

# DURHAM COUNTY LIBRARY BOARD OF TRUSTEES

Thursday, January 17, 2013, 6 p.m.

Main Library, 300 N. Roxboro

## AGENDA

### CALL TO ORDER

Allan Lang called the meeting to order at 6:07 p.m.

Present: Allan Lang, Henry Felder, Derrick Jordan, Shawn Miller, Beck Tench, Crystal Dreisbach, Joyce Sykes, Joe Hewitt Trustees, M. J. Digby; Friends of the Durham Library Liaison, Wendy Jacobs BOCC Liaison, Joel White, Terry Hill, Gina Rozier, Anita Robinson; Staff

Absent: Tammy Baggett, Paolo Mangiafico

### PUBLIC COMMENTS

There were no public comments.

#### I. APPROVAL OF MINUTES

Ms. Digby stated that the minutes needed to be amended to reflect the name "M. J. Digby" instead of "Mary Jane Digby". The Updates Milestone 4 Southwest parking spaces was changed from 11 to 111. The report from the South Regional manager was changed from "Master Gardener" to "Master Gardeners" and under the Special Reports Friends of Durham Library section "Mr. Baggett" was changed to "Ms. Baggett". Motion to approve with the changes: Ms. Sykes. Second: Mr. Jordan. The motion passed unanimously.

#### II. REPORTS FROM LIBRARY STAFF

##### a. Funded Friends Proposals Presentation (J. White)

##### b. Report from Main Manager (J. White)

Mr. White reported the Main library has furniture funding from the County and Library Foundation. Main has made functional changes which include wireless connections in the building and new furniture in the computer area. There has been an increased need for electricity due to the number of patrons using their personal laptops.

The end panels at Main Library have been painted and now have a more contemporary look.

The 1<sup>st</sup> floor teen area has been renovated with new furniture and 6 computers for young adults. This has become a very popular multifunctional space. The AV furniture display promotes appropriate viewing for teens.

Tables have been replaced on the 2<sup>nd</sup> floor which gives a more contemporary, functional and comfortable atmosphere. Another project on the 2<sup>nd</sup> floor is the consistent shelving conversion to the area along with additional contemporary furniture in the nonfiction area.

An art display area on the 2<sup>nd</sup> and 3<sup>rd</sup> floor will be installed.

Furniture was replaced in the Job Links computer area which allows for more privacy.

Tables were also replaced with chairs on the 3<sup>rd</sup> floor which allows more individual seating.

The Board Room has brand new furniture and a state of the art TV monitor. This furniture will also transition to the new renovated Main Library.

Painting and signage needs to be completed. Art hanging is not complete.

Circulation is down 3% and foot traffic is up.

### **III. REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

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

Ms. Rozier previously submitted the report with the Board packet. Ms. Rozier urged the Board to attend Bull City Lighting Talks on January 26, 2013 at 3:00 PM at the Main Library as well as participate in the February “I Love My Library” campaign. During the “I Love My Library” month one business per day will be selected and a percentage of proceeds will go towards the library.

Track Lighting has been installed in the auditorium library by General Services.

The 2012 Annual Report will be coming out next month.

Season’s Readings had good responses and participation. Mr. Lang suggested informing the Board of the deadline on the September 2013 agenda for participation.

#### **b. Financial Report & Statistics (T. Baggett/T.Hill)**

#### **c. Director’s Report (T. Baggett/T. Hill)**

##### **• Updates**

- Security Cameras bids have been completed
- 3M Delivery Return System (Seeking this for Southwest as a pilot location)
- Main Library Furniture Updates
  - Signage, paint, art hanging, seating on 3<sup>rd</sup> floor
- Parking Lot at Southwest Regional Library
  - Specific date not scheduled at this time.
- Summer Reading Changes
  - **Changes have been made to the Summer Reading Program.** A summer reading committee has been formed and is being lead by Lynne Barnett, who will serve as our Summer Reading Ambassador. The committee consists of representation from children’s, teens, adult services and outreach. The committee members are as follows:
    - Children’s: Karlene Fyffe Phillips & Amy Godfrey
    - Teens: Placidia Nance & Archie Burke
    - Adults: Phillip Locey & Michelle Geyer
    - Outreach: Aiden Graham &
    - Sarah Ringer, our Evanced expert
- Updated on Location Visits (Anita)

- Updated Calendar (Anita)
- Legislative Day (Anita) (March 26) Raleigh, Halifax Mall (State Capital)
  - Attended by NC Library Directors, some of their staff and various members of Library Family
- **New Mission Statement.** Our previous statement read: *The mission of the Durham County Public Library is to provide to the entire community books, services, and other resources which inform, inspire learning, cultivate understanding and excite the imagination.* While that's a great mission it's not easy to remember. The Administrative Council Team held multiple work sessions to develop what I consider a powerful mission statement. Our new mission statement which will begin appearing on our website later in the month is simple:
  - encourage **Discovery**
  - connect the **Community**
  - lead in **Literacy**

The Board would like another category added for clarity of expenses and money spent. Mr. Lang would like a revised Budget handout with a column subtracting the expenses. Ms. Jacobs suggested footnotes or annotated explanations. Mr. Lang requested a revised annotated Budget on February 17, 2013.

