

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES

Thursday, March 15, 2012, 6-8 p.m.

East Regional, 211 Lick Creek Lane

AGENDA

CALL TO ORDER

Allan Lang called the meeting to order at 6:02 p.m.

Present: Allan Lang, Henry Felder, Crystal Dreisbach, Derrick Jordan, Paolo Mangiafico, Shawn Miller, Joyce Sykes, Beck Tench; Trustees

Tammy Baggett, Lakesia Farmer, Tanika Martin, Catherine Mau, Carol Passmore, Gina Rozier, Jill Wagy; Staff

Absent: Joe Hewitt, Trustee; Brenda Howerton, BOCC Liaison; Rob Rabb; Friends of the Durham Library Liaison

PUBLIC COMMENTS

There were no public comments.

I. APPROVAL OF MINUTES

Corrections: Add Ms. Wagy to the roll call as present. Motion to approve with correction: Ms. Sykes. Second: Ms. Dreisbach. The motion passed unanimously.

II. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. Communication Report (G. Rozier)

The report was included in the packet. Ms. Rozier discussed the library's upcoming participation in the Bull City Buck\$ - buy local program. She also mentioned the upcoming program series Bull City Soul Revival.

b. Financial Report & Statistics (C. Mau)

Ms. Mau handed out and discussed the financial report. Relevant points made by Ms. Mau and Ms. Baggett during the discussion:

- Additional budget priorities included staff training and more security hours.
- The \$500 staff tuition reimbursement has been reinstated by the County.
- The library is requesting a 3.5% increase.
- Library leadership will meet with the County Manager and budget analyst in early April.
- The County Manager will give his budget recommendation at the end of May.
- The budget will be approved the last Monday in June, ready to go July 1.
- The library also requested an intern for the NC Collection and for the Marketing and Development Division.

c. Report from East Branch Manager (C. Passmore)

- On June 16, East Regional will have been open six years. East Durham did not have a library before 2005.
- The adult computers are full most of the time. Children's computers full often.
- Children's programs are popular and well attended. The teen librarian writing group and book group will be helping with the peeps contest.
- The Adult Services Division has had no manager since Donald Bradsher left. The facility manager does double duty.
- Adult programming is a mixed bag: some really great, some with lower attendance. The Food Camp was well attended. A cupcake decorating program is doing well. Humanities programming draws a good crowd. The Over 40 Book Club maintains around 8-10 people. The Over 50 crowd meets every Tuesday morning and has since East opened. They are not happy about early voting.
- There are very few problems at East, but staff is appreciative that the library got three hours of security in the evenings after school.
- Customers have asked about how dark the parking lot is. The lighting is part of the LEED certification.
- East is an early voting site. For three weeks the library will be opening early and closing late. Four years ago, early voting at East meant that thousands of people found the library for the first time.

d. Director's Report (T. Baggett)

- The budget has kept staff busy.
- Thanks for Trustee support with the Bragtown 50th anniversary celebration. All the commissioners attended. Mr. Lang and Ms. Sykes attended.
- New hires: Lakesia Farmer is the new HR Analyst. Her first day in the new position was Mar. 5. Terry Hill will begin on April 30 as the new Deputy Director.
- Adult programming is a success – averaging eight programs per month. Some programs are already booked through June 2013.
- Friends computers have been installed in the first floor computer lab. Furniture has been ordered for the teen computers.

e. Secretary's Report (B. Tench)

- The Art Committee's next acquisition date is April 5. Notifications will be sent May 15.
- In July the report to the County Commissioner is due and the annual meeting of the Trustees will be held.
- Ms. Tench sent a letter of condolence to Alice Sharpe on behalf of the Trustees.
- On March 29 the County Commissioners will meet with legislators.
- Per Mr. Lang, Joe Hewitt is back at home, but very immobile. He is recovering well, and will attend the next meeting.

f. Policy Committee Report (J. Sykes)

Ms. Sykes passed out a draft of the meeting room policy and the board discussed. Action items:

- Ms. Tench recommended that staff put a buffer of positive language before the policy page appears online to encourage the public to use the rooms and to counter the negative, rule-based language in the policy. Ms. Rozier said she will do this.
- Mr. Jordan recommended that the policy include the amount of time before a room reservation is forfeited due to a no-show. Ms. Rozier will include this in the policy after polling managers to determine the preferred waiting period before a reservation lapses.
- Ms. Sykes suggested the Board approve with that addition.
- Ms. Mau pointed out that the small study rooms in the branches were not addressed in one portion of the policy. Ms. Rozier will correct this.
- Ms. Sykes made a motion to approve with corrections. Mr. Jordan seconded. The motion was approved unanimously.
- Mr. Lang asked about the Computer Use Policy. Ms. Sykes said this would be reviewed at the next meeting. Ms. Baggett will look at the policy prior to that meeting.

g. Budget Committee Report (A. Lang)

The committee met with Ms. Baggett and Ms. Mau. The budget was submitted to the Board of Trustees this evening.

h. Advocacy Committee Report (C. Dreisbach)

