

# DURHAM COUNTY LIBRARY BOARD OF TRUSTEES

Thursday, May 17, 2012, 6-8 p.m.

North Regional, 221 Milton Road

## AGENDA

### CALL TO ORDER

Allan Lang called the meeting to order at 6:00 p.m.

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

Tammy Baggett, Terry Hill, Catherine Mau, Lakesia Farmer, Gina Rozier, Jill Wagy, Susan Wright, Bryan Wymore; Staff

Rob Rabb; Friends of the Durham Library Liaison

Absent: Joe Hewitt, Trustee; Brenda Howerton, BOCC Liaison

### PUBLIC COMMENTS

There were no public comments.

#### I. APPROVAL OF MINUTES

Motion to approve: Ms. Sykes. Second: Henry Felder. The motion passed unanimously.

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

##### a. Introduction from Deputy Director Terry B. Hill

Ms. Baggett introduced the new Deputy Director, Terry Hill.

##### b. Report from North Regional Manager (S. Wright)

Ms. Wright welcomed the Board of Trustees to North Regional and shared the following statistics about the library:

- North Regional is based on the five Cs: Customer service, community space, collections, computers and creative programs and displays
- 39%= self-check. A large percentage is preschoolers.
- 107% = increase in participation of Summer Reading program over last year
- 433,539 = circulation for NR for the current fiscal year
- 240,987 = door count
- 40, 899 = computer sessions
- 16,620 = program attendance
- 5,485 = meeting room attendance
- 5,097 = early voters – surpassed Duke and NCCU
- 1,268 = number of times meeting spaces have been used
- 819 = programs offered by the library

##### c. Funded Friends Proposals Presentation (B. Wymore)

Mr. Wymore discussed and demonstrated new AV shelving paid for by the Friends. The shelves turn 35.5 inches of shelving into 60 inches of shelving. They lift the collection so customers don't have to stoop so low. The library is waiting for the dividers to arrive, then the shelves should be up in a few weeks.

#### **d. Communication Report (G. Rozier)**

The report was included in the packet. Ms. Rozier encouraged the Board to attend Comics Fest at Southwest Regional Library and the artisan bread program at Main. Ms. Rozier also handed out a new organization chart for the library and a Board of Trustees contact listing. The listing turned out to be out-of-date, however. Ms. Rozier will send an updated version.

#### **e. Financial Report & Statistics (C. Mau)**

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

- Travel and training appear to be over budget, but are not. Grant money will offset the apparent overage.
- The library is right on track with the budget.

#### **f. Director's Report (T. Baggett)**

- Thanks to the Board of Trustees for recognizing the staff on National Library Workers Day.
- We are waiting for the budget to be approved and adopted.
- Staff Development Day was a success – the best ever. The Administrative Council danced for the staff. Deputy County Manager, Marqueta Welton, stayed the entire morning. The Friends presented a staff scholarship.
- Recent speaking engagements: North Carolina Central University Annual Research Colloquium, House and Garden Club's Spring Luncheon.
- The Friends of the Stanford L. Warren Library held an event celebrating the life of Charlotte Brown.
- Attended the annual Friends of Duke University Library meeting and wine reception.
- Legislative Day is coming up on June 13. The theme is "Strong Libraries, Strong America." A contingent from Durham will leave between 7:15 and 8 a.m. and return around 2 p.m.

Mr. Felder attended last year. This year we will be very strategic and invite a member from each library family board, but also invite customers because they tell the story in a very different way.

#### **g. Secretary's Report (B. Tench)**

- Two dollar reminder. Ms. Tench will collect funds after the meeting.
- Board of Trustee nametags are being printed.
- Upcoming calendar dates:
  - Receptions/Room Namings
    - Dorothy Gier Meeting Room – Tuesday, May 22, 10 a.m. at North Regional
    - Frances Brinkley Children's Room – Wednesday, May 30, 6:30 p.m. at Southwest Regional
    - Marjorie Pierson artwork – Tuesday, June 5, 6:30 p.m. at Southwest Regional
  - Legislative Day – June 13

- In response to a request from Mr. Lang, Ms. Baggett said she would email the letter sent from the Board for National Library Workers Day.

#### **h. Policy Committee Report (J. Sykes)**

- Ms. Rozier displayed the meeting room changes mentioned at the last meeting. In response to a question from Ms. Dreisbach about positive wording to precede the meeting room policy, Ms. Rozier said this would be done when a webmaster was hired.
- Ms. Sykes stated that the Board of Trustees had not received the Computer Use Policy. After some discussion, it was decided that the version sent by Ms. Wagy needed additional updates. A new version will be sent prior to the next meeting.
- Ms. Baggett stated that the next policies to be reviewed would be the Gift, Registration and Resources policies.

#### **i. Budget Committee Report (A. Lang)**

The committee met with administration. Mr. Lang requested that the approved budget proposal be sent to the Board of Trustees. Ms. Baggett stated that the information will be shared when it becomes available. Ms. Mau said that it is usually available the third Monday in June.

