

Durham County Library Board of Trustees
Tuesday, August 16, 2011, 6 p.m.
Meeting Room, Main Library

MINUTES

Call to Order

Chair Allan Lang called the meeting to order at 6:10 p.m.

Present: Allan Lang, Henry Felder, Joe Hewitt, Derrick Jordan, Paolo Mangiafico, Joyce Sykes, Beck Tench; Trustees

Tammy Baggett, Rheda Epstein, Lakesia Farmer, Gina Rozier; Staff

Absent: Rob Rabb, Liaison from the Friends of the Durham Library; The Liaison from the Board of County Commissioners is currently vacant.

Public Comment

There were no public comments.

I. Approval of the Minutes

Motion to approve May minutes as written: Joyce Sykes. Second: Henry Felder. The May minutes were unanimously approved as written.

II. Reports of Officers, Boards, Standing Committees

a. Report from the Chair

Mr. Lang welcomed new trustee, Derrick Jordan. Mr. Jordan introduced himself and gave a little biographical information.

b. Communications Report

The communications report was included in the packet. The trustees requested that Ms. Rozier provide them with information about the library to hand out. Ms. Rozier stated that she will do so.

c. Financial Report

Ms. Baggett handed out a report and discussed circulation and computer use statistics. They have increased. Reference questions have increased as well. The number of library cards has increased, but not as much as circulation. All locations are doing well based on the size of the community.

Mr. Felder asked about e-books. Ms. Epstein announced that funds are encumbered and that the library anticipates purchasing e-books in the fall.

d. **Policies Committee**

The revised Art Policy and new procedures were included in the packet. Ms. Sykes discussed the process used to develop those changes. The Policies Committee recommends approval of the Art Policy. Motion to approve: Henry Felder. Second: Derrick Jordan. The motion carried unanimously.

e. **Nominating Committee**

Mr. Hewitt announced that the committee nominates Allan Lang for Chair and Henry Felder for Vice Chair. The committee will nominate a secretary once the Board of County Commissioners approves the change in the bylaw wording to include a secretary in the slate of officers.

III. Old Business

- a. Ms. Rozier explained that the Friends Liaison, Rob Rabb was not promptly added to email lists, and therefore was sent notification of this meeting later than anticipated. He has been provided with information about subsequent meetings.
- b. Mr. Hewitt asked about a liaison from the Board of County Commissioners. Ms. Baggett stated that a liaison has not been selected yet.
- c. Mr. Mangiafico handed out a recap and notes from retreat. Ms. Tench posed a question about how the Board and library would like to move forward implementing some of these ideas. Mr. Lang appointed an ad hoc committee to work on implementation. Mr. Mangiafico, Ms. Tench and a staff representative will form the committee. Ms. Rozier recommended the web master, and will contact Ms. Tench to verify. Ms. Tench will then schedule a meeting. Ms. Tench also requested that trustees contact her with any additional thoughts on the retreat.
- d. A question was raised at the retreat about opening the restrooms on the first floor of the Main Library. Ms. Baggett explained that the library will not open those restrooms other than to meeting room occupants due to security and safety reasons, but the signs stating that there are restrooms available will be taken down. There are also restrooms for children and moms who need to change babies on the first floor in the children's area.
- e. Open trustee positions: Ms. Rozier will send applications to the Board. She will ask County personnel what role the library may play in advertising for new trustees. Suggestions included mentioning the opening at programs, posting flyers and listing it on the library's website. Mr. Lang will also contact some prior applicants to gauge interest. Applications close Sept. 8.

IV. New Business

- a. Mr. Mangiafico is interested in the proposals that the Friends of the Durham Library and Durham Library Foundation funded. He asked if staff can report on the projects at Board meetings. After some discussion, it was suggested that staff be invited to lunch to discuss their proposals. Ms. Baggett believes this could be arranged.
- b. Mr. Hewitt asked if trustees are still invited to Staff Day. Ms. Baggett said that trustees are invited for the presentation of the Trustees Award and for lunch.

V. Director's Report

- Ms. Baggett has been working on getting to know the community – traveling with OASIS and the Bookmobile, attending events with the Rotary, Whole Foods, Leaders in Literacy, the Durham County Strategic Planning Committee, GSK Civil Rights Banner installation, NCLA planning and the Marketing and Development Retreat.
- As part of a focus on staff, Ms. Baggett implemented the library's first Manager's Retreat for all managers and supervisors.
- Work continues on an Internal Communications Plan. The target completion date is Sept. 15.
- The library's current strategic plan ends this year, and Ms. Baggett is looking at a new process. The trustees will be involved early on in the planning. The library is looking at having staff lead the creation of the plan with the possibility of bringing in consultants to speak to specific topics.
- Lunch with the Director, a quarterly opportunity for those in the community to learn about the library, has launched.
- Furniture at Main will include pieces for the computer area and the teen space downstairs.
- The Foundation is still in the planning process of its campaign and will soon begin the silent phase.
- Ms. Baggett passed out the budget. The library is on target. Ms. Mau is working on a 5-year plan.

VI. Election of Officers

- a. Mr. Lang called for nominations from the floor. There were none. The slate presented by the nominating committee was approved unanimously.
- b. In response to a question, Mr. Felder clarified the role of the secretary of the Board of Trustees as someone who is a member of the board who will attend to business of the board independent of the role of staff, including keeping advised of vacancies and special items. Ms. Rozier also specified that she would like for the secretary to initiate creating the agenda and would prefer if the secretary took minutes.

VII. Additional Old Business

Mr. Lang stated that the chair of the Trustees is obligated to prepare an annual report for the Board of County Commissioners. It is usually turned in at the beginning of the fiscal year and consists of highlights of library accomplishments during the prior year. Mr. Lang will send a copy of last year's report to the Board and will ask for suggestions on ideas for what to include this year.

VIII. Adjournment

Motion to adjourn: Henry Felder. Second: Joyce Sykes. The meeting adjourned at 7:22 p.m.