

Durham County Library Board of Trustees
Tuesday, May 18, 2010
Meeting Room #2, Stanford L. Warren Library

MINUTES

- I. **Call to Order:** Chair Al Roberts called the meeting to order at 5:57 pm.

Roll Call: Present: Tatia Ash, Joe Hewitt, Allan Lang, Al Roberts, Dotty Reid, Michael Schoenfeld, Beck Tench and Elsa Woods, Trustees; Dr. Wendell Musser, Friends of the Library Liaison; and Skip Auld, Lakesia Farmer, Priscilla Lewis, Catherine Mau, Joyce McNeill, Gina Rozier, Brenda Watson Hall and Richard Wyatt, library staff

Absent: Joyce Sykes, Trustee; and Commissioner Becky Heron, BOCC Liaison

Approval of the Agenda: The agenda was amended to move the Technology Report ahead of the Manager's Report. Two items of New Business were also added. The amended agenda was unanimously approved.

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

- II. **Public Comments:** Ken Berger shared several concerns with the Board.

- The agenda for the May meeting was not posted on the website until the day before the meeting. Mr. Berger feels that there is no way to know if substantive issues will be discussed at the meeting and suggested that the Board look at the County Commissioners' agenda which offers supplemental documents.
- Meeting minutes are not easily available until approved at the next meeting. With meetings now being held on a bi-monthly basis, the public does not have an opportunity to address the Board until four months after an issue has been discussed.
- Mr. Berger noted that the Public Comments procedures had been changed on the library website without the approval of the Board. As this is a Board policy, he stated that any change to a board policy absolutely requires board approval.
- Mr. Berger raised concerns about the Hold Shelf policy. The policy is not listed on the library's website, and there was no public communication about the change. The length of time for holds to remain on the shelf was reduced to six days. Mr. Berger believes that seven days would be more reasonable, and the clock should not start until the user has been notified.

- III. **Communications:** Ms. Rozier mentioned the Clips Report Summary that was emailed to Board members prior to the meeting.

- On Sunday May 16th, author Paul Tough talked about his book Whatever It Takes, based on the story of Geoffrey Canada and the Harlem Children's Zone. The program for the East Durham Children's Initiative was co-sponsored by Glaxo Smith Kline and the Center for Child and Family Health.
- Ms. Rozier reviewed the invitation to Southwest Regional Library's grand opening on Monday, May 24th. The program will begin at 10 am with ribbon cutting at 10:30 am. Open House events will be from 10:30 am – 2 pm including library tours every 15 minutes. There will also be a family event from 6:30 – 8 pm with pizza donated by Backdoor Pizza. Parking will be limited on that day so people are encouraged to use the Wynnsong Theater parking lot. Two police officers will be controlling the traffic to enable people to cross the street safely.
- South Regional Library will open on Wednesday, July 28th. Parkwood Library's staff is planning an open house event for the library's closing on June 27th.
- The Foundation's Humanities Society hosted a recognition event at Dos Perros to honor people who had attended at least three Humanities programs since the beginning of the year.
- The latest issue of *Best of Friends* which lists donors for the previous year was distributed.

- IV. **Announcements:** none

- V. **Technology Report:** Richard Wyatt shared that self check machines have been installed at all locations. Main, Southwest and South all have six machines. Southwest's computer installation will be complete this week in time for the grand opening. There are two new staff members in the Technology department: Adam Sprehe and Lamont Jones.
- VI. **Manager's Report:** Mrs. Brenda Watson Hall highlighted some of the activities at Stanford L. Warren Library. She also pointed out the framed black and white photographs historic Hayti. Mrs. Hall thanked Dr. Musser and the Friends for funding a staff proposal to frame the photographs. She shared information about several programs that will be offered at Stanford L. Warren in the upcoming year. Mrs. Hall has been with the library since 1998 and will retire at the end of June. Mr. Auld commended her for her service to Durham County Library.

Mr. Hewitt asked if the Hayti photographs will be available online. Mrs. Hall will check into this. Mrs. Hall was asked to share information about the library's special Selena Warren Wheeler collection.

