

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES

Thursday, July 19, 2012, 6 p.m.

Stanford L. Warren Branch, 1201 Fayetteville St.

AGENDA

CALL TO ORDER

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

Present: Allan Lang, Henry Felder, Crystal Dreisbach, Joe Hewitt, Derrick Jordan, Shawn Miller, Joyce Sykes; Trustees

Tammy Baggett, Rheda Epstein, Gina Rozier, Jill Wagy, Myrtle Darden; Staff

Absent: Paolo Mangiafico, Beck Tench, Trustees; Brenda Howerton, BOCC Liaison; Rob Rabb; Friends of the Durham Library Liaison

PUBLIC COMMENTS

There were no public comments.

I. APPROVAL OF MINUTES

Ms. Rozier stated that the minutes needed to be amended to reflect that Lakesia Farmer was present at the May meeting. Motion to approve with that change: Ms. Sykes. Second: Derrick Jordan. The motion passed unanimously.

II. REPORTS FROM LIBRARY STAFF

a. Funded Friends Proposals Presentation (M. Darden)

A proposal was written last year to the Friends of the Durham Library to fund furniture for teens. The teens sit in the children's area where there are a lot of little bitty tables for kids. The new furniture has come in, and it matches current furniture. There were some funds left over, which will be used to get a smaller children's desk to allow for storytimes upstairs. The train that takes up much of the space in the children's area will go to North Regional. This will free up more floor space as well.

b. Report from Stanford L. Warren Manager (M. Darden)

The library is in the midst of summer reading. Staff is working on getting lower shelving that doesn't block the windows, so more light can come in. Staff is also working on making space for more tables. Warren has hired a great new children's librarian. Staff members are excited and busy, and happy to be busy. Mr. Felder asked about the cost of the tables and chairs for the teen area. Ms. Darden stated that the two tables and four chairs totaled \$2,700.

III. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. Communication Report (G. Rozier)

Ms. Rozier passed out the report and highlighted the upcoming Durham Reads Together events, and the hiring of a new webmaster, Matthew Clobridge.

b. Financial Report & Statistics (T. Baggett)

- Catherine Mau accepted a position with Chapel Hill public schools. Ms. Baggett will be handling the budget going forward. The library's FY 2013 budget is \$9,095,142.
- Salaries appear negative, but the library has not lost positions. As vacancies occur, the positions go back to the starting salary.
- The library has no control over the retirement expenses incurred.
- The library happily gave up \$2,360 for telephones in exchange for ensuring that all library locations are listed in the white pages.
- The operating printing supplies line was moved to Marketing.
- Advertising sustained a \$1000 deduction based on three-year average spending.
- Materials/miscellaneous supplies decreased. The library no longer needed to purchase RFID tags in such large quantities.
- The library saw a 2.6% increase in the overall budget.
- The increase in technology was very large.
- There was also an increase in funding for security.
- There was an increase of \$92,000 for materials.
- The library received \$25,000 for security cameras to be installed at Main and one camera at North.
- The library also received money for an intern in Marketing.
- We are pleased with this year's budget.
- Mr. Jordan asked what the Security Services line entailed. Ms. Baggett responded that this line covers false alarms, which happen with some frequency, but are not always the fault of the library.
- Mr. Lang asked about a \$10,000 planned expense for the library's strategic plan, which is not reflected in the budget. Ms. Baggett responded that Mr. Lang was looking at the library's five year plan, not all of which was funded. Ms. Baggett will provide an updated five year plan that includes adjustments based on actual funding.
- Mr. Hewitt asked whether the Pay Plan Adjustment line was for raises. Ms. Baggett responded that this line and amount comes from the County. The library does not have any control over it.

c. Director's Report (T. Baggett)

- The library was recently approached by 3M with an opportunity to have a sorting machine, which checks in and sorts books as they are returned. We would be the only library system in NC to have this system. We are exploring whether this would be a good opportunity. Ms. Waggy, Mr. Hill, Lynne Barnette (Southwest Regional Manager) and Bessie Carrington (Durham Library Foundation) traveled to South Carolina to look at this system. We will also go to Greensboro to see what their sorting system is like. No decision has been made yet. One pro is that books are checked in immediately and customers can get a receipt. It saves staff time, not to the point of losing staff, but redirects their time. Greensboro has a different machine, and we want to make sure we're getting the right version for Durham County.

Southwest Regional would be the pilot library, and eventually there would be sorters at all of the regionals and the Main Library. In response to a question from Mr. Lang, Ms. Baggett stated that the Main Library sorter could not be installed until after the renovation.

