

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES
Thursday, May 19, 2016 6-8 p.m.
Main, 300 N. Roxboro Street

CALL TO ORDER

Chair Shawn Miller called the meeting to order at 6:08 p.m.

Present: Mirnmay Biswas, Meli Kimathi, Hank Kinsley, Shawn Miller, Luis Olivieri-Robert, Dawn Trembath,

Tammy Baggett, Terry B. Hill, Kathy Makens, Sandra Lovely, Joel White, Anita Robinson, Tamera Anderson - Staff
Marie Inserra – Office of County Attorney

Absent: Sandra Chambers, Angela Wilson - Board Members

Absent: Wendy Jacobs – Board of County Commissioners Liaison
Absent: Alan Teasley – Friends Liaison

PUBLIC COMMENTS

There were no public comments.

I. APPROVAL OF MINUTES

Motion to approve March minutes: L. Olivieri-Robert Second: M. Kimathi
The motion passed unanimously.

II. REPORTS FROM LIBRARY STAFF

Location Manager Report (J. White)

Staffing Vacancies

Children’s Librarian, Children’s Page – Positions are in Human Resources process and will move forward in approximately 2 weeks.

Circulation – Michael Johnson will start as the Circulation Manager on Monday, May 23

Library Page Supervisor – Library Page Supervisor Desiree Peterson will become Teen Librarian at North Regional.

Adult Services Librarian – In the process of scheduling interviews.

Security: Good working group of guards established since the transition to Old Dominion.

Children's Unit

Highlights – Mayor Bell visited Main Library Children's Unit to celebrate the City of Durham's 147th birthday. Birthday cake, balloons and small gifts were given to children. The event was well attended and lots of pictures were taken with the Mayor.

Dia de los Ninos/Dia de los Libros (presently called Diversity in Action) was a success with over 100 guests in attendance.

Teens

Exciting STEAM based programs are being offered weekly. A tutoring program consisting of utilizing teens as tutors to fellow teens is being offered. Brainfuse is very popular among teens to assist with homework assignments. Gaming is becoming very competitive and well attended. The State library has awarded the 2016-2017 LSTA grant to Main for \$50,000.00 which will be used as a continuation for STEAM programs.

Makerspace

June 4 is the projected grand opening for Makerspace.

Adult Services

Wright Adams is the new Adult Services Manager. We are in the process of assisting the reference staff to re-tool with STEAM programming focus to help staff and take advantage of the new MAKERSPACE area and programming opportunities.

Circulation

Michael Johnson has been hired as the New Circulation Manager. Mr. Johnson is from Granville County Public Libraries.

Manager Summary: I am excited about the planning meetings I have been involved in regarding transformation of Main Library. Staff are beginning to be excited and hopeful for the possibilities. Over the next 6 months we will begin to focus on what is needed regarding closing and relocation of staff. I anticipate that staff will take the opportunity to re-tool themselves in anticipation of the skills that will be needed in the new Main. I am hoping that a lot of our staff can play an increased role in community outreach which will be needed while we are closed. Looking forward to the possibilities.

Director's Report – (T. Baggett)

Staff Development Day

Spring Staff Development Day was held on Wednesday, May 18. Breakfast was provided by The Friends. Fall Staff Day will be held in November.

Ms. Humblebees Academy

Ms. Humblebees Academy is an online preschool module targeted for preschoolers and kindergarteners. This unique online tutoring helps children learn while having fun as well as providing parents with tools to measure their child's progress.

Other features include:

Helps children ages 3 to 6 prepare for kindergarten;

Includes hundreds of guided lessons with sound cues;

Assesses skill levels regularly;

Provides parents weekly notification of curriculum progress;

Children are able to create their own avatar. They also can earn Honeycomb coins by finishing lessons to spend in the virtual Honeycomb Shop.

Allows access for kids to play and learn anywhere. Children can play and learn on mobile devices (iPads and tablets).

Access is free at the library or at home on a computer with your 14-digit Durham County Library account number.

Summer Reading

Summer Reading Kickoff will be held on Saturday, June 11 at Northgate Mall 10:00 am - 1:00pm. This year's theme is *Ready, Get Set, Read*. This will be our third year hosting the kickoff event at Northgate Mall.

