

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**Thursday, September 19, 2019 6-8 p.m.**  
**Library Administration Building, 101 E. Morgan Street**

**CALL TO ORDER**

Chair Sandra Chambers called the meeting to order at 6:04 p.m.

Present: Mrinmay Biswas, Sandra Chambers, Meli Kimathi, Hank Kinsley, Camilla Meek, Luis Olivieri-Robert, Willis Whichard

Friends Liaison: Lisa Hendrix

Staff: Tammy Baggett, Lauren Doll, Teresa Petro, Anita Robinson

Absent: James Hill – Board of County Commissioners Liaison

**PUBLIC COMMENTS**

Durham resident William Page attended the meeting. No comments were made.

**I. APPROVAL OF MINUTES**

Motion to approve July minutes with the following additional wording to old business “action on motion was deferred pending bylaws changes” and under special reports “Ann Craver has been elected as the new Foundation president.”: W. Whichard Second: H. Kinsley

Motion passed unanimously.

**II. LIBRARY RESOURCES (T. Petro, East Regional)**

ImageQuest is a program that allows patrons to search to find images for homework, reports, flyers and presentations. There are 3 million images which come from 45 sources. Patrons can download, print or email their images as well as obtain citations. ImageQuest can be accessed at DCo library locations without a library card.

**III. LOCATION REPORT (L. Doll, East Regional Manager)**

Staffing:

We have been very excited to welcome some new staff members as well as promote staff members to new positions this year. Our new/promoted staff include:

- New Circulation Manager: Twilla McDonald
- New Library Assistant: Gracey Gordon
- New Adult Services Manager: Phil Locey
- New Office Assistant: Celeste Holtzmann
- New Page: Maya Parks
- From Bragtown: Kathleen Hayes

We have recently finished interviewing for our vacant Adult Librarian position and hopefully the selected candidate will be joining us in the coming weeks.

In terms of volunteers we have had 135 volunteers this past year who have worked 665 hours. Most of these volunteers were student volunteers from Southern High School's Community Based Vocational Training program who are currently in their fourth year of volunteering at the library.

#### Security:

Beginning at the start of the current fiscal year, security hours at East have been reduced. We currently have officers on duty in the evenings on weekdays and Saturdays only.

East is slated to get security cameras installed this year, however the start date is unknown at this time.

#### Statistics:

East staff have presented 680 programs this past year with a total attendance of 15,287. This is an increase in stats from last year and the addition of new staff and new positions as well as the hard work of all staff here at East are to thank for this.

#### Children's Unit:

The Children's Department, comprised of Diamond Bethea, Teresa Petro and Iris Fuller, has put on 332 programs for 5919 attendees this year.

The Children's Department offers weekly/biweekly programs that include: Baby Bookworms, Toddler Tales, Preschool Playroom, Family Fables and Fun, Playtime at the Library, K-5 Junior Builders and K-5 Coding Club.

They also had several special programs/events throughout the year. Program highlights include:

**Storytime with Horses:** Held at a local horse stable nearby, children and their families get to interact with horses and other various animals while enjoying stories, songs, and literacy centered activities. This program tends to get over 100 customers in attendance each time.

**Back to School Bash:** The Children's department partnered with the Hispanic Services Coordinator, Monica Belford, for a back to school party that included music, a photo-booth, games, snacks, crafts and a school supply give away.

#### Teens:

The Teen Department, comprised of Archie Burke, has put on 95 programs for 2006 attendees this year.

The Teen Department offers monthly programs that include: Leaders Unit Club, Teen Book Club, Board Games & Bookmarks, Play Nintendo Switch Game Days, and Origami Creations.

They also had several special programs/events throughout the year. Program highlights include:

**Kids Code Workshop:** Special guest Angelina Patel, founder of Kids Code, provided coding classes to tweens and teens in grades 5-12. Due to the level of enthusiasm and full attendance in the November sessions, more workshops were offered again in March.

**Teen Creative Writing Group:** Special Guest Erim Akpan, former member of the 2012 Teen Creative Writing Group here at East, gave back to her childhood library by presenting a Teen Creative Writing

Workshop. The program offered writing tips to aspiring young authors as well as insights Erim had learned from being a published author herself. Archie stated that it was “rewarding to have been a part of Erim’s growth as a writer, and then watch her give the skills she had learned from here and at school to the next generation of teens.”

