

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**Thursday, March 16, 2017 6-8 p.m.**  
**North Regional Library, 221 Milton Road**

**CALL TO ORDER**

Chair Shawn Miller called the meeting to order at 6:03 p.m.

Present: Mrinmay Biswas, Sandra Chambers, Hank Kinsley, Shawn Miller, Luis Olivieri-Robert, Dawn Trembath, Angela Wilson

Tammy Baggett, Matt Clobridge, Kathy Makens, Lauren Doll, Anita Robinson - Staff

Alan Teasley – Friends Liaison

Absent: James Hill – Board of County Commissioners Liaison

Absent: Phillip Harris, Meli Kimathi

**PUBLIC COMMENTS**

There were no public comments.

**I. APPROVAL OF MINUTES**

November minutes were previously approved at the January 19, 2017 BOT Retreat. January minutes were not available to review at this time.

**II. REPORTS FROM LIBRARY STAFF**

Location Manager Report (L. Doll)

Staffing:

We have seen many staffing changes this year due to retirements, promotions and gaining new staff with Main closing. All have been a wonderful addition to North and have brought new ideas and experiences that we have greatly benefited from. New staff include:

- New Manager: Lauren Doll
- New Teen Librarian: Desiree Peterson
- New Teen Assistant: Sarah Williams
- New Adult Services Manager: Jennifer Brannen
- New Circulation Office Assistant: Adrienne McKenzie
- New Circulation Library Assistant: Amber Huston
- New Page: Amanda Traffin
- From Main: Bashiru Ettu, Tonja Wall, Cleo Bizzell, and Rhonda Hall

In the upcoming weeks we will lose two additional staff members and will begin the hiring process for these positions:

- Jovanna Foreman: Children's Library Assistant has been promoted to the Children's Librarian at Stanford L Warren.
- Suzy McQueen: Adult Services Librarian, will retire from DCL.

In terms of volunteers we have had 125 volunteers this fiscal year (July 2016-Feb 2017) who have worked 631.75 hours. Most of these volunteers/hours come from the Teen Tutoring program.

#### Security:

Main closing has brought new security officers and increased security coverage which has been greatly appreciated. We have a day officer, afternoon officer (who comes in to help out during the afterschool period) and an evening officer. We also have weekend security from 1:30 pm until 6:00 pm.

While Teens are still a concern for us, the increased security, daily teen programming offered by Teen Services and the new bell schedule for Northern High school has done well to keep things calmer afterschool.

We also greatly appreciated increased security during our time as an early voting site. We saw an increase from years past in the number of early voters and we were able to sign up many for library cards while they were here. Officers did well to help direct traffic, control the flow of the voting lines and provide a safe library environment for staff, customers and voters alike.

#### Statistics:

North staff have presented 539 programs this fiscal year (July 2016 – Feb 2017) with a total attendance of 7,781. We hope to see many more program attendees with the increased patronage and interest in North's programming with the closure of the Main Library. We have had 1,179 study room reservations and 89 meeting room reservations this past fiscal year as well.

#### Children's Unit:

The Children's Department continues to offer a wide variety of story times including: Korean Bilingual Storytime, Singin'-n-Shaking' Stories, Preschool Storytime, Family Storytime and Baby & Toddler Storytime. The Homeschool Learning Lab (which is geared towards kids and teens) continues to be a favorite amongst local homeschool families. Other recent programs include: National Winnie the Pooh day, New Year's Festival, National Hand Writing Day, Rainbow Nail Art and Balloon Animal Blast.

#### Teens:

Teen programming continues to be a high priority with the number of teens who visit the library afterschool. Weekly programs include: Game On!, Food and Fiction Fridays, Writing Club, Teen Tutoring (which has helped 41 children so far) and Teen. There are also half day long programs on early release days. Past program topics covered Civic Engagement, DIY Gifts, and Pop Up Maker Day. We also have a weekly makerspace outreach every Monday at the City of Medicine Academy.

#### Adult Services:

Adult Services continues to offer a wide variety of programs to the community. Our weekly knitting, crochet, chess and mahjong clubs continue to be popular. We have revamped our book clubs to now include a Testers and Tasters Cookbook Club alongside our popular Mystery Bookclub and the North Regional Book Club. We have also begun some new crafting programs such as Origami Club and Crafty NC. Our patrons will also be working up a sweat soon in our

Yoga and Soul Line Dancing classes. We continue to offer computer classes and one-on-one trainings as well.

#### Circulation:

As mentioned earlier the circulation department is now fully staffed and more with the addition of staff from Main. This will help keeping up with the increased circulation and patronage we have seen in recent weeks. The increase in pages will also go far in improving our shelf maintenance and visual appeal of the library as we work on weeding and updating the collection. Aside from their usual duties of customer service and the circulation of materials, the circulation staff have also been busy in maintaining a monthly rotating display and through programming efforts (Yoga and Knitting Classes).

#### Manager Summary:

We have repurposed one of our study rooms to accommodate the new staff from Main leaving only one. North Regional has also purchased new tables to shift our teen computers into the teen room and out of the children's area and shelving units to increase storage capacity in the Teen, Adult, Circulation and Friends of the Library closets. Several areas have been repainted throughout the building to increase the library's visual appeal. Sound equipment for staff and customers as well as a silhouette cutter for programs and displays were added with funds received from a generous donation from a patron in the amount of \$1000. Our customers continue to be supportive and interested in the library and its many offerings. Staff are driven to provide excellent customer service (both internal and external) and work hard to make North Regional as wonderful as it can be. We are looking forward to continuing to evolve to better serve the needs of the North Regional Community.

### **Director's Report (T. Baggett)**

#### Transformation Main

##### Outreach Efforts

Criminal Justice Resource Center (CJRC) opened March 3, 2017 with an average of 20 participants daily. The Maker Lab has held three programs since opening March 3 and is developing additional programs for all age groups.

