

Durham County Library Board of Trustees
Tuesday, September 21, 2010, 6 p.m.
Meeting Room, South Regional Library

MINUTES

I. Call to Order

Chair E. Al Roberts called the meeting to order at 6:04 p.m.

Roll Call: Present: Henry Felder, Joe Hewitt, Allan Lang, Paolo Mangiafico, Dotty Reid, E. Al Roberts and Joyce Sykes, Trustees;

Wendell Musser, Friends of the Durham Library Liaison; Priscilla Lewis, Catherine Mau, Rheda Epstein, Gina Rozier and Sandra Lovely, library staff.

Absent:, Michael Schoenfeld and Beck Tench, Trustees; Becky Heron, Board of County Commissioners Liaison

Approval of Agenda: Agenda approved as written. Dr. Roberts welcomed new board members Paolo Mangiafico and Henry Felder.

Approval of the May Minutes: Move to accept May minutes as written: Joe Hewitt. Second: Allan Lang. The July minutes were unanimously approved as written.

II. Public Comments

There were no public comments.

III. Manager's Report

Sandra Lovely stated that South Regional is very, very busy.

- Staff is beginning to do programming: the GenteXt book club, geo-caching digital clue finding, children's programs and yoga as well.
- The staff is working on outreach. Ms. Lovely attended a National Institute of Environmental Health Science conference today.
- Circulation is high. Approximately 890 people have registered for library cards.
- This is a new location. The staff is encountering a lot of people who are new to the library system.
- The public art has been very well received. Staff is getting questions about it, and they talk to customers about it.
- In response to a question from Mr. Lang, Ms. Lovely stated that of the people who signed up for new library cards, only five or six were from out of the county. The \$45 fee is a barrier. It would be beneficial to revisit it. Many people from RTP have asked about library cards and are disappointed about the fee.

- Mr. Mangiafico asked if there are reciprocity agreements with other counties. Ms. Lovely responded that there are not now, but that it may happen in the future.
- Mr. Hewitt asked if there was some call for a statewide library card. Ms. Mau responded that there is, but that it has not happened yet.
- Mr. Lang asked if there are any plans to increase number of parking spaces. Ms. Lewis responded that this is on her radar.

IV. Communications

Ms. Rozier passed out the press packet disseminated at the art installation. Ms. Rozier referred to the communications report emailed prior to the meeting and asked if there were any questions.

- Mr. Hewitt noted that this location is not as convenient for Parkwood residents, and asked if those residents are still coming. Ms. Lovely responded that they are.
- Dr. Roberts stated that he appreciates having the report early so that the Board can go through it.

V. Announcements

Dr. Roberts announced that by the time of the next Board meeting, he will be a year older.

VI. Director's Report

Ms. Lewis stated that she is quite busy keeping up with the day-to-day activities of the library.

- The County is in the midst of the director search. In-person interviews held today. Tomorrow, there is the staff forum. Two candidates will attend the forum and be interviewed tomorrow. The candidates will tour selected libraries in the morning; afterward they will attend the staff forum, followed by a final interview with Mike Ruffin. He will decide what happens next. We have no time frame for that. Once a decision is made, he will make the announcement to us.
- The library's Humanities Coordinator, Marian Fragola, has left our employ. She did phenomenal work. We have decided, along with the Foundation Board, that this position will be filled part time on a temporary basis. We have selected someone but haven't gotten approval from HR yet. Hopefully we will have someone on board in a couple of weeks.
- The dedication for the artwork Stephen's Bent is coming in the fall. We are waiting for cooler weather and to determine artist Thomas Sayre's availability.
- There are two vacancies in the Tech Management division. This leaves only one full-time employee there. We have the extended temporary/contract employee's time. Interviews start next week for the other vacancies in this division.
- We are interviewing for the Stanford L. Warren manager. Once hired, we will begin working on the Warren children's position. We have an employee temporarily managing Warren.
- After many years, we have a new head of Adult Services (Reference). His name is Walter Metz, and he is doing very well.
- The GlaxoSmithKline daycare facility kids decided to do a bake sale and give the proceeds to the library. Preschoolers collected \$81.02. The check they created is really cute. I and development officer Alice Sharpe will go to GSK to say thank you. This was their way of showing how much they appreciate the Bookmobile and the library.

- Golden Leaf nominations: Two of our facilities were nominated in the sustainability category. South Regional and Southwest. South Regional won an award. We will go to receive our award at the ceremony. We won two Golden Leaf awards previously: One for North Regional and one for Warren.
- We're waiting for LEED certification for South and Southwest to see what level we will get.
- The library does a Season's Readings staff pick book each year. If you feel so inclined and inspired by something you read, get a small write up to Gina Rozier by Oct. 15 to be included in the book.
- In the next weeks we will be reviewing staff requests for Friend's grants. The Friends will fund a total of up to \$20,000. More than \$40,000 worth of proposals were requested.
- Staff Day is Wednesday, Nov. 10 at Judea Reform Congregation. We wanted some place large enough and off site. This is a beautiful setting and environment. On that day, the Trustees will present the Trustee's Award.
- Mr. Lang asked for the street address for Judea Reform. Ms. Epstein responded that she would send it to him.
- Mr. Mangiafico asked if Ms. Lewis could say more about the director's search. Ms. Lewis responded that she could not, other than to say that we have two excellent candidates.
- Mr. Lang suggested that Ms. Lewis and Ms. Sharpe go to GSK in the bookmobile. Ms. Lewis agreed that this was a great idea.
- Mr. Hewitt asked whether books written about in Season's Readings have to be in the collection. Ms. Rozier responded that they do not, but we will try to add the book to the collection if a book appears in the publication. Ms. Lewis added that Season's Readings is very popular with our customers.