#### Adult Services:

The Adult Department, comprised of Phil Locey and Mark Donnelly, has put on 253 programs for 3162 attendees this year.

The Adult Department offered several programs, including: One and Only 50 Crowd, Computer Classes, Stock Talk, Legal Aid Clinics, AARP Tax Prep, Citizenship Classes, Yoga, Soul Line Dancing, Daytime Bookclub, 40 & Over Bookclub, Beekeeping 101, A Matter of Balance Series, A Year in Cheese, Meet the Author, NaNoWriMo Workshops and Gardening Workshops.

They also had some notable programs/events throughout the year. Program highlights include:

**Bike Month:** This event, currently in its 5<sup>th</sup> year, brings fun and safety together. Incorporating Durham organizations such as Fire, Police, EMS and Risk Management, children are fitted with bike helmets, have their bikes repaired, and are taught bicycle safety through instruction and a bike course. This past year, Mark was recognized by the Board of Commissioners and North Carolina Library Association (NCLA) for the wonderful work he does with Bike Month programming.

**Durham Voices:** Currently in its 8<sup>th</sup> year, Durham Voices is a fiction critique group geared towards writers with the goal of publication. Every current member of this group has successfully published their work within this past fiscal year. While the program can be time intensive for staff, the amount of growth in both skills and confidence they have seen from attendees has been awe-inspiring.

#### Circulation:

The Circulation Department is currently comprised of staff from East, Bragtown and Main. The staff includes Toby Carsons, Amy Chappell, Chris Davis, Gracey Gordon, Leslie Hall, Celeste Holtzmann, Eleanor Hunter, Jessica Liverman, Twilla McDonald, Tavia McMillan, LaShaunda Rogers, Bill Taht, Lornita Turnage and Ally Zomchek.

Over the past year, with the retiring of the long term circ manager Nathan Williams and the addition of the new Circ Manager Twilla McDonald, the Circulation Department has been very flexible and accepting of new assignments, procedures and roles. Gracey, Ally and LaShaunda are working towards becoming librarians and as a result have begun creating book displays around the library. The Circulation Staff are also working on weeding and shifting the DVD, Audiobook, Holds, Lucky Day and Adult Non-Fiction collections. These tasks have been very time intensive but the work they have done has been very much appreciated by staff and customers alike.

#### Manager Summary:

East has been fortunate to receive some new technology this past year. All of the public computers have been replaced with new ones and we have also received new printers for both the customers and staff. The Children’s Department has also purchased new robots for their STEAM programming.

With the addition of new computers, it was decided to create a Teen Computer space in the Young Adult area. New tables, chairs and bean bags were purchased to create a space especially for the teens. So far, this change has been a huge hit and new teens have begun to visit the library to utilize the space.

In order to enhance visibility and safety, new safety mirrors have been purchased and will be installed in the public restroom hallway and both study rooms.

We have also purchased three brightly colored book carts for the library. These carts replace older, damaged ones and bring warm bright colors to the library.

We are also in the process of getting new chairs for the study rooms and the future planned quiet study room. These chairs will allow us to move the current chairs to the meeting room to ensure that we meet the 75-person booking capacity as needed.

All in all, we have been very fortunate in our customers who continue to be supportive and interested in the library and its many offerings. The staff are driven to provide excellent customer service and work hard to make East Regional as wonderful as it can be. We are looking forward to continuing to evolve to better serve the needs of the East Regional Community.

### **Old Business**

Mr. Whichard moved, seconded by Mr. Kinsley, to amend the board's bylaws as follows: Amend Article III, Section 1, Officers, by adding a sentence to read: "The Chair and Vice Chair shall be members of the Board of Trustees; the Secretary may be a member of the Board of Trustees or a library staff member." Amend Article III, Section III, by adding in line one, after the word "and," ", if the Secretary is a Board member," so that the sentence as amended reads: "The Library Director shall issue notices of all meetings of the Board and, if the Secretary is a Board member, delegate a library staff member to assist the Secretary in the taking and production of meeting minutes." The motion passed unanimously. The board then appointed Anita Robinson to the office of secretary.

### **New Business**

Motion to go into closed session: W. Whichard Second: H. Kinsley

The motion passed. In closed session the board voted to recommend Michael Case and Miguel Jackson to the county commissioners for appointment to existing vacancies on the board of trustees. It also voted to present the annual Trustees Award to library employees Teresa May and Patricia Melendez.