- Main Library mini-makeover – The Foundation gave us funds to cover some cosmetic improvements to the Main Library out of monies that have already come in from the silent phase of the comprehensive campaign. We will be purchasing furniture for the art gallery area and the Joblink area. We are painting the end panels on the bookshelves, and painting some additional areas. We are purchasing AV ready furniture for boardroom. iPads will be purchased for the public to use. Signage will be updated. No more duct tape.
- The Foundation has provided funding for a contract worker for the NC Room. This will allow Saturday hours from 10 a.m. to 5 p.m. There is no guarantee that the Foundation will pay for this additional help next year, but if the Foundation does not cover it, we will adapt the County budget to include it.
- Recent events of note: The dedication of the Dorothy Gier meeting room at North Regional, and the Frances Brinkley children’s room dedication and gift of art from Marjorie Pierson at Southwest Regional.
- At one of those events there was alcohol served. There were bartenders who served six bottles of wine. At a previous meeting you gave your approval, and the County Commissioners were on board. Now the topic has come back up, and I have been asked to write a County-wide policy, which will be difficult because it will need to include the Durham Stadium, which is very different. Mr. Lang asked if the Commissioners would vote on it. Ms. Baggett replied that the issue had been complete. There was nothing to vote on, but somehow it has resurfaced. More will be reported on this later.
- Umstead property adjacent to Stanford L. Warren: The County is very interested purchasing the property, and the library would like to get Board support. There was discussion of buying the property about four years ago. At that time, we would have gained 10-12 parking spaces. Now, with zoning changes, we would only gain four. That would not be a good return on investment. It would be good to have the adjacent property. If purchased, the County would wait to see if someone wants to move the house currently located on the property. After one year, the County would put the property to some kind of historic use related to the library – perhaps a park or greenspace. If the house is demolished, we would reuse some parts of the house. Ms. Sykes asked about the cost. Ms. Baggett stated that it would be about \$100,000. This would not come out of the library’s budget; it would be at the County’s expense. A discussion ensued with the following relevant points:
 - The space is slightly less than one acre in size.
 - If the property was purchased, any cost associated with future use would be a County cost, or funds would be added to the library’s budget.
 - Mr. Hewitt moved that the Board of Trustees convey its support for purchasing the Umstead property to the County Commissioners. Mr. Jordan seconded. The motion passed unanimously.
- Teen programming at Main is taking off. Other things throughout the library are going well also, but teen programming deserves special recognition. The teen librarian recently held an art exhibit and reception. If you haven’t had a chance to visit the area, please do so. Ms. Sykes asked if the increase in teen activity was because of space changes. Ms. Baggett replied that this was the case. New furniture was purchased by the County, and the Friends bought computers and display furniture. Ms. Sykes remarked that the new display furniture was fantastic.
- Mr. Hewitt asked if the library was doing anything with the new history museum. Ms. Baggett replied: Nothing specific. Lynn Richardson is working with them outside of the library.
- Ms. Dreisbach asked about the timeframe for the completion of Main’s mini makeover. Ms. Baggett answered that she anticipates completion by the end of the calendar year.

d. Policy Committee Report (J. Sykes)

- Ms. Wagy passed out copies of the Computer Use Policy, which had been reviewed by the committee. Ms. Sykes stated that the primary change is the requirement of a PIN to access computers, which was instituted to curb abuse.
- Ms. Wagy outlined additional minor changes:
 - Patrons are responsible for all printing costs.
 - Unused reservations will be forfeited after 10 minutes.
 - Durham County Library cannot ensure privacy or security while on public computers.
- There was a brief discussion about the policy with the following relevant points:
 - Bookmarks with all the important information about PINs are available for patrons.
 - PINs are only required to check out books if the patron is using self check.
 - The dates on the policy need to be updated.
 - Touch screens are now available at self checks. This allows customers to key card numbers in.
- Mr. Felder made a motion to approve the policy. Ms. Sykes seconded. The motion passed unanimously.
- The next policies to be reviewed are the Selection, Gift and Registration policies. Ms. Baggett is reviewing the Selection Policy. She has not gotten to the others yet.
- Mr. Jordan asked whether the library leadership can draft and implement a policy without approval from the Board. Ms. Baggett stated that it could not. Mr. Jordan mentioned that the policy does not state that. Ms. Baggett responded that because the Board of Trustees is an advisory board, the wording is appropriate.
- Mr. Lang asked if the Facilities and Naming Policy would be coming up for review. Ms. Rozier stated that it is not a library policy, but a County policy, though the library originated it. Therefore, the library would not bring it up for regular review.

e. Budget Committee Report (A. Lang)

The committee met with library administration last week, and reviewed the budget for next fiscal year. There were minor corrections made to the report, and the Board of Trustees has received it.

f. Advocacy Committee Report (C. Dreisbach)

