

Durham County Library Board of Trustees
Tuesday, March 17, 2011, 6:00 p.m.
Main Library Auditorium

I. Call to Order

Chair Michael Schoenfeld called the meeting to order at 6:01 p.m.

Roll Call: Present: Henry Felder, Joe Hewitt, Allan Lang, Paolo Mangiafico, Dotty Reid, Michael Schoenfeld, Joyce Sykes, Beck Tench Trustees;

Becky Heron, Board of County Commissioners Liaison

Wendell Musser, Friends of the Durham Library Liaison

Tammy Baggett, Lakesia Farmer, Catherine Mau, Gina Rozier; library staff.

Approval of November and January Minutes: Motion to approve: Joyce Sykes. Second: Paolo Mangiafico. The minutes were approved unanimously.

II. Public Comments

There were no public comments.

III. Communications

A report was emailed to the trustees previously. Ms. Rozier passed out the Board of Trustees roster and made copies of *Best of Friends* and *Branching Out available*.

IV. Announcements

There were no announcements.

V. Director's Report/ Budget Update (Ms. Baggett)

- A written report was sent. Are there any comments?
- Mr. Schoenfeld thanked Mr. Felder for being a delegate on Library Legislative Day. He stated that this is a chaotic year, and having member of the Board there was valuable.
- Ms. Baggett stated that there is not a lot to report about the budget. The Budget Committee will meet with her and Ms. Mau on Mar. 21. The library was asked to submit a budget with a 2 percent reduction, about \$173,000.
- Ms. Baggett presented a timeline for what has been submitted so far: Mar. 4 – the first dept. budget request due. The library did some revisions and sent information on Mar. 11: the transmittal letter, budget review etc. More revisions are still needed. The budget presentation to the County Manager is scheduled for Mar. 24. On May 24, the County Manager will deliver a recommended budget to the Commissioners.
- Mr. Lang stated that the correct date is May 23.
- Ms. Baggett: June 23 is the date for the final acceptance of the budget.

- Ms. Heron: Everyone is being asked to take that 2 percent. There may be some leeway for some County departments, but everyone is really hurting.
- Ms. Sykes asked if the reevaluation for houses might affect this.
- Ms. Heron stated that it would not this year. If a resident feels his or her house is not valued for what it would sell for, he can go to the Board and appeal.
- Mr. Lang stated that “Becky and Fred” are listed as being part of the Budget Committee.
- Ms. Rozier clarified that the committee information on the roster was old. It will be updated when new committee assignments are made.
- Mr. Lang asked if anyone knew whether the Sheriff’s Dept is adhering to the 2 percent?
- Commissioner Heron answered that they are being asked to.
- Mr. Lang: Last year they refused to budge.
- Commissioner Heron: I don’t know where they will get the 2 percent then.
- Mr. Hewitt asked if anything was happening with the open IT position.
- Ms. Baggett responded that it has been advertised and closes next Friday.
- Mr. Schoenfeld: After the 2 percent cut, what will the budget look like compared to five years ago?
- Ms. Mau: About \$2.5 million off. Last year the cut was 3 percent, this year, 2 percent.
- Dr. Musser: The basic problem with regression in the budget is that we’ve opened up all these regionals.
- Ms. Mau: A lot of our use counts are up even though we’re open four fewer hours per week, so we’re struggling.
- Mr. Schoenfeld: I think it would be useful to track some of those metrics over five years. Where was the budget at the high point, what are the changes in budget, staff, usage, square footage? This would be useful.
- Ms. Mau stated that the library is usually asked to submit the past three years to commissioners, but she can do five.
- Mr. Schoenfeld: That would be helpful for us to see visually.
- Dr. Musser: Another area that should be brought to people’s attention: The library developed a magnificent regional system with an appropriate staffing plan. We need to see where we are in comparison to appropriate levels.
- Commissioner Heron: What about some of the little satellite libraries, like the one on Dearborn Drive. We’ve made it easy for people to get a bus to come to the Main Library. Don’t we have another satellite library at McDougald Terrace?
- Ms. Baggett: Yes.
- Dr. Musser: Isn’t it on the schedule to go away?
- Ms. Baggett: Not on a schedule. It has been discussed, but no decisions have been made. We are trying to gather some of that information. The Marketing Division is creating videos that will be on the website as one way of capturing that information. It is being explored.
- Mr. Schoenfeld: I look forward to hearing more about the budget later. Is there anything to share about the current fiscal year?
- Ms. Baggett: We are looking to make sure we are on target with current spending amounts.
- Mr. Hewitt: Are you going to spend out? In the past, there was a lot of money left over.

- Ms. Baggett: The plan is to be good stewards of the money and spend what's needed. I don't expect that there will be a big surplus.

VI. Committee and External Reports

a. Nominating Committee (Mr. Hewitt)

- Ms. Sykes: The Nominating Committee would like to put forth Allan Lang to be vice chair of board.
- Mr. Schoenfeld: Allan, have you have accepted?
- Mr. Lang: I accepted the nomination.
- Mr. Schoenfeld: We have a motion from the committee. Any discussion?
- The motion passed unanimously.

VII. Committee Assignments

Mr. Schoenfeld: Rather than ask for recommendations from the floor, I will ask that each member send to Gina your two choices for committee membership. Then we will be able to make assignments from that. Email your choices by Monday.

