

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES
Thursday, November 21, 2019 6-8 p.m.
North Regional, 221 Milton Road

CALL TO ORDER

Vice Chair Hank Kinsley called the meeting to order at 6:05 p.m.

Present: Michael Case, Sandra Chambers, Meli Kimathi, Hank Kinsley, Luis Olivieri-Robert, Willis Whichard

Friends Liaison: Lisa Hendrix

Staff: Stephanie Fennell, Scott Frawley, Terry B. Hill, Anita Robinson

Absent: Mrinmay Biswas, Camilla Meek, Miguel Jackson

James Hill - Board of County Commissioners Liaison

PUBLIC COMMENTS

No comments were made.

I. APPROVAL OF MINUTES

Motion to approve November minutes with corrections. W.Whichard Second: S. Chambers
As corrected and amended, the minutes were approved.

Motion to approve minutes with amendments W. Whichard L. Second: L. Olivieri-Robert

II. LIBRARY RESOURCES (S. Frawley, North Regional)

Sensory Presentation

Sensory exploration is important for people with sensory processing deficiencies. The multi-sensory environments benefit the behaviors of individuals of all ages with autism, hearing, vision, speech limitation, or learning disabilities.

The library has incorporated sensory tools into some of our programming, creating specially designed sensory-specific crafts programs. The library has also received grant funding under the Library Services and Technology Act as administered by the State Library of NC. With the additional funding, the library can look forward to a designated multi-sensory environment area to open at Main as well as permanent installations at Southwest Regional Library. Mr. Frawley also demonstrated the VECTA machine and other items in mobile toolkit.

III. LOCATION REPORT (S. Fennell, North Regional Manager)

Staffing

We have submitted recommendations to hire for 2 vacant Page positions and 1 Children's Assistant. We just completed interviews and we're processing paperwork for the Adult Services Manager. The Teen librarian will conduct interviews for the Library Assistant position next week. Three staff will be returning to Main next month, 1 from Circulation department and 2 from the Adult Services department. Having them here at North has made a difference and we will miss them.

Security

Our security is experienced and has a good understanding of our policies and how to properly enforce them. Security is often rotated to different locations, but we find it most helpful when dealing with the students to have officers with whom they are more familiar.

Children's Services

Molly Schaffer has been promoted from library assistant to librarian in the Children's unit and Olivia Singletary has recently joined our team from Southwest as the Children's Library Assistant. Having both ladies in this position has solidified the Children's Unit and I look forward to seeing the programs for the upcoming year simply because of Olivia's dynamic storytelling abilities, Molly's Sensory programming and Scott's talent for executing creative ideas. The Children's Unit hosts regular, ongoing programs including preschool & toddler story times, crafts for kids, afterschool STEAM sessions, and a storytelling & gaming club. Several special events, co-hosted by community partners, will occur in the coming months. Ninety-eight people attended October story time on the rooftop of the downtown Durham Hotel on Halloween. Finally, North Regional continues to partner with our neighbor, the Hub Farm. Jenna Meehan, the Special Needs Service Coordinator, received an email from a mom with a son with autism spectrum disorder who recently visited East Regional Library. I had to share that email with you all, as I found it encouraging. It also has a great illustration of what we hope to accomplish with the staff trainings and with the sensory equipment like the Bubble Walls we have been setting up around the locations. I know some of you already have similar stories for your locations as well. Keep up the great work!

This happened at East Regional.

My ASD boy had a meltdown in the library because he wanted to do something that we couldn't do that day (he wanted to go to Barnes and noble but it was too late in the day and we needed to go home) We sat on the floor in front of the checkout computers for quite a while, trying to talk it out. He got mad and ran away. I gave him a few minutes before I tried to find him (and a library employee quietly pointed to where he was). When I approached him, he just ran away again. I ended up sitting with my other kids for a few more minutes. When I went to look for him, I found him in front of the bubbles. He finally let me come near him and we were able to talk more. I wish I could say it was the magic cure that reset his brain and fixed our problem, but that would be too good to be true. What it did do was to help distract him for a moment, and in that moment he was able to calm down a bit. I ended up having to lie to him to get him to leave, but I'm just glad I didn't have to physically wrestle him out to the car. Feel free to share this! I was very grateful to have this moment in the midst of a very tough time.