#### **j. Advocacy Committee Report (C. Dreisbach)**

- Isthelibraryopen.com is ready. It will be discussed later in the meeting.
- Committee role: Citizens of the community who advocate for the library. As matchmakers, committee members seek out and engage with groups in the community with whom the library may not be connected, then helps the library connect with those groups. Ms. Dreisbach will draft a charge statement for Ms. Rozier. The committee wants the community to know about the library and what it offers and to view the library positively. It also wants the library to know about the positive resources in the community.
- Proposal 1:
  - Put into action the matchmaker role by finding communities within the larger community to plug into. Suggestions:
    - Techies
    - Churches
    - Motorcyclists
    - Foodies
    - Music lovers
    - Beer lovers, etc.
  - Start with one or two community engagement events. Focus on one community that the Board wants to engage with bi-directionally. Co-planned by the Board, library staff and members of that community. Location and event characteristics should encourage easy participation. Include a short introduction to the purpose of event, Q&A about library, and refreshments.
  - Ms. Dreisbach requested the blessing of the Board for the Advocacy Committee to move forward on this project. Next steps will be to pick a segment and then identify leaders of that

segment. Currently the events are called "Community Engagement Event." Something catchier is needed.

- Proposal2
  - Engage the bookmobile in more community events. After some discussion, it was decided that due to staffing and logistical concerns, the Outreach Manager, Derrian Jones, should be contacted to discuss expanding bookmobile visits and presence in the community. Mr. Rabb will contact Ms. Jones regarding a possible volunteer to help with visits.

### **III. SPECIAL REPORTS**

#### **k. Durham Library Foundation Liaison Report (J. Sykes)**

- The annual meeting was held May 14. The Foundation elected new officers – same as prior year. There is one new member because Lois Oliver is retiring.
- The Campaign for the Library is going forward a little more slowly than had been hoped for, but definitely positively. The Foundation will continue the private/closed phase for an undetermined time with goal to raise half of \$1.5 million before opening the public phase.
- There was a discussion of a mini-makeover of Main. Mr. Hill stated that some library staff put together a proposal for new furniture to hang art on third floor area and some seating, new JobLink workstations, painting the end panels of the shelving in the nonfiction area, upgrading AV shelving, upgrading signage, upgrading electronic equipment in the boardroom, new furniture in the boardroom, and iPad stations on the second floor that will hold six iPads secured to a table to allow people to interact with technology.
- Ms. Baggett discussed the automated delivery system proposed, which is in the campaign booklet. The library has been approached by 3M to get a great deal on installing this technology at Southwest. The machine feeds one-by-one and instantly checks items in, sorts and rejects items not belonging to the library. The technology is not to replace staff, but to help staff. 3M will take a van of staff to Savannah, GA. Staff will also visit Greensboro to see the sorter they use, which is a different product. Mr. Lang asked if adopting the system would require retagging. Ms. Baggett responded that it would not. The sorting machine is the second phase of RFID tagging.

#### **l. Friends of the Durham Library Report (R. Rabb & T. Baggett)**

- Staff proposals have been approved. That information will be shared with staff.
- The book sale was a great success. The Friends discussed the possibility of adding another book sale or keeping it to two.
- The Friends held a separate Collection Day at Duke. The amount of books collected and sold was not sufficient to encourage them to do it again. The Friends talked about some ideas to improve this performance. The answer may be another location. Mr. Mangiafico suggested the Farmer's Market and Duke Gardens. Ms. Rozier suggested that the Development Officer, Alice Sharpe could make a connection with the Farmer's Market.

### **IV. OLD BUSINESS**

#### **a. Is the Library Open Website**

- ITLO works!!! Ms. Dreisbach pointed out various aspects of the site. The current date will be added; plus the date will be added for any special closings. Ms. Tench asked how the site will be publicized. Ms. Baggett suggested library trade publications. Ms. Tench suggested NPR and the Herald-Sun. Ms. Tench and Ms. Rozier will discuss. Mr. Lang asked if the site would charge other libraries a fee to be listed. Ms. Tench answered that the site is coded as open source in the spirit of sharing.
- The library will put in place a process for updating the Advocacy Committee about unscheduled closings and copying committee members on scheduled closing media releases. There are ways that library staff can update the site. Ms. Rozier requested that the webmaster have access to update the site. Ms. Tench said this will be the case. Ms. Wagy will send a copy of holiday closures to the committee. Ms. Tench will review the analytics so we can look at site statistics.
- Ms. Baggett shared a positive email from a patron, sent in response to a media release.

## **V. NEW BUSINESS**

### **a. VOTE: Frances Brinkley Children's Program Room Dedication and Reception**

Ms. Baggett shared that the Library Foundation will be hosting a lot of fund raising events – perhaps a couple of times per year, afterhours in a library location – where they would like to serve wine with heavy hors d' oeuvres. Ms. Baggett stated that these would not be library events, but no policy exists permitting or banning this kind of event. Mr. Felder asked if the Board goes on record as permitting, does this create any kind of liability for the Board. Ms. Baggett stated that she would share the Board's position with the commissioners. Mr. Mangiafico asked if the wine is the issue. Ms. Baggett responded that it is. Events are by invitation only with a bartender. After some discussion, Mr. Lang suggested that rather than a vote, get a consensus for the feeling of the board and then send that to the commissioners. The consensus was positive. Ms. Baggett clarified that board was agreeing to future events, not just this one time. Mr. Lang affirmed.

## **VI. ADJOURNMENT**

Ms. Baggett made a note that the listing for the future meeting at Southwest was incorrect. The address was correct, but the library location stated South. Ms. Tench will correct for the next agenda.

Ms. Tench made a motion to adjourn. Ms. Sykes seconded. The meeting adjourned at 7:28 p.m.