

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES

Thursday, January 16, 2014 6-8 p.m.
Main Library – 300 N. Roxboro Street

CALL TO ORDER

Ms. Tench called the meeting to order at 6:00 p.m.

Present: Beck Tench, Crystal Dreisbach, Derrick Jordan, Henry Felder, Shawn Miller, Joe Hewitt, Joyce Sykes, Tamara Bynum, Sandra Chambers - Trustees

Wendy Jacobs - Board of County Commissioners Liaison, Eve Marion- Friends Liaison

Tammy Baggett – Director, Terry Hill – Deputy Director, Sandra Lovely – Assistant Director, Joel White - Branch Manager, Gina Rozier, Anita Robinson - Staff

Absent:

PUBLIC COMMENTS

There were no public comments.

I. APPROVAL OF MINUTES

Motion to approve November minutes with spelling corrections to Joanne Abel's name and the spelling of Jennifer Lohmann's name by Ms. Dreisbach. Second: Ms. Sykes. The motion passed unanimously.

II. REPORTS FROM LIBRARY STAFF

a. Branch Manager of Main Library (J. White)

Security: There is a changing environment in the computer area with new strategies for a better environment. This includes cell phones and loud conversations restricted to lobby.

Stats: 366 new registrations in December; 145 recorded volunteer hours; door count 28,899. Door count is down slightly from the previous year.

Childrens' Unit: Adding six computers; two will be designated as homework study computers only; currently there are six regulated computers.

New Puppet Theater: Laurel Jones was awarded a grant from the Friends for a portable puppet theater. The theater will be used for weekly shows.

Story time: Jessica Bingham conducts weekly story time.

Hispanic Outreach: Bilingual story time begins next month.

Day of the Child, Day of the Book (El Dia de los Libros): Youth Services is conducting Day of the Child, Day of the Book, a Hispanic celebration based on childhood and literacy beginning April 25th.

Teens: A new television monitor was purchased for the teens area which will mostly be used for gaming. Teen crafts, food and nutrition programs are held. Attendance varies; however there is a regular after-school crowd.

STEM: Placedia Nance received a STEM grant in the amount of 25k for technology learning. This would include purchasing chrome notebooks and financial literacy games. Funding was provided by Duke Energy.

Teens' Digital Camera: Placedia Grant received a grant from the Friends to purchase a digital camera for Teens.

Adult: Adult Computer Program Classes continue to be successful. Certification classes are held.

Job Link Computers: The job link computers are heavily used.

Reserve a Librarian: Patrons are able to call and receive assistance from librarians.

Security Cameras: Cameras have been installed to monitor the premises. Security officers are required to make rounds and document.

b. Marketing & Development Manager (G. Rozier)

The Communication Report was included in the BOT packet. DCL will launch a seed library in April. Seeds will be donated from local growers and farmers. It was suggested as a way to assist in promoting to the public to contact the Soil and Water Conservation Board as well as attending the BOCC televised meeting to formerly announce.

The First Library in Space Capsule was found in Troy, North Carolina by a retired aeronautic engineer. Casey Nees recovered the capsule.

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

Sandra Lovely was introduced as the Assistant Director of Planning and Facilities, effective December 23rd.

BOT member Ms. Bynum is serving on the Public Library Commission with NCLA. She recently attended a seminar and will be attending a NCLA committee meeting in January.

There has not been an announcement regarding the County Manager position. Pam Meyer - Budget Office and Glen Whisler of Engineering are retiring.

The Budget Calendar was received yesterday. A discussion will follow and a committee will be formed.

Lunch with the Director has been held for two years. Neighbor to Neighbor was held at the Bragtown branch a few months ago. Lunch with the Director was held at Stanford L. Warren on January 13th.

The process for a new book mobile is progressing. Staff is brainstorming how to utilize the old book mobile. A group traveled to Matthews Specialty in Greensboro, North Carolina and looked at a Freightliner Sprinter van. A Dodge is being considered which is less expensive. Waiting on pricing to go ahead with the order. The company is behind approximately 180-240 days in production. The Dodge option would be available sooner.

The new book mobile will have a generator, 9 to 10 inch clearance, rear air unit, an awning and a flat panel. Graphics can be done in-house.

The Library Cards for County employees will be on a future BOCC agenda.

Dr. Jordan has submitted his resignation from the BOT. He will continue to serve until his position is filled. The following committees have been assigned by the Chair: Advocacy: Ms. Dreisbach, Ms. Tench, and Ms. Bynum; Board Development: Dr. Felder; Ms. Chambers and Mr. Miller; Facilities: Mr. Hewitt, Ms. Chambers and Ms. Dreisbach; IT: Mr. Miller, Mr. Hewitt and Ms. Dreisbach; Budget: Dr. Felder and Ms. Sykes; and Policy: Ms. Sykes and Ms. Bynum.

