

Durham County Library Board of Trustees
Tuesday, May 17, 2011, 6:00 p.m.
East Regional Library

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;

Wendell Musser, Friends of the Durham Library Liaison;

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

Absent: Becky Heron, County Commissioner

Approval of Agenda: Motion to approve: Mr. Felder. Second: Mr. Lang. The agenda was approved unanimously.

Approval of March Minutes: Motion to approve: Mr. Lang. Second: Ms. Sykes. The minutes were approved unanimously. It was decided that the minutes should include less detail going forward.

II. Public Comments

There were no public comments.

III. Communications

A report was emailed to the trustees previously. Ms. Rozier passed out the summer issue of *Best of Friends*.

IV. Announcements

Mr. Schoenfeld made the following announcements:

- a. This is Dr. Musser's last meeting. Mr. Schoenfeld thanked Dr. Musser for his tireless service.
- b. Mr. Schoenfeld serves on the State Library Commission. He made the following report about a recent meeting:
 - i. If the next budget is enacted, it will reflect a 28% decline since 2008.
 - ii. Fifty-seven percent of the State Library's budget is distributed to public libraries.
 - iii. The State Library has cut staff in order to keep the state aid to libraries constant, but the upcoming budget will likely result in real declines in the amount of state funding going to local public libraries.

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

- a. Staff Development Day was held on May 11. It was very successful. The theme was One Library, One Mission. The staff traveled to four library locations from Main. Two travel coaches were paid for by the Durham Library Foundation. Breakfast and lunch were paid for by the Friends of the Durham Library. There were presentations from the Resources & Technical Services Division

- and the Marketing & Development Division. At the end of the day staff knew more about the library, and there was a better sense of one library/one mission. The fall staff day will likely include visits to the remaining library locations and divisions.
- b. The library is working on an internal communication plan and a new strategic plan. The current strategic plan ends this year.
 - c. Other initiatives include:
 - i. An Administrative Council advance
 - ii. Town hall style visits to library locations to get staff input
 - iii. A mentoring program that pairs new employees or newly promoted employees with experienced staff members
 - iv. A leadership program to give staff an opportunity to gain skills in preparation for promotion
 - v. A workforce certificate program for an underserved population
 - vi. Highlight videos of each location
 - vii. A fresh, new look for Main with new furniture
 - d. Ms. Baggett showed the Bragtown Library and Family Literacy Center video
 - e. Ms. Baggett's vision for the Board of Trustees includes:
 - i. Increased focus on library awareness and advocacy
 - ii. The trustees maintaining a high profile not only when the library is in crisis mode, but also before crises arise to help educate and inform the public about the library as a constant reminder of our services
 - iii. Active participation in creating public service announcements on DTV8 and speaking at various civic groups
 - iv. Submitting letters to the editor and working with the school system to provide storytimes
 - f. Changing roles in Administrative Council:
 - i. On May 2, Rheda Epstein began serving temporarily as manager of the library's Tech Management Division.
 - ii. The Tech Management Administrator position is being advertised.
 - iii. Catherine Mau's new title is Assistant Library Director for Operations, Finance and Outreach.
 - g. Ms. Mau shared the third quarter budget report and transmittal letter to Mike Ruffin, and outlined targeted reductions.

VI. Committee and External Reports

- a. Policies Committee (Ms. Sykes)
 - i. Ms. Sykes: The Policies Committee did not meet.
- b. Staff projects funded by the Friends of the Durham Library (Dr. Musser)
 - i. Dr. Musser will email a report of the projects funded by the Friends to members of the Board of Trustees.

VII. Committee Assignments Review

There was no request for changes.

VIII. Board Secretary Position

- a. Dr. Felder drafted a paragraph, which, once ratified by the trustees, will go to the Board of County Commissioners for approval as it is a change to the bylaws. The paragraph reads as follows with changes in red:

Article III: Officers

Section 1: The officers of the Board of Trustees shall be a chair, vice chair and secretary.

Section II: Officers shall be elected at the annual meeting of the Board and shall serve for one year.

The Chair of the Board shall preside at all meetings and shall have the usual powers of a presiding officer. The Chair of the Board shall notify the Chair of the Board of County Commissioners of any vacancies on the Board.

The Vice Chair of the Board shall act as chairman in the absence or disability of the Chair.

The Secretary of the Board shall ensure the effective transmission of essential materials between the Board and the Library staff. The secretary shall maintain information on Board vacancies and departures, shall take the roll at each meeting and report it to the County as required by law, and shall advise Board members on matters of governance. The Secretary of the Board shall act in the absence or disability of both the Chair and Vice Chair.

- b. Mr. Lang made a motion to transmit the change to the BOCC to amend the bylaws. Mr. Hewitt seconded. The motion was approved unanimously.

IX. Old Business

- a. Review and Selection of Candidates for Open Position
- i. Ms. Rozier said that after the voting, there was a virtual dead heat between three of the candidates. After some discussion, it was decided that the names would be sent to the trustees for an electronic vote to break the tie.
- b. Retreat Planning
- i. Ms. Tench and Mr. Mangiafico met with Ms. Baggett and continue to work with her on determining the topic of the retreat. The retreat will likely take place in July, and will be for a half day. Ms. Baggett, Mr. Mangiafico and Ms. Tench will meet again to discuss further.
- c. Resolution of Appreciation for Al Roberts and Elsa Woods
- i. Not discussed.

X. Adjournment:

Mr. Schoenfeld adjourned the meeting at 7:25.

**Next Meetings: July 19, Stanford L. Warren
September 20, Southwest Regional**