##### Architect Meetings

Met with architects to discuss IT, Security and General Services. We are providing Commissioner updates.

All locations are seeing an increase in traffic.

Friday hours began March 3, 2017. We have received several calls thanking us for restoring Friday hours.

Library Administration Building (LAB) - Administration has relocated to 101 E. Morgan Street which includes Library Administration, Facilities Staff, Resources & Technical Services, Marketing, Community Engagement Staff, Information & Technical Services. Phone numbers remain the same. Once fully staffed parking will be a slight issue.

Staff needs will be revisited in late April or May.

#### Nehemiah Christian Center

This is a community outreach program with an average of 22 participants. The program opened in February.

#### Vacancies

Interviews began this week for the Development Officer position.

The Webmaster position is currently being advertised and the Training Coordinator position, a former position, is being reclassified.

#### Urban Libraries Council

Ms. Baggett traveled to Washington, DC February 16 and 17 to attend the Digital Inclusion Initiative conference. Leaders from 22 major library systems convened to examine the vital role libraries play in ensuring access to technology and services essential to success in the 21<sup>st</sup> century economy.

### **Communication Report (S. Bonestell)**

#### **In the Wings: My Fair Lady**

*Monday, March 20, 2017*

*7:00 p.m.*

#### *South Regional*

Join members of the PlayMakers for a discussion of this lively musical – a story of Eliza grabbing her chance for reinvention, breaking barriers and changing the lives of Henry Higgins and everyone she meets along the way.

#### **The Beatles: Band of the Sixties**

*Tuesday, March 21, 2017*

*7:00 p.m.*

#### *South Regional*

Explore the music of The Beatles with presenter Aaron Krerowicz in this 60 minute multimedia presentation (part history and part musical analysis) spanning the full 1960s: beginning with the band's seminal visits to Hamburg, continuing through Beatlemania and concluding with Abbey Road. The program will be supplemented with audio clips of music and excerpts from interviews with the band members.

#### **Meet the Author: Frances O'Roark Dowell**

*Saturday, March 25, 2017*

*2:00 p.m.*

#### *South Regional*

Join us to hear from Durham author Frances O'Roark Dowell, award-winning children's book author. She has written her first novel for adults, *Birds in the Air*. She combines her deep connection to the quilting life and her love of storytelling to create a novel about the abiding friendships that bind together a community of women who share a passion for making quilts.

### **Health Report (K. Makens)**

The library edge assessment was summarized showing Durham County Library's scores compared to peers. DCL scored better in community value and engaging the community categories than peers, however did not score well in organization management. This was due mainly to problems with rolling out competencies and the need for offering better impaired services. DCL has not had a technology plan in 5 years but Matt Clobridge and Sarah Alverson will help improve this area.

### **III. Reports of Officers, Boards and Committees**

#### **Advocacy Report (A. Wilson/P. Harris/L. Olivieri-Robert)**

The Advocacy Committee has not met and will meet in April.

#### **Art Committee (M. Biswas)**

The committee is now led by Jenny Levine and will meet on April 12. The committee will focus on art selection for the new library.

#### **Board Development & Evaluation Committee (D. Trembath, A. Teasley)**

The committee would like to gather input from the group before meeting to determine what they need to evaluate. The committee will work on suggestions and report back to the board.

#### **Facilities/Planning Committee (S. Alverson/S. Lovely)**

Information pertaining to facilities was covered in the Director's Report.

#### **IT Committee (D. Trembath, and S. Chambers)**

The board committee has combined with the library IT committee and is in the early stages of developing. The initial focus is determining the role of the board of as it relates to technology.

#### **Planning & Budget Committee (T. Baggett)**

The Planning & Budget Committee met in January and will meet again March 23 for Budget Presentation.

### **SPECIAL REPORTS**

#### **Friends of the Library Report (A. Teasley)**

The final book sale was held at Main February 11 – 12 and was very successful. The new location is at Northgate mall and will be known as "Books with Friends." The Friends will hold a soft opening on April 19, 5:00 pm – 8:00 pm.

#### **Foundation Report (S. Chambers).**

A report was not given at this time.

## **Old Business (S. Miller)**

The BOT adopted a new meeting schedule that adds two additional meetings per year that can be used or cancelled as needed. So the new schedule will go like this: January, March, April\*, May, July, September, October\*, November. Additional meetings are noted with an asterisk indicating potentially having first additional meeting in April. However, the schedule may begin the new fiscal year.

Committees were updated with current members as follows:

Facilities & Standards – Ms. Chambers, Mr. Kinsley, Mr. Biswas

IT Committee – Ms. Chambers, Mr. Kinsley, Ms. Trembath

Policies – Ms. Wilson, Ms. Kimathi, Mr. Harris

Advocacy – Ms. Wilson, Ms. Kimathi, Mr. Olivieri-Robert, Mr. Teasley

Planning & Budget – Committee will be ad-hoc for the present, with Mr. Miller conferring with Ms. Baggett and Ms. Makens

Board Development & Evaluation – Ms. Trembath, Mr. Teasley, Mr. Olivieri-Robert

Art Committee (a Library entity with room for BOT involvement) - Mr. Biswas

### **Secretary Position**

Recommendation to have a secretary. Ms. Baggett will forward role expectations to BOT members via email.

## **New Business (S. Miller)**

The board will need a slate of officers for the May meeting. An email will be sent out to determine who is interested in serving on the Nominating Committee. Ms. Trembath and Mr. Olivieri-Robert volunteered to serve.

## **ADJOURNMENT**

A motion was made to adjourn. Motion: Mr. Biswas Second: Mr. Olivieri-Robert

The meeting adjourned at 7:36 pm.