

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES
Thursday, November 15, 2018 6:00 pm – 8:00 pm
North Regional, 221 Milton Road

CALL TO ORDER

Chair Ms. Chambers called the meeting to order at 6:02 p.m.

Present: Sandra Chambers, Luis Olivieri-Robert, Dawn Trembath, Willis Whichard, Angela Wilson

Friends Liaison – Michelle Burton

Tammy Baggett, Jennifer Brannen, Stephanie Fennell, Terry Hill, Kathy Makens, Anita Robinson
- Staff

Absent: James Hill - Board of County Commissioners Liaison

Absent: Moy Biswas, Phillip Harris, Meli Kimathi, Hank Kinsley

PUBLIC COMMENTS

There were no public comments.

Presentation on a Library Resource (J. Brannen)

Ms. Brannen presented a Novelist demonstration to the board. Novelist is an online database for reading recommendations which is available through libraries. Novelist can be found at durhamcountylibrary.org/research/onlineresources.

Site Manager Report (S. Fennell)

Staffing: There is only one vacant position that is in the process of being filled, and that is the library assistant in the children's area. Two positions for Pages have just been filled in the Circulation unit which brings North to being fully staffed by Christmas.

Security: New security cameras have been installed throughout the building and have been very useful in monitoring and addressing behavioral problems. Other security issues have been addressed by Sandra Lovely and Ed Miller.

Statistics: In 2017 the total door count was 71,404 and the 2018 door count has not been made available as of today. Circulated print and audio-visual materials for November 2017 were 91,163 and the same materials as of November 2018 are 91,892. During 2018 the busiest time during the day is between 2:00-5:00 pm. This information for these statistics was provided by OrangeBoy Software.

Children's Services:

Storytime on the Roof

Storytime on the Roof is being held at The Durham Hotel. It is a great partnership we have where a storytime program is done once during summer and early fall on the roof of the Durham Hotel. It's a beautiful venue with a beautiful view! We had our Halloween special there on October 24th with 112 attendees. This program always has high attendance with at least 80 people.

Homeschool Learning Lab Culture Days

On the first Thursday of each month, Tiffany Messer-Bass hosts culture days with Desiree Peterson. It was Tiffany's idea to introduce geography, language, and culture to the homeschool group through using the Learning Lab. Each month they explore a new country or culture, and everyone brings a dish from that culture. The children learn basic language phrases from the represented locations and we try to create a temporary immersive experience in our space with decor so that the families can feel like they are experiencing another part of the world. Cultures so far we have hosted:

- 1) September- Hispanic Heritage Month
- 2) October-Germany- Oktoberfest
- 3) November- France- Armistice Day- End of WWI

In December, we will celebrate South Africa and Day of Reconciliation, the public holiday in South Africa that has been celebrated every year on December 16 since 1994 as a remembrance to the end of apartheid.

Teens Services: Desiree Peterson has an average of 13 regular volunteers and about 11 students who occasionally come from Voyager to help. Of the 13 regular volunteers 9 are tutors, they help the students with homework and spend time with them playing educational games to make learning fun. The tutoring runs for 12 weeks in the spring and fall.

On August 9th, we hosted the Homeschool Resource Fair. Three groups from the State, area libraries, and organizations gave presentations about different services and resources offered to homeschool families. In addition, there were 20 community groups that had booths in the meeting room and a total of 170 people attended. The community groups consisted of different organizations for homeschoolers specifically, as well as groups in the community like the Durham Arts Council and Piedmont Wildlife Center.

On September 28th, the Teen Services Team and the LGBT Services Committee hosted the LGBT Lock In at Southwest. This program was made possible by funds provided through a grant from the Friends of the Durham County Library. Author Robin Talley came to speak, they watched Love Simon, and made cupcakes and bath bombs. It was a chance for LGBT Youth to

visit, ask reference questions they might otherwise be nervous to ask a stranger, and speak openly to an LGBT author.

Volunteer Fair

Emily Tobais hosted her second volunteer fair which brought in more than 20 local organizations looking to connect with volunteers and the community, and more than 80 patrons of all ages interested in volunteering. We held one last year as part of the Summer Reading theme (Build a Better World), and it was so popular that we did it again this year in October. (It was rescheduled because of Hurricane Florence.)

Flamenco Workshop

Flamenco Vivo Carlota Santana from New York City came in October and ran an enthusiastically received interactive workshop on the joys of flamenco that had participants dancing and singing along with the troupe members.

Nancy Peacock and Jacki Shelton Green Author Talk

Current Piedmont Laureate Nancy Peacock and award-winning former North Carolina Poet Laureate Jaki Shelton Green held a discussion at North Regional Library in September about the ins and outs of writing historical fiction.

Circulation Services: We received new rotating stands to house TV DVD collection which has been very popular.

