

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES

Thursday, November 21st, 6-8 p.m.

South Regional Library – 4504 S. Alston Avenue

CALL TO ORDER

Mr. Felder called the meeting to order at 6:01 p.m.

Present: Henry Felder, Shawn Miller, Joe Hewitt, Joyce Sykes, Tamara Heyward, Sandra Chambers - Trustees, Wendy Jacobs - Board of County Commissioners Liaison, Tammy Baggett – Director, Terry Hill – Deputy Director, Sandra Lovely - Branch Manager, Gina Rozier, Jill Wagy, Anita Robinson - Staff

Absent: Beck Tench, Crystal Dreisbach, Derrick Jordan, Eve Marion

PUBLIC COMMENTS

There were no public comments.

I. APPROVAL OF MINUTES

Motion to approve September minutes Mr. Hewitt. Second: Mr. Miller. The motion passed unanimously.

II. REPORTS FROM LIBRARY STAFF

a. Welcome Tamara Heyward and Sandra Chambers/Introductions (T. Baggett)

The board welcomed new board members Tamara Heyward and Sandra Chambers with individual introductions.

b. Branch Manager of South Regional Library (S. Lovely)

The Branch Report was submitted as an attachment.

c. Marketing & Development Manager (G. Rozier)

The Communication Report was included in the BOT packet. The Annual Report for the fiscal year will be available online in January. The Foundation is hosting the Hill House Humanities Society Party on December 10th. This is an invitational event for Humanities patrons.

d. Library Director's Report (T. Baggett)

Ms. Baggett acknowledged Joanne Abel as the 2013 recipient of the Trustees' Award. There will also be a new employee award named "The Director's Award" in 2014. Ms. Baggett will acknowledge staff who have been nominated by their co-workers. Beginning January 2014 the Director's Award will be awarded to an employee. Staff will nominate co-workers who demonstrate exceptional services such as positive attitude & overall work habits. Winners will receive a certificate, gift card, and a letter from the director – as well as their name being added to a plaque to be hung in the library.

Staff Development Day was a success. The SDD Committee did a great job planning and carrying out the events of the day. It was a day full of information, fun and learning.

Twenty-two (22) staff members were sent to NCLA. DCL was represented well with several staff members presenting.

The library is anticipating sending 10 staff members to Fred Pryor local seminars and training.

There will be more information forthcoming on the Strategic Plan as well as renovation planning updates.

Ms. Baggett was presented with flowers and cards from staff for her dedication. She was extremely appreciative of the acknowledgement.

1. Library Health Report (J. Wagy)

Ms. Wagy provided the October 2013 Library Health Reports to board members. The statistical reports were briefly discussed. Ms. Wagy will continue to provide two types of graphs to the board for review.

III. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. Policies (J. Sykes/T. Hill)

Ms. Sykes and Mr. Hill provided the board with a Circulation Fee Policy with suggested policy revisions. The policy had not been revised since 2008. The following changes were discussed: Books (which includes audiobooks, periodicals, read-along kits, story sharing kits, puzzles and CDs) will have a 21 day loan period; Nooks will have a 21 day loan period; DVDs will allow a maximum of 10 to be checked out at a time (this increase will help alleviate shelving space issue); Book Club Kits will have a 42 day loan period; Ebooks maximum will be four with five holds; ILL will remain the same with the loan period set by the lending library. Fee amounts would be the biggest change. Currently the fee maximum is \$25. The proposal is to not limit the fee maximum.

The board requested a policy overview in the next director's report. This will be discussed with the policy report.

Motion to accept changes by Ms. Sykes. 2nd: Mr. Hewitt. The motion passed unanimously.

b. Advocacy Committee (C. Dresibach)

A report was not given.

IV. SPECIAL REPORTS

a. Durham Library Foundation Liaison Report (T. Baggett)

The DLF Reception for Pillars of the Foundation and the Foundation Endowment Holders event was held at Southwest Regional on November 6th. The reception honored donors who have created endowments through the Foundation.

The auction for the character naming in Jennifer Lohmann's book raised \$200.00. The winners were two book club participants. The names Sydney and Norma Jean will be incorporated into Jennifer's new book.

The Earn Your Stripes campaign is moving positively toward the 1.5 million goal.

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

The Friends' book sale was successful. Thank you to the Friends for providing breakfast and lunch for Staff Development Day.

V. OLD BUSINESS

a. Retreat Follow-Up (S. Miller)

Mr. Miller spoke about Duke's experiments with providing free Massive Open Online Courses (commonly called MOOCs) and how DCL might consider integrating them into current services to help the local community. There are several possibilities for intersections:

- the Library could host events that explain what a MOOC is and the range of options available
- the Library could emphasize the availability of computers on high-speed connections ideal for participating in such courses
- encourage the use of group rooms at branches to host ad-hoc local community study groups around certain courses
- leverage branch librarian expertise to perhaps help facilitate small group discussions or pre-select sets of additional resources the library might already have (books, DVDs, access to journals, etc)
- invite local (Duke, UNC, etc) faculty who teach some of these courses to give talks or work with a study group

There could be future considerations. For example, some of these platforms will be offered for free in the future. DCL could put together 1-2 courses themselves that might be specifically targeted at the Durham community, and be always open and available.

The two big providers of free online courses (at this time) are Coursera (<http://coursera.org>) and edX (<http://edx.edu>).

b. Library Cards for County Employees

Ms. Baggett will request the library addition to the BOCC agenda for the December vote. The agenda item would be in support of the Board of Trustees issuing library cards to County employees as a benefit of being a DCO employee.

c. Trustees' Award: Changes to nomination form and notification (T. Baggett)

The nomination form will be reviewed as the board does not feel it captures enough information pertaining to the nominee. This will be tabled until the next meeting.

VI. NEW BUSINESS

a. Potential Changes to Board of Trustee Bylaws

The Friends have requested a shared position for their liaison to be able to alternate attending meetings. After discussion, it was concluded the board is open to an unofficial change to allow the liaison flexibility. It was preferred that the liaison submit a report if she will be unable to attend the meeting.

The issue of the unofficial secretary position was also discussed. The board will need to know the descriptive changes for the position.

b. Retreat Planning: Nominees for an Ad Hoc Committee (H. Felder)

The retreat will be held in February, March or April. The theme and location will be determined at a later date as well. The retreat committee has limited membership. Mr. Felder volunteered as well as Ms. Chambers. A third member is also needed.

c. Knowledge Transfer (C. Dreisbach)

The knowledge transfer will be presented at the next meeting.

VII. ADJOURNMENT

Next Scheduled Meetings:

January 16, 2014	Main Library, 300 N. Roxboro Street
March 20, 2014	East Regional, 211 Lick Creek Lane
May 15, 2014	North Regional, 221 Milton Road
July 17, 2014	Stanford L. Warren, 1201 Fayetteville Street

Mr. Felder asked for a motion to adjourn. Mr. Miller made a motion and Ms. Jacobs seconded. The meeting adjourned at 7:50 p.m.