

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES
Thursday, September 15, 2016 6-8 p.m.
Main Library, 300 N. Roxboro Street

CALL TO ORDER

Chair Shawn Miller called the meeting to order at 6:05 p.m.

Present: Sandra Chambers, Phillip Harris, Meli Kimathi, Hank Kinsley, Shawn Miller, Luis Olivieri-Robert, Dawn Trembath, Angela Wilson

Tammy Baggett, Stephanie Bonestell, Matt Clobridge, Kathy Makens, Myrtle Darden, Anita Robinson - Staff

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

Absent: Mirnmay Biswas

PUBLIC COMMENTS

There were no public comments.

I. APPROVAL OF MINUTES

Motion to approve July minutes: H. Kinsley Second: A. Wilson
The motion passed unanimously.

II. REPORTS FROM LIBRARY STAFF

Location Manager Report (M. Darden for Stanford L. Warren)

Staffing

Currently there are 4 full-time professional positions (Manager, Adult Services, Children's Services and Teen Services Librarian); 2 full-time Library Assistants and 2 part-time Staff Assistants.

Security

Along with the other library locations, Warren is staffed with a guard during all operating hours. We don't have a lot of incidents here, but they do occur and if the assistance of the guard is needed, they carry out the necessary procedures in a professional manner.

Staff is very vigilant of their surroundings and takes every precaution to keep themselves as well as our customers safe. They are excellent at reporting any potential problems.

Statistics

Programs - We provided some great programs last year but our program total numbers were down because of a vacant Teen Librarian position. We had several programs that were a two-part or three-part series and they came at the request of the attendees. We provided an all-day writing workshop (From the Steeple to the People—Writing Your Church’s History) at a local church in Durham; it was a spin-off from a Self-Publishing Workshop and both were funded by our Friends of the Library.

Volunteers - We have a small but consistent number of volunteers. Students from Hillside High School earn credit volunteer hours. I work with the OCS (Occupational Course of Study) students. One or two students come twice weekly. I also have a young man I met through the OSC class who graduated two years ago and still volunteers four hours weekly at SLW.

Melissa Young, a Friends of the Library volunteer, holds many titles and has been with us for several years. Ms. Young is our book supplier for the FOL Book Cart Book Sale items, a Master Gardener, and also facilitates our Gardening Club Program (Children and Teens). You can see the products of Garden Club’s sweat inside and outside of the building.

Circulation - Our most popular materials are children’s books, DVDs and audio CDs. After reviewing past Circulation statistics, we are still on the consistent trend of having high, middle, and in some months, low circulation stats. There are lots of variables that cause those numbers to increase or decrease and staff have become cognitive of when the slow and busy periods occur, but there are also those periods that we can’t predict our traffic flow and we end up asking each other, “Where did all these customers come from, what’s going on?”

Children’s Services -We have had an incredible high-spirited, dedicated Children’s Librarian for the past four years who has really focused her attention on fun, interactive STEM/STEAM programs. She has combined her programs to include all ages since our Teen Librarian position has been vacant but her regular Pre-school story times with crafts continued twice weekly.

She recently arranged a program called **Birds of Prey Pellet Dissection** in which she described as “gross and awesome” at the same time. We had a great turnout of our neighborhood kids and a home school family from Roxboro added this program to their calendar as a field trip. Afterwards the mother sent a very nice letter to me and Ms. Iverson thanking us for doing such a wonderful program.

I. Teens Services - We have designated different days for different activities for Teens, (Teen Scene) which include an Art or writing program, Game Day, Movie, and a Mad Science Day.

II. Adult Services

Ongoing Projects

- **SWW Collection** - We have substantially reduced the collection size so that it reflects a “special” collection. The books are now encased in locked cabinets instead of open shelves. Books that were removed from the larger collection (newer, contemporary books) were put into regular circulation while others went to the Friends of the Library Book Sale.

The titles are being cross-checked for access to other scanned or digital products. This will provide greater access to users who may live in different parts of the state and the world. The goal is to have the online bibliographic record to the full-text digital format.

- **Rearranging the General Fiction Collection in Genres** - This project gave us a true visual of what we had in our collection. We discovered that we had heavy inventory in some genres and very low in others. We strategically shelved Romance, Mystery, Sci-Fic/Fantasy, Graphic Novels and others on the side visible to customers who often use our reading area with the hopes that the genres would attract them to the shelves. This project is still ongoing with building up the various genres that were low.

Highlighted Adult Programs: Some of the adult programs have been so well liked by our customers that I have termed them “Fist-bump Programs.” We are in the third year of having our three-part Jazz series program titled, *Straight, No Chaser*. This collaboration is with Robert Trowers, the Director of the Jazz Ensemble at NCCU. It is a relaxed low-keyed atmosphere where jazz enthusiasts are entertained through music and literature of some of the most popular Jazz greats and introduced to some who are not well known but have recorded great music.