The Southwest parking lot expansion project is tentatively scheduled to begin in March with a projected end date of May. The expansion will add an additional 22 parking spaces. There may also be a drive up book drop which will be similar to an ATM.

1. Library Health Report (J. Wagy)

The Library Health Report was submitted prior to the meeting as an attachment with the BOT packet.

III. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. Retreat Committee (H. Felder)

The Board was given a survey with instructions to return to Dr. Felder or Ms. Chambers by the close of the meeting if possible. The survey will assist in planning the next retreat.

b. Policy Committee (J. Sykes)

Registration Policy:

Restricted Borrowing Privileges: The adult card was renamed to Temporary Adult Card and the renewal was changed to one year, and can be renewed annually with a loan limit of 10 items. The juvenile card was renamed to Temporary Juvenile Card with a loan limit of 5 items.

OASIS (Older Adult and Shut-In Service): The loan limit was changed to Full Borrowing Privileges per Circulation Fee Policy.

OASIS Institutional Borrowing Privileges: The loan limit was changed to 100 items.

Institutional Borrowing Privileges: The Card is valid for one year and can be renewed annually.

Computer Use Only Card: The loan limit is 0 - No items can be checked out.

Courteous Conduct Policy:

The following changes were made to the Courteous Conduct Policy:

Smoking in the library or on the library ground (removed except in designated areas)

Bringing multiple bags changed to “no more than 2 bags”. Added “Bags are not to exceed the following dimensions: 22 x 14 x 9”. ***At this time restrictions have not been placed on musical instrument cases***

Responsibility: “and Planning with the advice of the Board of Trustees” was added.

Meeting Room Policy:

Graduations were eliminated due to occupancy.

Regional Library small meeting rooms, tutoring/study rooms: maximum of two hours of total reservations outstanding per customer or group at any time. There is a maximum of two one-hour or four 30 minute reservations per day, per location.

All meeting room fees are due 48 hours before reservation. Customers who book a meeting room accept responsibility for costs associated with additional cleaning and/or due to damage done to library property.

Safe Child Policy:

Behavior: Clarification is needed. Commissioner Jacobs will research and this will be discussed at the next meeting.

Computer Use Policy:

Computer Use Guidelines Section 1 D will be addressed with the Courteous Conduct Policy if a group is being disruptive.

Motion to accept changes for the Registration Policy by Dr. Jordan. 2nd: Ms. Bynum. The motion passed unanimously.

Motion to accept changes for the Courteous Conduct Policy by Dr. Jordan. 2nd: Ms. Bynum. The motion passed unanimously.

Motion to accept changes for the Meeting Room Policy by Dr. Jordan. 2nd: Ms. Bynum. The motion passed unanimously.

Motion to accept changes for the Computer Use Policy by Dr. Jordan. 2nd: Ms. Bynum. The motion passed unanimously.

c. Advocacy Committee (C. Dreisbach)

Ms. Dreisbach is looking forward to welcoming the newest Advocacy Committee member, Ms. Bynum and considering new options and directions for the committee.

IV. SPECIAL REPORTS

a. Durham Library Foundation Liaison Report (B. Tench)

The Earn Your Stripes Campaign is moving positively toward the \$1.5 million goal and has reached just over \$900k.

b. Friends of the Durham Library Report (E. Marion)

- The Friends awarded \$26,000 for staff proposals.
- Donations continue to come in.
- Staff scholarship applications will be reviewed in March and the recipients will be announced in May.
- A back up location for sorting and accepting materials will be needed once Main closes for renovations.
- Ms. Marion has a previous engagement and is unable to attend the BOT meetings every other month. When she is unable to attend she will submit a written report to Ms. Tench or Ms. Dreisbach.

V. OLD BUSINESS

a. Retreat Follow-Up (B. Tench)

Ms. Tench's goal at the retreat was to check out books and to do things in life based on knowledge. She is reading books and uses social media to share her findings. She is shifting her goal to share what is happening at library meetings and advocacy meetings to determine ways the museum and library can work together.

b. Trustees' Award: Changes to nomination form and notification

Suggestions were given as to how the nomination form can be edited to become more user friendly. Ms. Rozier will revise the form and the Board will review at the next meeting.

VI. NEW BUSINESS

VII. ADJOURNMENT

Next Scheduled Meetings:

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

Ms. Tench asked for a motion to adjourn. Dr. Felder made a motion and Ms. Jacobs seconded. The meeting adjourned at 7:57 p.m.