

# DURHAM COUNTY LIBRARY BOARD OF TRUSTEES

September 20, 2011

Southwest Regional Library, 3605 Shannon Road

## MINUTES

### CALL TO ORDER:

Chair Allan Lang called the meeting to order at 6:03 p.m.

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

Brenda Howerton, Board of County Commissioners Liaison

Rob Rabb, Friends of the Durham Library Liaison

Tammy Baggett, Lynne Barnette Rheda Epstein, Lakesia Farmer, Catherine Mau, Gina Rozier; staff.

**PUBLIC COMMENTS:** There were no public comments.

### I. APPROVAL OF MINUTES

Mr. Mangiafico made note that his name was spelled incorrectly in several places in the minutes. The minutes were approved with that correction.

### II. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

#### a. Comments from the Chair (A. Lang)

- i. Welcome, Commissioner Brenda Howerton, BOCC Liaison
- ii. Welcome, Rob Rabb, Friends of the Durham Library Liaison

#### b. Communication Report (G. Rozier)

The communication report was included in the packet. Ms. Rozier brought library publications for the Trustees to hand out if they chose.

#### c. Financial Report & Statistics (C. Mau)

- Circulation is over three million.
- Computer use at Main is up.
- There has been a big jump in children's program attendance.
- Teen programs increased this past year, possibly due to teen space in the regionals and the hiring of teen librarians.
- In response to a question from Mr. Lang about the 5 year plan, Ms. Baggett stated that it is a work in progress, but it will be shared with the Board at the next meeting.
- Ms. Howerton asked if 57,000 people really used the meeting rooms last year. Ms. Mau answered that the number is likely higher than that, as not all events get counted.

#### d. Report from Southwest Regional Manager (L. Barnette)

- Ms. Barnette handed out pre- and post-renovation statistics (attached) showing that children's program attendance at Southwest Regional tripled and adult program attendance quadrupled.

- Southwest Regional is very busy. The staff manages this with cross-training and lots of volunteers.
- Highlight events: ComicsFest, Caterpillar to Butterfly and Release Program, Kid's Cooking Club, Grossology Science Club, Duke Hospital Storytime for outpatient children who cannot participate in regular storytime due to compromised immune systems, Summer Reading Club Slime the Librarian

**e. Director's Report (T. Baggett)**

- The pedestrian who was struck at the Main Library is still in ICU.
- Ms. Baggett handed out a printed report (attached).

**f. Information Technology Committee Report (B. Tench)**

- The committee did not meet. No report.

**g. Planning and Budget Committee Report (A. Lang)**

- The committee did not meet. No report.

**h. Durham Library Foundation Liaison Report (J. Sykes)**

- The campaign cabinet has been developed.
- There is an oral history project in the works for the NC Collection that will be funded by the Willis Whichard Opportunity Fund.

**i. Friends of the Durham Library Report (R. Rabb)**

- The regional book sales are doing very well.
- The book sales brought in \$8,600 over the month of August, and the Friends currently have about \$96,000 in total funds.
- The library webmaster will be updating the Friends' website in the near future.
- In response to a question from Mr. Lang, Ms. Baggett specified that the Friends will be setting up a table at Duke University for book donations again.

**III. REPORTS OF SPECIAL COMMITTEES**

**a. Board Retreat Committee Report (P. Mangiafico, B. Tench)**

Mr. Felder, Mr. Mangiafico, Ms. Tench and library webmaster Jill Wagy met to discuss ideas from the Board retreat that build on the themes of awareness and advocacy.

Awareness raising activities:

- Each trustee host or initiate an awareness activity with colleagues and friends focusing a program or service that is meaningful to the trustee.
- Set an annual agenda calendar based on themes to explore at each board meeting.
- Encourage more public comment based on those themes.

Advocacy activities:

- Create an externally hosted web space for library programs to be tested.
- Each trustee should brainstorm on ways their organization can partner with the library in a mutually beneficial way.

- Create a special ad hoc committee of trustees and staff to discuss how to communicate the message, “It is a civic responsibility to support the library.” Ms. Beck, Mr. Felder, Mr. Mangiafico and Ms. Wagay will be part of the ad hoc committee.

Other ideas discussed:

- Make *Branching Out* available in doctor and dentist offices, banks, grocery stores, etc.

#### **IV. OLD BUSINESS**

#### **V. NEW BUSINESS**

- Mr. Jordan asked about ensuring that communications and minutes are distributed in a timely manner and in compliance with the bylaws.
- To help with this, Mr. Hewitt announced that Ms. Tench will unofficially take on secretary duties.
- Mr. Lang, Mr. Felder, Ms. Tench, Ms. Baggett and Ms. Rozier will meet two weeks prior to the next trustee meeting to determine the agenda. This will speed the process of getting materials to the trustees and out to the public.
- Ms. Baggett invited the trustees to lunch and the presentation of the Trustees’ Award at the November 16 Staff Development Day.
- Ms. Farmer clarified that nomination forms for the Trustees’ Award would be available to staff and the public soon. The Trustees’ Award recognizes staff members who go above and beyond in the areas of customer service and assisting other staff members.
- Mr. Lang informed the trustees about the \$100 gift to the award winner. The funds will be collected at the next meeting. The winner of the award will be determined by email or at the next meeting.
- Mr. Lang mentioned that the application period for new trustees closes on October 6, 2011. There are two open positions on the board. Ms. Rozier added that the county clerk said it is okay for the library or the trustees to publicize the openings in whatever way they choose.

#### **VI. ADJOURNMENT**

Ms. Howerton made a motion to adjourn; Ms. Tench seconded. The meeting was adjourned at 7:44 p.m.

**NEXT MEETINGS:**      **November 15, 2011 at 6 p.m.      (South Regional Library, 4505 S. Alston Ave.)**  
                                  **January 17, 2012 at 6 p.m.      (Main Library, 300 N. Roxboro St.)**