VIII. Old Business

a. Naming Committee

- Dr. Felder: The committee met on Feb. 23. There were three nominees for three separate facilities, Frances Brinkley, Dorothy Gier, and Dr. Anton and Valerie Schindler. You all should see the minutes. (Lakesia Farmer made copies.) The committee met, discussed and recommended that all three naming candidates be approved. We discussed the donations made to warrant naming. We also discussed how the names would appear. Dorothy Gier is a doctor, but that was not included. Alice Sharpe will ask whether she wanted "Dr." to appear on her plaque. All three names were unanimously approved.
- Mr. Schoenfeld: There is a recommendation from the Naming Committee which includes members of Friends and Foundation. We will send the recommendation to the County Commissioners.
- Mr. Hewitt: Did you mention which rooms?
- Dr. Felder: It's not in the committee minutes, but it is in my notes.
- Mr. Schoenfeld: Who pays for plaques?
- Ms. Rozier: The Foundation.
- Mr. Schoenfeld: There is no expense to library. Will there be publicity?
- Mr. Lang: When the plaques are placed, Gina will be in charge of creating publicity.
- Commissioner Heron: Do the County Commissioners need to approve this?
- Mr. Lang: Yes. I asked Alice Sharpe to schedule it for the next available commissioners meeting.
- Ms. Rozier: Alice did talk with Ms. Gier's representative, and she does not go by doctor.
- Commissioner Heron: I just got the policy today, are you sure we're not in any sort of violation?
- Mr. Lang: Alice made sure that there was not.
- Mr. Lang moved to accept the recommendation. Dr. Felder seconded. The motion carried unanimously.
- Mr. Schoenfeld: We will submit this to the County Commissioners through the appropriate channels. Thank you Allan, Henry and Wendell for your work.

IX. New Business

a. Review and Recommendation of Candidates for Open Position

- Mr. Schoenfeld: There is one open position for seven applications that have been circulated to you. The Board of County Commissioners makes appointments. This board makes recommendations to the commissioners. As I can recall, we've done this in several different ways, up to and including interviews with the candidates. How would people prefer to proceed in this regard? What is the timeline? Will the Board of County Commissioners take this up after our recommendation, or do they proceed at a certain time?
- Commissioner Heron: We will take it up when we receive the recommendation.
- Mr. Hewitt: I don't remember conducting interviews.
- Mr. Lang: What we did in the past was send an email with our top three names weighted.
- Commissioner Heron: Will you know these folks other than what's on their applications?
- Mr. Lang: I don't know any of them, but I have some ideas on who I would rate as number one.
- Mr. Hewitt: The Nominating Committee has not done this in past.
- Mr. Schoenfeld: Send your recommendations to Gina in the next week. Remember that the Board of County Commissioners is not bound by our recommendation.

b. Retreat Planning

- Mr. Schoenfeld: Typically we've had the retreat in late spring or early summer. Would someone volunteer to lead this effort?
- Mr. Hewitt: Last time this was a function of the Board Development and Evaluation Committee.
- Ms. Sykes: That committee is ad hoc.
- Ms. Baggett: It might be a good time for some of the new members to step in.
- Ms. Tench and Mr. Mangiafico offered to serve on the ad hoc Board Development and Evaluation Committee and plan the retreat.
- Mr. Lang suggested that Ms. Rozier send them notes from previous retreats.
- Ms. Farmer: There are not really notes.
- Mr. Lang: There was a report from Elsa at a board meeting.
- Ms. Baggett: We will look for that, but if it can't be found, this would be a good opportunity for this Board to think out of the box.
- Mr. Schoenfeld: We will want input from staff on the direction and goals of library.
- Mr. Hewitt: The last retreat was very general. I would want more specifics.
- Ms. Baggett: I will work closely with the committee to set the agenda.

c. Creation of Board Secretary Position

- Mr. Schoenfeld: I would like to discuss the idea of a Board secretary. There are a number of governance and administrative functions like recognizing departing trustees and keeping things moving along outside of Board meetings where having a Secretary might be helpful. This would

not include taking minutes. It would require a change of the bylaws. This has changed back and forth over the years.

- Dr. Musser: A Board Secretary is really an operative officer in support of the President, and that is an excellent position.
- Mr. Schoenfeld: Any ideas?
- Dr. Felder: What would the Secretary do?
- Mr. Lang: One thing would be reminders about meetings.
- Ms. Rozier: The secretary would help with setting agendas and carrying things like recognition of trustees forward.
- Mr. Hewitt: As long as it is not recording.
- Dr. Musser: This should be an operative officer position just below Vice Chair and Chair.
- Mr. Schoenfeld: We will create an ad hoc bylaw committee to write this change.
- Mr. Lang: I nominate Henry Felder.
- Mr. Schoenfeld: We need one paragraph stating what the Secretary does.
- Dr. Felder: I will write this and send it in the next week.

Dr. Musser: Don't forget the book sale April 8,9,10. The Friends will be reviewing staff proposals in the next few weeks. The next Trustee meeting will be my last. I have served my six years on the Board. I will still man a table at the book sales.

Mr. Lang: At the next meeting of the Friends will they determine who will replace you?

Dr. Musser: I don't know who that will be.

Mr. Schoenfeld: Can I ask at the next meeting that we include an item: staff projects funded by the Friends?

Dr. Musser: In the past, I reported on all projects and then discussed those that were funded.

Mr. Schoenfeld: Gina, make sure we put that on the agenda.

X. Adjournment:

Mr. Schoenfeld: Are there any other items? If not, we stand adjourned.

**Next Meetings: May 17, East Regional Library
 July 19, Stanford L. Warren**