Untitled Books Project:

The project included texts of reminiscences from a former library staff member and two library customers about a meaningful occasion that happened at Stanford L. Warren. The phrases are still on display in the adult section and they still stir conversations from customers. They see and ask questions about phrases such as:

Stronger everyday
Beautiful community
Library 2012
In the hospital 1963
The Hayti neighborhood 1985

Southern Constellations (Greensboro NC) is a national arts fellowship program exploring experimental practices and networks of southern artists and makers.

III. Manager Summary:

Future Planning: Our Outreach has been more on the level of speaking engagements or author talks but I would really like to see the local schools become more involved with the library, at the library.

There are many organizations and clubs within the schools and it would be great if some of those such as chorus would come and perform a concert at the library, the Science Club do a demonstration to younger children at the library maybe showing them how to design an award winning Science project. Having the school Jazz Ensemble do concert for the holidays or anytime and maybe work with Robert Trowers.

There may be some potential music scholarships from collaborations and exposures like this. It will also give kids a chance to see their peers in different roles in places other than at school.

The user face is changing in this neighbor and I would therefore like to see more multigenerational programs here at SLW. So this will be a project in which the Adult, Teen and Children's Librarians will be asked to think about and come up with some ideas.

Director's Report (T. Baggett)

Downtown Durham Inc. and Rotary – Ms. Baggett has been attending programs to share information and working on outreach plans as it relates to the tentative bond passing and Main library closing.

Early voting registration dates:

Voter Registration Deadline – October 14, 2106

Early Voting Schedule – October 20, 2016 through November 5, 2016

Ballot by Mail Schedule Deadline – November 8, 2016

III. Reports of Officers, Boards and Committees

Advocacy Report (T. Baggett)

Information shared during PowerPoint presentation is focus of the Advocacy Committee and BOT.

IT Committee (M. Clobridge, D. Trembath, and S. Chambers)

Matt Clobridge was introduced as the new Technology Management Administrator.

Facilities/Planning Committee (S. Lovely)

The PowerPoint presentation focused on Main's transformation. This is the focus of the Facilities/Planning Committee at this time.

Policy Committee (T. Hill)

The updated policy will be added to the website.

Friends of the Library Report (A. Teasley)

There was a reminder of book sale dates from T. Baggett.

Foundation Report (S. Chambers)

The Foundation meets on Monday and an update will be provided at our next meeting.

Retreat Committee (M. Kimathi)

Committee has not met but a doodle poll is being sent to determine a future meeting date.

Old Business (S. Miller)

Old business was not discussed.

New Business (S. Miller)

PowerPoint Presentation

Transformation of the Main Library slide show information:

- 20,000 additional square feet added to the Main Library
- Enlarged auditorium, meeting and programming spaces
- Expanded North Carolina Room
- Outdoor programming and event space
- New STEAM Literacy Center

Lower level will have STEAM, auditorium and outdoor programs

First floor will have more visibility. The second floor will have MAKER space with career focus, space for events, training and skill development. A cultural development area will focus on relevant Durham events. Displays will be interactive, partnering with NC Collection.

The third floor will highlight cultural arts literacy with gallery space.

Project Goals (S. Lovely)

The library will place emphasis on expanding outreach to the community. Staff will deploy to other locations as well as work with additional populations in an effort to be more visible to the community.

Expanding hours – Stanford L. Warren may open on Sundays and Friday morning hours may be reinstated. Bookmobile routes will expand to reach additional areas. Outreach will be increased by staff that are deployed to work in this department. This will allow programs and humanities programs to provide more services and reach more areas.

There may be additional partnerships which include Durham County Computer Literacy, Northgate Mall for Makerspace, Durham County CJRC for additional Programming, and City of Durham for Mobile Work Force Development. Services may expand for work force development.

We are working with DSS to provide time for a Social Worker to work with homeless population. Details have not been finalized.

Communication Report (S. Bonestell)

Ms. Bonestell has been working to develop language for bond.

Library Health Report – (K. Makens)

Usage of the Main Library in the Last Fiscal Year

Almost 2000 public computer sessions per week
Teen programs quadrupled from 83 to 374 per year
Main has the highest circulation per borrower rate of all locations.

Impact of a new Main library

Increased wireless and wired internet capacity

Enough space for programs and meetings

More computers and less wait time

Able to house almost all of the NC Collection.

Recommended to update site with budget break down, bond information and construction costs.

We will not open a full operational library during closing as money would come from funds slated for new library.

Technology is a major emphasis. Items will be listed as 4 different items on bond – Museum, DPS, Museum of Life and Science Library.

With board members' permission, volunteer names will be submitted to John White. This is a voluntary project. If you are unable to volunteer please contact Ms. Robinson. We will consider you are opted in if we do not receive a response from you.

2016 Trustees Award

Board members voted on the 2016 Trustees Award recipient. The winner will be presented with a certificate, \$100.00 and their name will be added to the Trustees Award plaque at Staff Day in November.

Board voted to retain Shawn Miller as Chair and Sandra Chamber as Co-Chair. Motion D. Trembath H. Kinsley Second. Passed unanimously.

ADJOURNMENT

A motion was made to adjourn. Motion: H. Kinsley Second: S. Chambers
The meeting adjourned at 7:55 pm.