- Isthelibraryopen.com update: There is regular activity every day. The busiest day was the launch day at 725 page views. Since then, daily views range from 3-203. Most days the views are around 10-15. Most visitors are from the U.S. or Canada, but there are also visits from 27 other countries. 83% of visits are new. 17% returning. Ms. Rozier stated that additional ITLO bookmarks are coming next week.
- The Advocacy Committee's primary focus is arranging for a bi-directional engagement event of the tech community and the library. The committee inventoried tech organizations, then shortlisted three groups and invited representatives of these groups to talk about mutual goals. They were met with overwhelming enthusiasm. Several interesting ideas for potential partnerships came up at the meeting, plus additional ideas were emailed later. The committee will meet with a small group of library staff in early August. Rather than a single event, what's more appropriate to the tech community is smaller events. They didn't know rooms were available to rent at the library. The tech community does interesting projects and needs a place to showcase its work. Maybe art space? Maybe an actual event. The slogan for these collaborations is: Are You in the Knowment? This is a made-up word combining Know and Moment – it means the moment between not knowing and knowing. We will use the term to

help generate buzz in the tech community and beyond. The next meeting is Friday, Aug. 24 at 6 p.m. at Mr. Mangiafico's house. Mr. Hewitt asked for the names of the three groups targeted. Ms. Dreisbach responded: Splat Space, Bull City Coworking and Refresh the Triangle.

IV. SPECIAL REPORTS

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

- The Foundation is not meeting as regularly during summer. Alice Sharpe sent an update today. There are close to \$600,000 in pledges or contributions. The largest is from GlaxoSmithKline, and there is a pledge of \$125,000 from the Friends. Other big donations are in the works, but no final decision has been made about when the campaign will go public. Likely it will be early next year.
- The Foundation is doing an event for Durham Reads Together. There will be a fundraiser at the home of one of the board members, Elisabeth Weiner. Tickets are \$150 each. Margaret Maron will be there, and attendees will get a copy of her book.

b. Friends of the Durham Library Report (T. Baggett)

The Friends' last meeting was their annual meeting. They discussed the success of the book sale and installed Elsa Woods as the new president. Mr. Lang asked if the Friends indicated how much the book sale raised. Ms. Baggett responded that they did, but she could not remember the figure. She will email that information to the board.

V. OLD BUSINESS

a. Legislative Day

Ms. Baggett stated that Legislative Day was held at an odd time this year – after legislative decisions for state aid for libraries. Only one legislator could guarantee that he could see us. Therefore we didn't attend. Ms. Baggett had spoken with all of the legislators in May at a Kay Hagan event here in the library. We will go next year, when it is held earlier in the year.

b. ALA Annual Meeting

- Ms. Baggett and Ms. Epstein attended. Ms. Baggett had an opportunity to visit with vendors, especially sorting machine vendors. Ms. Baggett heard Dan Rather speak, got a copy of his book autographed and gave him her card. He said "You never know, I may be in touch."
- Ms. Epstein went to committee meetings and talked to a lot of vendors. She also attended the Coretta Scott King breakfast, and the Newberry and Prinz Young Adult Literature event.

VI. NEW BUSINESS

a. Nominating Committee: 2012-2013 Officers

- Mr. Hewitt nominated Mr. Lang to serve as Chair. Mr. Jordan moved that all current officers succeed themselves. Mr. Felder seconded. The motion passed unanimously. Mr. Felder asked if the Board has a secretary. Ms. Rozier said she would check on County approval of the bylaws amendment needed to add the secretary position.

b. Stanford L. Warren Adjacent Property

Discussed earlier in the meeting.

c. Annual Report to the Commisisoners

Mr. Lang will find out from the County when this report is due.

d. "Are you in the knowment?" Event

Discussed earlier in the meeting.

e. Board Retreat

Ms. Baggett suggested that the Advocacy Committee plan this year's retreat. Ms. Rozier stated there is a Board Development Committee that has handled this in the past. Ms. Tench and Mr. Felder are on that committee. Mr. Felder stated that he would be comfortable working with the Advocacy Committee on the retreat.

VII. ADJOURNMENT

- Mr. Lang stated that he had received an email from Alice Sharpe saying that she would have a naming recommendation ready for this meeting. Ms. Rozier stated that Ms. Sharpe is still working on it.
- Mr. Lang mentioned that last year Whole Foods had a 10% Day benefiting the Foundation, and asked about doing this again. Ms. Rozier stated that Whole Foods selects different nonprofits annually, but that in February 2013, there would be a "Love My Library" campaign that will feature a different business each day. Each business will donate a portion of their sales from their specified day to the Foundation.

Mr. Hewitt made a motion to adjourn. Ms. Sykes seconded. The meeting adjourned at 7:34 p.m.