Teens Services

Our Teen Services assistant graduated with a Master's in Library Science in August and received a promotion to Librarian within the Durham County family. We are happy for her but sad to have her leave us here at North. The transition of the teen assistant has Desiree working more closely with Scott and Molly but with great results. The Homeschool Learning Lab and Peer Tutoring remain our most highly attended Teen programs. Desiree is currently planning for the 2020 Homeschool Conference in May. Hopefully it will be held at Main, where we hope to host community partners and speakers.

Adult Services

The Adult Services Manager position has been vacant since September, but the team is still going strong. Before the manager departed, we were able to integrate the Adult fiction collection and the results are now uniformed with the rest of the library system. We are busy preparing for staff to transition to Main

and transferring duties but are still planning several programs for new year. Emily Tobias has been very ambitious and taken on most of the programming. I have interviewed candidates for the Adult Services Manager's position and will be submitting my recommendation to Human Resources next week.

Circulation Services

The Circulation department played a major role in the integration of the genres into the collection and worked on constant weeding for space. We are weeding the collection based on condition of the books and the number of duplicates. This is being done to create space for our growing collection. We have had several audits regarding our best practices of handling revenue and have passed all.

Manager Summary

My goal is to provide exceptional customer service with a clean and inviting safe space for staff and the public. We have worked hard over the past few months to do this. We have recently had new lights installed on the sides and front of the building to illuminate the areas that lacked lighting. A peep hole was installed in the employee entrance door. We are constantly striving to build a strong united team that works together to support one another. The staff and I enjoyed a holiday pot luck on November 20th to celebrate the year, our accomplishment, and each other.

Old Business

New Business

The 2017 BOT website minutes need updating.

Minutes will be revised to reflect new understanding of board processes.

Director's Report (Presented by T. B. Hill – Approved absence of T. Baggett/Director)

- Main Library - Books are being shelved. IT and library staff at Northgate Mall will move on Monday, November 25. Library Administration will move the week of December 3 and remaining staff will move in after the holiday. Main will open to the public in April 2020.

- Bragtown - Working towards soft opening December 16 and a larger opening in January. The complete renovation includes new carpet and remodeled bathrooms that comply with ADA. The books have been delayed and will be shelved soon. Security system has been installed and security cameras will be installed soon. Once network installation is completed computer installation and usage will be available.

Health Report

The health report was distributed to board members.

Communication Report

The communication report was distributed to board members.

Advocacy Report (W. Whichard)

Ms. Chambers requested the board give thought as to whether to continue advocacy breakfast. She would also like the board to consider future projects which would include active participation from board members.

Art Committee

A report was not given at this time.

Board Development & Evaluation Committee (H. Kinsley)

The retreat will be held on Tuesday, December 17, 2019 9:00 am - 2:00 pm in Admin Bldg Room 461. Ms. Chambers has secured two external speakers and the board will discuss goals for 2020. Please contact Mr. Kinsley with any suggestions for retreat by Monday, November 25.

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

The Friends book sale will be held at Books Among Friends at Northgate Mall, 1058 W. Club Blvd on December 7 and December 8. They are trying to determine logistics of the April booksale. The Friends have also been busy sorting out new rules and reviewing staff proposals and will announce funding for proposals after the new year.

Durham County Library Foundation Report (S. Chambers)

The Foundation presented a check to Durham County in the amount of \$400,000.00 that will be used for STEAM technology and furniture at Main Library. The Foundation also has an updated website and new logo.

Action Items (A. Robinson)

- W. Whichard will consult with the County Attorney regarding state open meeting laws as it relates to the board.
- A. Robinson will follow up on 2017 minutes on the website
- Board members please forward retreat recommendations to H. Kinsley by Monday, November 25

ADJOURNMENT

A motion was made to adjourn: C. Chambers Second: W. Whichard
The meeting adjourned at 7:04 p.m.