Ms. Robinson updated the Board regarding the Regional Library visits. She will move forward with planning visits to Bragtown and McDougald and will coordinate dates. Handouts were provided detailing the 2013-2015 Board meeting dates. Legislative Day is scheduled for March 26, 2013 in Raleigh at Halifax Mall. The event will be attended by NC Library Directors. Ms. Baggett will attend along with her delegates. Ms. Robinson will set up appointments for Ms. Baggett and her representatives to meet during this event with Representatives and Senators.

**d. Policy Committee Report (J. Sykes)**

There is only one change to the Safe Child Policy. The time 5:00 PM was changed to 8:00 PM for staff to call DSS. Motion to approve with the changes: Mr. Hewitt. Second: Mr. Jordan. The motion passed unanimously.

**e. Budget Committee Report (A. Lang)**

Some of Mr. Lang's changes were carried out and he will rely on Mr. Hewitt's recommendations for the next meeting. Mr. Lang would like to know when the next Budget Retreat will be held and requested an update from Ms. Baggett at the February Retreat.

**f. Advocacy Committee Report (B. Tench/C. Dreisbach)**

A meeting was held with the Tech team along with library staff and 2 representatives of the tech community in Durham. Bull City Lighting Talks will be held on January 26, 2013 at 3:00 PM at the Main library. The event is free and open to the public. A videography project will be the next Advocacy Committee project with the assistance of Jennifer Lohmann. The committee would like to capture the Durham community transforming stories. Ms. Lohmann would like to include the library in the project.

**g. Naming Committee Report (H. Felder)**

The Southwest Regional Library Study Room 125 will be named for Dr. and Mrs. Robert S. Timmins. The name will be determined. Motion to approve with the changes: Mr. Felder. Second: Ms. Sykes. The motion passed unanimously.

#### **h. Art Committee (A. Sharpe/G. Rozier)**

The DCL Art Committee clarified and streamlined the temporary exhibit and permanent acquisition procedures. This resulted in a final document in July 2011.

The Committee has reviewed two temporary art exhibit applications under the new procedures. One exhibit was hung in November and the second will be installed in late January.

The Committee reviewed several permanent acquisition applications that have resulted in donations from the following individuals:

Marjorie Pierson, artist, donated three pieces of original art which have been installed at Southwest Regional Library.

Dorothy Borden, local resident, donated a painting of the Durham Music Conservatory which will hang in the renovated Main Library's NC Room.

Norm Pendergraft, former NCCU professor, donated an artist's proof by SC artist, Jonathan Green, which will be hung in Main.

The Committee also reviewed several pieces of art that remained after the renovation of Southwest Regional Library. The Committee met at Southwest, reviewed the art and provided recommendations for placement to the Southwest manager.

The Durham County Library Art Committee meets quarterly.

#### **IV. SPECIAL REPORTS**

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

The Foundation is past the half way mark in their total goal for fundraising. The current membership in the Humanities Society is approximately 1100 members.

The Book Mobile is officially inoperative.

##### **b. Friends of the Durham Library Report (MJ Digby)**

There was a discussion held regarding the issue of the Book Mobile being parked where the Friends worked every Tuesday in the garage. The Friends also discussed what they would do about book sales when the library is closed. The Durham Rotary Club would like to generate 45K books for children. The Rotary Club would be willing to buy and distribute to kids. The Book Sale is scheduled for April 14, 2013.

#### **V. OLD BUSINESS**

##### **a. Trustees Retreat (B. Tench)**

Ms. Tench reminded the Board the retreat will be held on February 8, 2013 10:00 AM -2:00 PM at the Emily K. Center. The retreat will focus on 2 areas. Before lunch the focus will be on eBooks which will be facilitated by Mr. Mangiafico. Lunch will be served which will be followed by an advocacy discussion facilitated by Ms. Tench. Ms. Tench would like the Board to give thought to “What does it mean to be a Trustee” and “Goals for Advocacy”. The Administrative Council will be given an activity as well.

## **VI. NEW BUSINESS**

### **a. 2013-2014 Board of Trustees Meeting Locations and Calendar**

Ms. Robinson provided a handout with the 2013-2015 meeting dates earlier.

Ms. Jacobs will provide her biography information.

## **VII. ADJOURNMENT**

Next Scheduled Meetings:

January 17, 2013	Main Library, 300 N. Roxboro Street
March 21, 2013	East Regional Library, 211 Lick Creek Lane
May 16, 2013	North Regional Library, 221 Milton Road
July 18, 2013	Stanford L. Warren, 1201 Fayetteville Street
September 19, 2013	Southwest Regional, 3605 Shannon Road
November 21, 2013	South Regional, 4504 S. Alston Avenue

\*\*The Retreat will be held on February 8, 2013

Mr. Lang asked for a motion to adjourn. Mr. Felder made a motion and Ms. Sykes seconded. The meeting adjourned at 7:30 p.m.