- XII. **Director's Report** (Mr. Auld): Mr. Auld shared some of his experiences during the Public Executive Leadership Academy (PELA) at UNC's School of Government. He also discussed the portions of the Capital Improvement Plan that relate to Library projects. He will email a link to the CIP to the Board. Finally, he talked to Mr. Hewitt about whether or not his concerns had been answered as relates to the weeding that the Library is doing.
- XIII. **Adjournment:** The meeting was adjourned at 7:30 pm following a motion by Mrs. Sykes and a second by Ms. Ash.

NEXT MEETINGS: September 1, 2009 (Main Library First Floor Auditorium) at 6:00 pm
October 6, 2009 (North Regional Library, 221 Milton Road) at 6:00 pm