National Library Workers Day

National Library Workers Day was celebrated on Tuesday, April 12. Staff was presented with an appreciation pin. In addition to the pin each staff member was presented with a nameplate to place in the book of their choice. Treats were delivered to staff at each location compliments of The Friends.

Storytelling Festival

Storytelling Festival was held at Main on Saturday, April 2 and was a great success.

Budget

We have submitted budget requests and await to learn approvals for the new budget.

Communication Report (T. Baggett)

Plant-a-Palooza is Back With the NCTomatoMan

Craig LeHouiller, better known as the NCTomatoMan, will be giving away vegetable plants that are ready for planting in your garden. All plants are free while supplies last. Craig will also be available to answer any growing questions you might have.

Saturday, May 21, 2016

8:30 AM

Main Library

Bike Rodeo – DCL is promoting biking and bike safety. Southwest Regional and Main hosted bike rodeo events on Saturday, May 14. The event consisted of helmet fitting; bike check-up station; decoration station and handlebar wraps. Thirty helmets were given away.

DCL will host additional Bike Rodeo times:

East Regional Library

Saturday, May 21, 10 a.m. – 2 p.m.

Bike Rodeo; helmet fitting; decoration station and handlebar wraps; group ride; snacks, drinks and food available.

North Regional Library

Saturday, June 25, 10:30 a.m. – 1 p.m.

Bike Rodeo, decoration station.

To participate in a Bike Rodeo, all riders must wear helmets. You can bring your own or be measured for a free helmet provided by SafeKids Durham, while supplies last.

Celebrating Sister Cities – Join us to learn how Durham works with Sister Cities International and its mission “to promote peace through mutual respect, understanding, and cooperation – one individual, one community at a time”, with programs on arts and culture, youth and education, business and trade, and community development. SCI was created at President Eisenhower’s 1956 White House summit on citizen diplomacy and Durham is one of the 545 U S communities that have partnerships in 145 countries. Co-Sponsored by Sister Cities of Durham.

Sunday, May 22, 2016

3:00 PM - 4:30 PM

Main Library - Main Library Auditorium

Library Health Report – (K. Makens)

The third quarter health report outlined comparisons for revenues, operating expenses, salaries/benefits, collections and library IT from the end of report year April 2016 and previous report year 2015. Salaries and benefits decreased due to retirements and vacancies. Collections saw a reduction due to money held back for end of fiscal year.

III. Reports of Officers, Boards and Committees

Advocacy Report (T. Baggett)

The committee did not meet therefore an update was not provided at this time.

IT Committee (B. Angelico, D. Trembath, and S. Chambers)

The committee did not meet therefore an update was not provided at this time.

Facilities/Planning Committee (S. Lovely)

Main is tentatively scheduled to close July 2017 for renovations. Locations for staff are being explored to adequately provide workstations to accommodate all of DCL staff. Several sites have

been visited for consideration. In addition, storage needs are being addressed for NC Collections. A temporary library building is not being considered.

Forums continue to be conducted by Vines Architect, Durham County Engineering and Durham County Library to provide updates to staff and the community. Pre-conferences have begun for bid process for selecting a project manager. Information will be reviewed with Engineering and Vine Architects for project manager selection.

Stanford L. Warren

Ms. Lovely is working with Schneider to install a fire alarm system at Stanford L. Warren. The PA system installation began last week. PA systems have been installed at North and East Regional.

Duress Buttons

Duress buttons are being installed for the safety of staff. In the event of an emergency staff will press duress buttons which will send an alarm signal to security to alert of any problem.

Southwest Regional Parking Lot Expansion

Bidding process has begun for parking lot expansion at Southwest Regional. An additional 23-28 parking spaces will be added upon completion.

Policy Committee (T. Hill)

SAFE CHILD POLICY

A. PURPOSE

The purpose of the Safe Child Policy is to ensure the safety of children using the library.

B. POLICY STATEMENT

The Durham County Library welcomes children of all ages to use materials and services. The library staff nurtures children to develop a love of reading and learning, but is not responsible for their care and supervision or for accidents or other incidents that happen to them.

Responsibility

- The responsibility for the care, safety and behavior of children lies with their parents or designated caregiver, both within the library building and on library grounds. Library staff will determine whether a child's behavior is inappropriate and will respond to such situations in the manner described below.
- Library staff will report suspected abuse or neglect to the Durham County Department of Social Services at (919) 560-8424, or by calling 1-800-CHILDREN (Prevent Child Abuse North Carolina).
- If truancy is suspected, staff should call truancy officers at 697-9024 or 697-9025.