VII. Old Business

Dr. Roberts sent to the Board an email regarding standing and ad hoc committees. The status of the committees is as follows:

- Board membership: Ad Hoc
- Facilities: Ad Hoc
- Planning & Budget: Standing
- IT: Standing
- Policies: Ad Hoc
- Mr. Lang Recommend that the Policy Committee be a standing committee. He stated that for the seven years he has been on the board, reviewing policies has been a regular occurrence.
- Mr. Hewitt stated that an ad hoc committee is one with a specific agenda and limited time frame. You wouldn't really have a list of ad hoc committees. He said he had come prepared to defend IT being a standing committee.

- Ms. Sykes stated that by making the Policy Committee a standing committee you have a core group of people who do that all that time. With an ad hoc committee you appoint someone new every time. What will we do about it?
- Dr. Roberts said that he has not made up his mind.
- Mr. Lang stated that it is strictly the chair's decision.
- In support of making the IT Committee a standing one, Mr. Hewitt stated that he had proposed a new area for customers to use video equipment at Main. This didn't get into the final plan, but it is something that might not have come up without committee. The IT Committee has been interested for years in digital divide issues. Coming up soon: making I-pods and other handheld devices available for check out. The library is doing a pretty good job of making e-books available. Another important issue: Library IT is very dependent and somewhat under the control of County IT. The County has some restrictive policies, no open source for example. Mr. Hewitt said that he only recently understood the need for more bandwidth. Having citizen input gives the library a little advantage. It is possible that this would be beneficial to the new director.
- Rheda Epstein stated that they have submitted a Friend's proposals for electronic readers as a test environment.
- Mr. Lang said that the Circulation Policy needs to be revised to reflect the recently enacted changes in holds, so the Policy Committee would need to meet to deal with this.
- Mr. Felder asked how people are assigned to these committees. Dr. Roberts stated that he assigns them based on members' applications and experience.
- Ms. Reid asked what would be standing based on the current proposal? Dr. Roberts stated: Policy, IT, Planning.
- Ms. Sykes said that they are working on the Circulation Policy, and that it will come to the Board soon.
- To clarify, Mr. Mangiafico asked that if IT went to an ad hoc committee, would it have one focus at a time, like e-books for example.
- Mr. Hewitt stated that the problem with this is that board members cannot approach staff for reports except through the director. Without the committees everything would have to come up at the board.

VIII. New Business

- Dr. Roberts said he was privy to be on the interview panel this morning for the new library director. It is a very exciting time. There are very well placed candidates who will be interviewed by staff tomorrow. He stated that for his first time on the library board, we have had input into selection of the director. He was well pleased with the process today.
- Mr. Lang noted that the budget was not discussed. The copy included in the packet was marked draft. At last meeting it was stated that this would be the final version. Ms. Mau said she would send a copy

marked final. No major changes have been made. Mr. Lang asked if there were any changes. Ms. Mau answered that a new line included security cameras.

- Mr. Lang stated that he had received news that the Main Library renovation would go forward without a bond. This is important to share with the Board. Ms. Lewis answered that she is working on the new Capital Improvement Plan. Any changes will be reviewed by County. The Main Library won't be moving; it will be renovated. Some things we thought would be included in renovation, but because of budget cuts these will be fundraising opportunities. Mike Ruffin is leaning toward pay as you go instead of a bond issue. He hasn't seen all the numbers yet.
- Mr. Hewitt asked, Ms. Lewis if she said she was ready to hire new IT manager. Ms. Lewis answered no. We will let new director do that. We will fill the two IT technician positions. Ms. Lewis stated that she thinks this is a key role and the new director should choose that person – a big part of the director's administrative team. Mr. Hewitt said Skip hired one. Ms. Lewis said that this was true, but then he left. There was also someone who was ready to fill that position, but when Skip left he chose not to come.
- Dr. Roberts stated that the next meeting is Nov. 9. At that time the Board will select the Trustee Award recipient.
- Mr. Lang reminded Dr. Roberts not to forget to collect the money for the \$100 gift to the Trustee Award recipient.
- Ms. Reid asked whether it would be possible to do virtual attendance of meetings. She has a heavy travel schedule. If possible she could teleconference in. Ms. Mau replied that County Legal said as long as there is a physical quorum in the room, this would be okay. Mr. Lang stated that we need a speakerphone in meeting rooms.
- Mr. Mangiafico asked where he can find a copy of the bylaws. Ms. Lewis asked if there would be a Board orientation for new members. Dr. Roberts said that he and Ms. Lewis needed to come up with a time. Ms. Rozier added that new members would receive a notebook with the bylaws in it at the orientation.
- Mr. Mangiafico asked if committee assignments would be sent out by email. Dr. Roberts said that they would.
- Ms. Lewis stated that she forgot to mention in her director's report that for the first three days open in August, Southwest's circulation was more than Main. She has concerns about staffing at the new regionals and new facilities. She will be meeting with Wendell Davis and Mike Ruffin to determine if we can get extra staffing for these facilities. Each opened with 5-6 fewer FTEs than anticipated due to budget cuts. We need to get at least the page positions back. Mr. Davis and Mr. Ruffin have been approached by members of many boards about the situation at the regionals. Ms. Lewis hopes to have a better report on that in November.

IX. Adjournment: Dr. Musser moved that the meeting be adjourned. Mr. Lang seconded. The meeting was adjourned at 6:57.