M. Kimathi Second: W. Whichard

## **REPORTS FROM LIBRARY STAFF**

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

- **Main Library**
  - Main Library remains on target with a tentative open date of early spring 2020.
  - Durham Library Foundation received a \$75,000 award from SunTrust Foundation to assist with the Incubator Space at Main Library.
  - Volkan Alkanoglu, is the artist selected for the Main Library Public Art. This is specific to outdoor artwork at Main Library. We are exploring how to involve the community.
- **Bragtown**
  - **Opening Date:** Bragtown construction has started! The delay in renovations was a building permit, but issues are expected anytime you have construction/renovations. The projected time for construction will be 45-60 days, furniture installation (12 weeks), new technology installation and collection development (1-2 weeks).

During the construction process, the entrance facing Dearborn Drive will be made ADA compliant, new flooring and drop ceiling will be installed, new electrical work will be laid, and the current bathrooms will be renovated from two separate units to one ADA compliant unit.

- **Staffing and Programs:** Programs for Bragtown have been added to Communico, and staff have already begun preparing to outreach.
- **Bragtown Branch Library Feasibility Study:** A feasibility study is currently being conducted on the Bragtown Branch Library. As part of the County's long-term planning, this feasibility study will analyze potentially expanding the Bragtown Branch to better serve the community, and will look at factors such as economics, accessibility, technical, and scheduling considerations.
- **Conferences:**
  - Attended Social Justice & Public Libraries Conference August 11 – 13. Received a scholarship from PLA/State Library
  - Guest with East Carolina University (ECU) – Seminar on Public Libraries (September 19)
  - North Carolina Library Association (NCLA) Facilitator: So, You Want to Be a Library Director (October 15 – 18)
  - Speaking at International City/County Management Association (ICMA) conference in Nashville, Tennessee (October 20 – 23)  
Session is titled: Strengthening Libraries as Community and Entrepreneurial Hubs  
“Beyond their traditional roles, libraries also serve as learning and entrepreneurial hubs to support immigrants, people of color, justice-involved individuals, women, and veterans. Explore strategies to engage your next wave of community leaders and benchmark your effectiveness.”
  - NC Live Leadership Development Facilitator (October 25 UNC-Asheville)

#### **Health Report (T. Baggett)**

The health report was submitted prior to meeting.

#### **Communication Report (T. Baggett)**

The communication report was submitted prior to meeting.

#### **Advocacy Report (W. Whichard)**

Final arrangements are being made for the Friday, October 11 advocacy breakfast. The breakfast will be held from 8:30 am - 10:00 am at North Regional, 221 Milton Road. Board members should plan to arrive by 8:00 am.

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

Currently Southwest Regional is the only library location displaying art. Southwest is booked through 2020 however the committee is hopeful there will be openings at other locations to display art 3 months at a time.

#### **Board Development & Evaluation Committee (H. Kinsley)**

Ms. Robinson has secured a venue for the Tuesday, December 17 retreat. The committee is gathering information for retreat topics. Ms. Baggett will secure a facilitator.

### **SPECIAL REPORTS**

#### **Friends of Durham County Library Report (L. Hendrix)**

Lisa Hendrix was introduced as the new Friends Liaison. The Friends most recent book sale was held on Saturday, August 3 and Sunday, August 4. It was the most successful to date. The next book sale will be

held Saturday, October 5 and Sunday, October 6. They are in need of additional volunteers to sort donations on Tuesday mornings.

The 2020 staff proposal campaign, a process to assist Durham County Library in better serving patrons, has officially kicked off. Winners will be contacted in January.

**Durham County Library Foundation Report (S. Chambers)**

Ms. Chambers attended the Foundation meeting Monday, September 9. The Foundation is updating its donor base, recruiting new donors and reaching out to current donors. It would like to bring awareness to the donation via the website option. A new website is being created and new postcards will be mailed to donors. The donor wall at Main requires a minimum \$2500.00 donation.

**Action Items (A. Robinson)**

- Ms. Baggett will contact Mr. Davis regarding facilitating the retreat
- Ms. Robinson will check with Clerk to determine whether other boards conduct interviews
- Ms. Chambers would like the board to give thought as to what interview process would be for board applicants
- All BOT members please email suggestions for board retreat to Mr. Kinsley

**ADJOURNMENT**

A motion was made to adjourn: M. Biswas Second: M. Kimathi  
The meeting adjourned at 8:19 p.m.