- The role of the Advocacy Committee is both advocating for the library to the community and increasing community participation in Board meetings. The committee came up with a proposal to devote one hour of every other board meeting to a discussion of a hot topic advertised in advance to entice public participation. A short presentation on the hot topic would be prepared in advance by a board member plus a library staff member and maybe an outside expert.
- Ms. Baggett explained that this proposal would not work with the current bylaws, as they are not designed to allow the public to participate and have dialog. Ms. Baggett suggested a town hall-like meeting for public interaction. Board meetings can still have themes, but they would be for the Trustees' benefit, not the public.
- After discussion it was determined that the Trustees will hold town hall meetings once or twice a year and that Board of Trustee meeting schedules would be included in library publications to encourage public attendance.
- Ms. Sykes asked about name tags for the Trustees. Ms. Rozier will work on this.
- The committee discussed creating a fun site called: Is the library open? Ms. Tench demonstrated online. Ms. Tench mentioned that this might also be an interesting way of getting support for the library. Ms. Rozier stated that the library cannot advocate for bond passage in any way. Ms. Baggett said that the basic idea is definitely workable.
- Per Ms. Tench, 'isthelibraryopen.com' is available. The Trustees could host offsite using ibiblio – possibly for free. Ms. Dreisbach stated that her husband has offered to help build the site. Ms. Rozier asked if it could be updated on short notice for emergency or holiday closings.

Ms. Tench said the committee will discuss how to make this happen. The Trustees will purchase the domain at a cost of \$1-2 per Trustee. Ms. Tench said there is something new and potentially powerful in saying 'this service is brought to you by the Board of Trustees.' The site wouldn't be an app, but would be a website that looks good on a phone.

- Ms. Dreisbach said the committee talked about the library possibly being involved in Bull City BUCK\$, but this was already in the works.
- The committee discussed potential changes to the library website to improve advocacy. Since the library is planning a redesign in the near future, the committee is hoping to have Ms. Tench or Mr. Miller on the redesign committee. Ms. Rozier said that any trustees interested in participating absolutely could be involved in the redesign.
- The committee will meet again in April. Ms. Tench asked if formal minutes are required. Mr. Lang said they are not.

III. SPECIAL REPORTS

a. Funded Friends Proposals Presentation (T. Martin – presented after the Financial Report)

Ms. Rozier asked that the Trustees always schedule these reports and the facility managers' reports first on the agenda to allow staff to return to work. The board consented.

- Ms. Martin sang a welcome to the Trustees.
- East Regional Creative Art Park was funded by Friends – close to \$1,000. Staff purchased art supplies and invited children to express themselves artistically. Staff was unprepared for number of children who participated. There were about 60 children at the first event. Themes included Japanese mosaic and animal murals. The program increased circulation of related books. Staff ran the programs four times with good attendance, and will hold them again during the summer. Some of the art stayed at East; some children took their work home.
- In the East Regional Theatre program, families can dress as characters. This program is held on Sundays.

b. Durham Library Foundation Liaison Report (J. Sykes)

- The Foundation is making good progress on the private phase of its campaign. The campaign cabinet has more than \$100,000 in hand and is close to \$250,000 in pledges.
- The Foundation is working with staff to fund things that are most important for the library. A mini-makeover for Main is targeted at \$100,000 and the Foundation will address this as quickly as possible.

c. Friends of the Durham Library Report (R. Rabb was not present. The report was presented by T. Baggett)

- The last meeting was spent gearing up for the spring book sale in April and reviewing Friends proposals from staff. The Friends also discussed recognizing staff for National Library Workers' day on April 10. They will order cupcakes for the staff and book sorters.

- The Board of Trustees will send an email to staff to acknowledge National Library Workers' day. Mr. Lang will work with Ms. Rozier on wording and will share it with trustees. The letter would be forwarded to Ms. Baggett, who would then forward it on to staff.
- Mr. Lang stated that on April 10 there is a presentation to the Commissioners and the Art Committee is scheduled to meet. Ms. Rozier stated that if there are no submissions, there would be no reason for the committee to meet.
- Ms. Baggett shared that Legislative day is scheduled for June 13, 9 a.m.-12 noon. Mr. Felder attended last year. Trustees who wish to attend this year should let Ms. Baggett know. Ms. Tench will put those dates on the calendar.

IV. OLD BUSINESS

a. Meeting Frequency

The Board tabled this discussion for now based on the earlier discussion of themes at board meetings.

V. NEW BUSINESS

Mr. Lang shared a new policy regarding volunteers. Library family leadership will not be serving in staff service roles. Library staff members are not allowed to serve in leadership roles on library family boards. To avoid conflicts of interest and awkward situations, this will be the case in the other direction as well. There are many opportunities for library family leaders to volunteer as ambassadors or guest speakers. Ms. Baggett invited the trustees to speak at a future Rotary Club meeting.

VI. ADJOURNMENT

Ms. Tench made a motion to adjourn. Mr. Jordan seconded. The meeting adjourned at 7:48 p.m.

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| NEXT MEETINGS: | Thursday, May 17, 2012 at 6 p.m. | (North Regional, 221 Milton Road) |
| | Thursday, July 19, 2012 at 6 p.m. | (Stanford L. Warren, 1201 Fayetteville St) |