

Durham County Library Board of Trustees
Tuesday, January 5, 2010
Main Library Auditorium

MINUTES

- I. **Call to Order:** Chair Al Roberts called the meeting to order at 6:06 pm.

Roll Call: Present: Tatia Ash, Joe Hewitt, Allan Lang, Al Roberts, Michael Schoenfeld, Joyce Sykes, Beck Tench and Elsa Woods, Trustees; Dr. Wendell Musser, Friends of the Library Liaison; Commissioner Becky Heron, BOCC Liaison; and Skip Auld, Lakesia Farmer, Catherine Mau and Gina Rozier, Library staff

Absent: Dotty Reid, Trustee

Approval of the Agenda: The agenda was amended to move the Update on Friends Proposals – Hot Spot to New Business.

Approval of the November Minutes: The November minutes were unanimously approved as written.

- II. **Public Comments:** none

- III. **Communications:** Ms. Rozier distributed copies of the Clips Report Summary, an abbreviated edition of the Clips Report. This new format of the Clips Report will be mailed in the Board packets. Highlighted clips included:

- Mr. Auld's selection as a 2009 Distinguished Alumnus of the UNC-Chapel Hill School of Information and Library Science. He received the award during the fall commencement ceremony where he also presented the commencement address.
- Michael Schoenfeld's appointment to the State Library Commission by Gov. Beverly Perdue.
- The Bayard Wootten program on Sunday, January 10 at 3 pm at the Main Library. Jerry Cotton, retired photographic archivist for the NC Collection at UNC will be the presenter.

The newest Humanities brochure of events for January through March has been mailed. Ms. Rozier announced the launching of the Library Foundation's Humanities Society membership card. The Members of the Board will receive a membership card.

- IV. **Announcements:** Dr. Musser announced that Mr. Schoenfeld would be the OLLI Winter Convocation speaker on Sunday, January 10th. Mr. Auld announced that Orange County would hold a Grand Opening ceremony for its new Main Library on Friday, January 8th at 10 am and invited everyone to attend.

- V. **Board Retreat Follow-up:** Ms. Woods recapped some of the discussion from the Board Retreat. One topic was the decision to hold Board meetings every other month but to have longer meetings. Committees would then meet in the alternating months. The current bylaws state that the Board meets monthly. Mrs. Sykes will convene the Policies Committee to amend the bylaws. The Board voted unanimously to move to holding Board meetings every other month on the third Tuesday of the month from 6 pm to 8 pm following a motion by Mr. Schoenfeld. The motion was seconded by Mr. Hewitt. Mr. Auld added that with this new schedule, a Financial Report should be available at every meeting. A quarterly Financial Report would be mailed when appropriate.

- VI. **Committee & External Reports:**

- **Board Development & Evaluation (Ms. Ash):** The Board had a great retreat with many activities that looked at the Board's organizational structure. Mr. Auld commented on the request at the retreat for more substantive topics to be covered during Board meetings. He suggested that at each board meeting there could be either a report on the Strategic Plan goals or a Manager's Report. He then opened up the floor for

other suggestions for topics to be covered at the Board meetings. Suggestions included: a presentation on the NC/Local History collection and the plans for digitization of the collection; social problems/issues affecting Main Library (teens and the homeless); and advocacy training at each meeting.

Ms. Ash polled the Board to see if the next Board Retreat should be held in the fall or if a spring retreat should be scheduled. Ms. Woods suggested that all committees meet to decide if they need to exist. Some committees may decide that they need to exist and to meet; others may decide that they need to exist, but not meet. The Board Development & Evaluation Committee, for example, may decide that it needs to exist and meet to plan the next Board Retreat.

Next Meeting: To be determined

- **Facilities & Standards** (Ms. Woods): The committee is continuing its work on standards for technology and programming. There will be a meeting Friday morning at 8:30 am at Guglhupf's.

Next Meeting: Friday, January 8th at 8:30 am at Guglhupf's

- **Information Technology** (Mr. Hewitt): The committee discussed the need for monthly meetings. They may explore meeting through Google Wave or other technology. During the meeting, they also discussed some of the technology that could be available in the new Main Library. There is a lot of interest in a media lab for the new library. A Technology Commons was also mentioned. Mr. Auld asked staff members Aftab Ahmed and Jill Wagy to visit Chicago Public Library's website to see their media lab (You Media) for ideas.