Supervision

- Children age 10 (ten) and under are to be closely supervised by a parent or caregiver over the age of 16 designated by the parent, during the child's entire visit to the library.
- If a child is left unattended at closing, if a parent or caregiver cannot be located when needed, or if staff suspects child neglect or abuse, staff will contact appropriate authorities. Staff will try to contact parents or caregivers before contacting appropriate authorities.

The current age for children allowed to be left unattended at a DCL library is 11 years old. Due to increasing incidents occurring there is a need to revisit the age. Closing procedure should also be addressed. Currently staff remains 15-30 minutes after closing before DSS and police are called when a child is left unattended.

It has been recommended by DCL staff to raise the age limit for unattended children utilizing the library. Suggestions for age limit ranged from 8th grade (14 years old) to 9th grade (15 years old). North Carolina does not have laws relating to appropriate age children can be left unattended at home. How would age be verified?

Unattended children at closing – should the age children left unattended be consistent with the age children are left at closing time and library staff remains after hours with the child?

Are there any creative ways to avoid raising the age? Suggestions: recruit high school interns to monitor children; engage parents to volunteer to supervise children; allow students to bring snacks or provide snacks to students; discuss with parents and schools outside of board meeting; recruit responsible adult or someone over 16 to accompany student; permission/waiver form for parents to sign which provides a contact phone number; draft a preamble to the policy; post on library website and schools; publish statistics on DPS Encore website; plan for public discussion; and use Facebook to post information.

Ms. Anderson, South Regional Manager shared statistics for banned students.

North Regional Statistics

50-60 teens per day

45 restrictions this school year (One single incident resulted in 16 restrictions)

South Regional Statistics

30-40 teens per day

157 restrictions this school year

Type of violations at South (some resulted in restrictions while others received warnings)

- Fights 1
- Disrespectful to staff 3
- Vandalism 5

- Eating/drinking 22
- Unattended bags 42
- Horse playing 45
- Noise 73

Length of restrictions at South

- 1 to 2 weeks 102
- 1 month 35
- 1 year 7
- End of school year 13

A revised Safe Child Policy will be provided before the July 21 meeting for feedback from the board.

Board members were asked to please forward any questions, emails and suggestions to Terry B. Hill – Deputy Director.

Friends of the Library Report (T. Baggett)

The Friends spring book sale was held April 15-17 and raised over \$19,000.00 during the weekend event.

Alan Teasley attended the library’s Staff Development Day on Wednesday, May 18 to award and present scholarships on behalf of the Friends. The Friends awarded scholarships in the amount of \$2500.00 to each recipient: Stephanie Fennell – plans to pursue a PhD in a Leadership program; and Alexandra Zonchek – plans to pursue a Masters in Library Science at North Carolina Central University.

Foundation Report (S. Chambers)

No updates at this time.

Art Committee

No updates at this time.

Old Business (S. Miller)

No updates at this time.

New Business (S. Miller)

The Officer Nominating Committee proposed the following for voting:

- Chair - Shawn Miller
- Vice Chair - Sandra Chambers
- Secretary – Unofficial at this time

The committee also proposed the following during their previous meeting:

- 1) Keep the current secretary arrangement until this summer's board retreat
- 2) At the retreat, vote on whether or not we should formally establish the position of Secretary. If so, vote to define the duties of the position.
- 3) If the group votes to create the position, we will nominate someone to fill it shortly after the retreat.

Due to three board members' terms expiring on July 31, 2016 (Sandra Chambers 1st term expires; Shawn Miller 2nd term expires; and Angela Wilson 1st term expires - partial term) a motion was made to delay vote on officers until the September meeting.

Motion: M. Kimathi. Second: H. Kinsley. Motion passed unanimously.

Ms. Baggett asked the board to consider the possibility of meeting monthly and to give thought to scheduling. The topic will be discussed at the next retreat.

Ms. Kimathi and Mr. Kinsley volunteered to serve on the ad hoc Retreat committee.

ADJOURNMENT

A motion was made to adjourn. Motion: M. Biswas Second: D. Trembath
The meeting adjourned at 8:12 p.m.