Manager Summary:

The team here at North Regional has a great attitude and willingness to do a good job. I am proud to be a member of this team and look forward to what we will do in 2019. We have worked to improve the overall appearance of the building to be more inviting to all that visit. The Friends donated new shelves for their book sales which makes that space, as you enter the door, easier to navigate and more visually pleasing. We will be making changes to the Circulation desk and repurposing the desk in the Children's area. By the end of December, we will relocate staff who are currently in the study room which is serving as a staff work area to what is now the periodicals room. Those periodicals will be temporarily moved which will allow additional private study area for the public.

Approval of Minutes

Changes for September minutes noted.

Motion to approve September minutes with corrections: W. Whichard. Second: D. Trembath.

Motion passed unanimously.

BOT Business

Old Business

Vote to Accept Bylaws Changes

The Board reviewed the revised bylaws submitted by Mr. Harris for review. Corrections and content were reviewed.

Motion to approve bylaws changes including the ones made here: W. Whichard. Second: D. Trembath.

Motion passed unanimously.

Updates & Next Steps from BOT Retreat (D. Trembath)

Clarity of scheduling and completion of annual reports is needed in order to submit annual reports to BOCC.

Meeting agenda template provides a way to give feedback on items in spreadsheet.

Sharepoint Training (T. Baggett)

Mr. Clobridge will schedule individual assistance for board members that have indicated needing help.

Discussion of Agenda Format Changes (D. Trembath)

Board members were in favor of the new agenda format. It was suggested adding upcoming events to the site manager's report as well as photos from events on screen while presenting location report. Ms. Trembath would like to receive feedback by Wednesday, November 21.

BOT Committee Reports

Art Committee (M. Biswas)

A report was not given at this time.

Advocacy Report (M. Kimathi)

The advocacy committee has not met since the September BOT meeting. The Clerk's office is working to determine the Commissioners' availability for the January 2019 advocacy breakfast. The board requested Ms. Kimathi submit previous notes to Sharedrive.

Board Development & Evaluation Committee (D. Trembath)

The committee has stated goals and additional activities since retreat and how they will be accomplished. Once the goals are outlined the committee will evaluate. The spreadsheet provides a framework.

Retreat survey was reviewed. The results are on Sharepoint for viewing.

Policies Committee (T. Hill)

Mr. Hill presented the Technology Policy draft to the board. The policy was previously named Computer Use and it has been proposed to change name to Technology Policy. Personal Mobile Devices and 3D Printing language additions were reviewed. Full copyright responsibility language will be determined.

Motion to accept Policy with changes: S. Chambers. Second: L. Olivieri-Robert.
The motion passed.

Library Family Reports

Friends of Durham County Library Report (M. Burton)

The website for Friends will go live soon and will accept payments for memberships and track memberships. The lease at Northgate was extended through June 2020.

The booksale will be held in December and poinsettias will be delivered to branches soon. The summer reading report was discussed as well as their budget.

Durham County Library Foundation Report (S. Chambers)

The Foundation meeting was held on Tuesday. Foundation board members are attending humanities programs as a way of interacting with the community. Ms. Chambers suggested BOT try a similar approach. The Foundation is in early stages of ways to show appreciation for donations for new Main.

Library Reports

Director's Report (T. Baggett)

Booksale dates are Saturday, December 1 10:00 am - 12:00 pm members only and 12:00 pm - 4:00 pm regular sale; Sunday, December 2 1:00 pm - 4:00 pm \$10.00 bag sale. Memberships can be purchased at the door.

Technology mobile arrived and a soft launch will be done in April 2019.

The NC Public Directors Association awards will be announced on December 2. Our 2018 North Carolina Public Library Directors Association (NCPLDA) Award Winners are:

Hitoko Ueyama-Burke for the Public Relations Promotional Project Award - Photographs of Transformation Main

Mark Donnelly for the Library Programming Award for Children – Bike Month: Free Helmets for Children.

They are both very deserving of this award and invited to Winston-Salem in early December to be recognized.

Fortè event was held on Wednesday, November 7 at Hill House. The event was a success and we look forward to next year's event.

Northgate Mall contract was extended through December 2019. Main library is on schedule to open early 2020.

Staff Development Day was a 2-day conference-style event. A huge thank you to the Board of Trustees for participating.

As part of the Strategic Plan contest staff voted for Ms. Baggett to dress as the character Storm on Halloween. Storm is a character associated with a graphic novel. This was well received by staff.

Finance and Resources (K. Makens)

The health report highlighted Managing for Results Current Program Areas providing comparisons of programming, outreach & engagement, general collection, library operation and technology access.

Calendar Review (D. Trembath)

The purpose of the calendar is for planning meetings and to add events to attend.

Review of Action Items

Email to Ms. Kimathi for the advocacy breakfast (Ms. Chambers and copy Ms. Wilson)

Follow up on 1st paragraph in bylaws (Ms. Baggett and Ms. Robinson)

Follow up with annual report with Clerk's Office (Ms. Baggett and Ms. Robinson)

Group follow up on agenda format by Wednesday, November 21

Adjournment

A motion was made to adjourn: W. Whichard. Second: S. Chambers. The motion passed.

The meeting adjourned at 8:21 pm.