Next Meeting: To be determined

- **Planning & Budget** (Mr. Lang):

Next Meeting: Wednesday, February 24th at 11:30 am in the Main Library Board Room

- **Policies** (Mrs. Sykes): The committee reviewed and approved a change to the Courteous Conduct Policy concerning food and drink in the library. Mrs. Sykes read the proposed change to the Board for approval. Bullet #11 of the Courteous Conduct Policy was amended as follows: *Having beverages in uncovered containers or eating food **except in designated areas or as part of a library-sponsored program or a pre-approved event in a meeting room.*** Commissioner Heron had questions about what is considered "in designated areas." After some discussion, Mrs. Sykes made a motion that the Courteous Conduct Policy be approved as amended. Mr. Lang seconded the motion which was approved unanimously by the Board.

At its next meeting, the committee will review the bylaws.

Next Meeting: To Be Announced

- **County Commissioners** (Commissioner Heron): The County Commissioners have had one work session so far this year.
- **Friends of the Library** (Dr. Musser): The Friends approved over \$25,000 in Staff Proposals for the following items: two AEDs (one at Main and one at Stanford L. Warren), a laptop for OASIS, an Internet firewall, furniture for the teen area at Main, books for the Bookmobile, Hayti memory project and the Bookmark Café which is now being called the Hot Spot.

Promotion for the 2010 Friends Scholarship will begin this month. Applications will be due in March and recipients will be selected in April. At its January 11th meeting, the BOCC will recognize Jane Goodridge, who was named Volunteer of the Year by the Friends of NC Public Libraries.

- **Staff Liaison** (Mrs. Farmer): Staff Parking Permits and maps were distributed to the Board members. When the parking permit is displayed, it is important to park in the areas of the map identified as Staff Parking. Please remember to copy Ms. Farmer on Board correspondence, especially related to meeting schedules.

VII. **Old Business:** none

VIII. **New Business:**

Policy Discussion: Mr. Auld began by explaining that the items listed as part of the policy discussion would affect the fee schedule that would be proposed for next year's budget.

- Holds Not Picked Up – The library is considering charging for holds that are not picked up during the five day limit. At the same time, the number of holds that a person could place would be increased to 50. After much discussion, it was decided charging customers for holds not picked up seemed punitive and was not worth the cost of managing the system. Beginning February 1st, customers will be notified of holds by phone and email only. The holds period will be shortened from 11 days to five days. It seems that customers could be prompted if they have changed their minds and no longer want the item requested. A hyperlink could be added to email notices.
- High Demand, Non-reservable materials – These materials would be best sellers and new movies. There would be a charge of \$1 or \$2 and the materials would have a shorter loan period – three days for DVDs and two weeks for books. Currently the only way to get these materials is to place them on reserve. Reserves will still be available. The library would like this to be a self-sustaining collection. An enhanced library card was suggested where cardholders would pay a membership fee to access this collection instead of paying per item.
- Change in fees for non-county residents – The State Library is looking into creating a state library card which would mean no fees for any NC resident. There is also a statewide effort for a combined, shared catalog. Out-of-county cards are not a big revenue stream. The library proposes to either eliminate reciprocal borrowing fees or to not charge fees for anyone who works for Durham County Government. The opening of South Regional, next to RTP, will provide the opportunity to serve 800,000 employees. Jennifer Pratt of the State Library is preparing a PowerPoint explaining the statewide library card and reciprocal borrowing. Mr. Auld will share the PowerPoint with the Board once it is available.

Update on Friends Proposal – Hot Spot – Mr. Auld reviewed the proposed layout for the former AV area on the first floor. The Hot Spot vending area would have three vending machines – one each for hot drinks, cold drinks and snacks. This area would also house a Friends retail space. The teen area would move from the third floor to this area as well. In addition to a self check machine, holds would be picked up in this area. There would be an area for returned books and a paging area. The target date for implementation is the end of February.

IX. **Director's Report:** Mr. Auld shared

- Members of the Downtown Durham Rotary Club discussed the recent Durham Reads Together selection *Something for the Pain* with Rotarians from sister city Durham, England via videoconference. Author Dr. Paul Austin participated as well.
- A feasibility study is being done to gauge interest and capacity for the community to donate money for enhancements for the new Main Library. These would be features such as a rooftop garden/event space, an outdoor children's area and a sculpture garden. Library staff worked with the architects to develop renderings of what these spaces could look like. Copies were distributed to the Board. The consultants will present their findings to the Durham Library Foundation in February. A report on the feasibility study will be presented at the March Board Meeting.
- Mr. Auld will present as part of a panel on "Front Line Advocacy" with ALA President Camila Alire at the ALA Midwinter Conference.

X. **Adjournment:** The meeting was adjourned at 8:14 pm following a motion by Mrs. Sykes and a second by Mr. Lang.

NEXT MEETINGS: March 16, 2010 (Parkwood Branch Library, 5122 Revere Road), 6 – 8 pm
May 18, 2010 (Location TBD), 6 – 8 pm