- VII. **Financial Report:** Mr. Auld reminded everyone that he will now provide a financial report at every board meeting. A financial report through April was emailed to Board members prior to the meeting. Mr. Lang requested that financial reports be provided on a quarterly basis to make it easier to compare with reports from years past. Library staff will now provide quarterly financial reports.
- VIII. **Committee & External Reports:**
- **Board Development & Evaluation** (Ms. Ash): The committee did not meet but is discussing via email whether the committee is needed. At Mr. Roberts' suggestion, Ms. Ash will contact Jennifer Pratt of the State Library to discuss the matter. Ms. Ash will report at the next meeting.
Next Meeting: To be determined
 - **Facilities & Standards** (Ms. Woods): The committee will meet on Friday, May 21st to discuss the technology standards and to finalize the draft of standards. Once the technology standards are complete, a draft of the revised standards will be sent to the Board for review.
Next Meeting: Friday, May 21st at 8:30 am at Guglhupf
 - **Information Technology** (Mr. Hewitt): The committee met on May 17th and began discussing the need for the committee. Discussion will continue at future meetings. Mr. Hewitt will report the decision at the next Board meeting. The committee did decide that it is not totally effective in its present state. They will get technology issues to the full Board better than they have in the past. Also, the committee feels it needs to continually progress as the library's technology department is doing.
Next Meeting: July 19th at Bruegger's Bagels on Ninth Street
 - **Planning & Budget:** Mr. Lang asked if the County had given any instructions to stop spending for the current fiscal year. No instructions have been given at this time. Mr. Lang requested an update on the Hot Spot vending area. Vending machines and furniture are in place. Mr. Lang questioned if the Board had received the budget transmittal letter that Mr. Auld submitted to the County Manager. The Board received a copy of the letter prior to the March Library Board meeting. Finally, Mr. Lang commented that the Strategic Plan wiki has not been updated. Mr. Auld said he will check into the wiki being updated.
Next Meeting: Wednesday, June 23rd at 11:30 am in the Main Library Board Room
 - **Policies** (Mrs. Sykes): no report
Next Meeting: To be determined
 - **County Commissioners** (Commissioner Heron): no report
 - **Friends of the Library** (Dr. Musser): The Friends will hold their Annual Meeting on Wednesday, June 2nd at 7 pm at the Southwest Regional Library. The scholarship committee awarded several scholarships to staff at the library's May 12th Staff Development Day. Finally, the Friends were able to fund \$32,000 worth of staff proposals for items including: AEDs for two more libraries, new auditorium furniture for the Main Library, LCD projectors for South and Southwest and teen program kits.

- **Staff Liaison:** Mrs. Farmer distributed Southwest Regional Library fact sheets. She announced that revisions to the Bylaws were approved by the Board of County Commissioners at their May 10, 2010 meeting. Copies of the revised bylaws will be provided at a later date.
- **Nominating Committee:** Mr. Hewitt presented the proposed slate of officers for 2010-2011: Al Roberts for Chair and Michael Schoenfeld for Vice Chair. Mr. Hewitt moved that the proposed slate be accepted. The motion was seconded by Mr. Lang. The Board will vote at its July 20, 2010 Board and Annual Meeting.

IX. **Old Business:** none

X. **New Business:**

- Mr. Lang proposed that the Trustees consider going back to monthly meetings. After discussion, it was decided the new meeting schedule was too new to evaluate. In January 2011, after a year of the new schedule, the Board will re-evaluate the effectiveness of the bi-monthly schedule.
- Mr. Roberts reminded the Board that Ms. Farmer needs to be copied on Board correspondence. Ms. Woods added that often questions that Board members have can be quickly answered by asking Ms. Farmer.
- Ms. Tench asked if the Board planned to give any thought to the discussion held at the retreat about creating ad hoc committees. For example, the issue of ADA compliance was raised in an IT Committee meeting, but an ad hoc committee would need to interface with staff to study the issue fully. This item will be placed on the July meeting agenda.

XI. **Director's Report** (Mr. Auld): On April 28, library staff participated in a conference call with the director and IT staff from King County (Washington) Library System who are working on developing the Evergreen Open Source. The decision about whether to go with Evergreen will be made this fall. The Board will be briefed in September. Mr. Schoenfeld asked if a link to Evergreen could be circulated to the Board. Mr. Auld will send links to Evergreen and the State Library wiki on Open Source.

- A Foundation Campaign is being planned. The Campaign Cabinet will be formed this summer, and the campaign will kick off in the fall. The public phase of the campaign will be in the summer of 2011.
- Mr. Auld, Ms. Rozier, Alice Sharpe and Joel White met with Urban Ministries of Durham's Executive Director and Marketing & Development Manager. The library and Urban Ministries want to create a strong partnership. There is a planned renovation of Urban Ministries' facility and a need for a day shelter. This ties into closing Main Library for renovation. The Human Services Complex will be opening in one and a half years. In the meeting, some program ideas were discussed. There could be the possibility of a shared social worker on site. Other services could be: Job Links, computers and rotating services.
- Mike Wasilick is the new director of Wake County Public Libraries. He and Mr. Auld share a strong interest in creating more of a partnership between the Durham and Wake County libraries, possibly instituting reciprocal borrowing and a shared catalog. This would eliminate need for out-of-county fees.
- Hiring for South and Southwest is still underway.

XII. **Adjournment:** The meeting was adjourned at 7:22 pm following a motion by Mr. Schoenfeld and a second by Ms. Woods.

NEXT MEETINGS: July 20, 2010 at Southwest Regional Library, 3605 Shannon Road, 6-8 pm
September 21, 2010 at South Regional Library, 4505 S. Alston Avenue, 6-8 pm