

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**Thursday, January 20, 2020 6:00 p.m. – 8:00 p.m.**  
**Stanford L. Warren, 1201 Fayetteville Street**

**CALL TO ORDER**

Chair Sandra Chambers called the meeting to order at 6:05 p.m.

Present: Mrinmay Biswas, Sandra Chambers, Miguel Jackson, Hank Kinsley, Luis Olivieri-Robert, Willis Whichard

Friends Liaison: Lisa Hendrix

Staff: Tammy Baggett, Carter Cue, Anita Robinson

County Attorney: Curtis Massey

Absent: Michael Case, Meli Kimathi, Camilla Meek

James Hill - Board of County Commissioners Liaison

**PUBLIC COMMENTS**

No comments were made.

**I. APPROVAL OF MINUTES**

Motion to approve minutes. W. Whichard Second: H. Kinsley  
Minutes approved unanimously.

Motion to approve January retreat minutes. W. Whichard Second: H Kinsley  
Minutes approved unanimously.

**II. LOCATION REPORT (C. Cue -Stanford L. Warren)**

Staffing: We are starting the process to recruit a Teen librarian. Three staff members from Main returned to their location as of January 6, 2020. The branch manager's position has been posted as of January 14, 2020.

Security: Our security is experienced and has a good understanding on our policies and how to properly enforce them. Security is rotated to different locations.

Statistics:

Door Count FY-2019	108,581 Customers
Computer Use FY-2019	32,880 Customers
Valid Borrowers FY-2019	11,762 Customers

Children's Librarian: Danielle Johnson was hired in October 2019. Danielle is enthusiastic and her programming ideas are fun and entertaining. Danielle wanted to join the circus but instead decided to go to college.

Anna Cromwell and Laurel Jones were also serving as children librarians at Stanford L. Warren. Anna focused on outreach and she served day care centers, schools and partnered with Duke Gardens.

Laurel Jones continued her role as a children's librarian at Stanford L. Warren. Laurel's programming consisted of sing and swing storytime, preschool storytime, shoot for the moon pajama time, and sensory storytime.

All three librarians were active with Summer Reading and currently serve on the children's committee.

Teens: Ericka Hill served as the teen librarian until November 2019. Ericka's programming consisted of R.H.O.D.A Generation - Teen Girl Mentor Program, Teen Poetry Workshop, Game Time, #Level Up Lunch & Learn - Young Entrepreneurs Boot Camp, teen lock-in and the Urban Libraries Council grant. The grant was from September through October. The grant covered an after-school program that engaged youth through themed STEAM weekly programming. Facilitators included Mad Science, Kramden Institute, Aisymmetry LLC and others. Dinner and snacks were provided.

Adult Services: Carter Cue is the adult services librarian. Carter has programs such as Sound Therapy: Journey to Wellbeing and Respect: Aretha Franklin the Queen of Soul. Carter also fills the role as the liaison for the Friends of the Library for Warren. Carter is also the person who is responsible for bringing in great art into this building. Upon leaving check out the art pieces on the first floor. He recently acquired a John Higli piece and tied the art canvas to the STEAM project.

Manager Summary:

Stanford L. Warren has an ongoing water issue. The location has flooded a couple of times. During the Summer the basement part of the library stays humid. A capital improvement project is in the works thanks to Sandra Lovely who works hard in making sure the building is safe for staff and customers.

As Interim Manager I have had the pleasure in working with a great team. Warren is a library that is used heavily by the Durham community. Whether it is printing, programming, digital resources, computer usage, checking out books or story times, Stanford L. Warren is the beating heart that keeps the community coming back since Main is closed. Warren may be a small branch, but it is mighty!

### **Old Business**

There was no old business.

### **New Business**

Curtis Massey, Senior Assistant County Attorney led discussion on state meeting laws as it relates to the board. Topics included the following: Code of Ethics for Appointed and Elected Officials; NC Open Meeting Laws § 143-318.10 What is Covered; NC Open Meetings Law § What is An Official Meeting; NC Open Meetings Law, § 143-318 Exemptions; NC Open Meetings Law, § 143-318.11 Closed Sessions; NC Open Meeting Law, § 143-318.12 Advance Notice; NC Open Meeting Law, § 143-318.16-16B Violations; NC Open Meetings Law, § 143-318.17 Disruptions of Public Meetings; NC Public Records Law, § 132-1 What are Public Records; NC Open Meetings Law, §143-18.10(e); and NC Public Records Law, § 132-1, -6 Right of Access.

### **Open Meeting Law**

The board is subject to open law meetings. An official meeting is when the majority of the members of the group meet and discuss business. Email Statute §143 – law has not answered if email is open meeting or public meeting. Discussions are getting close to public meeting if there is back and forth discussion. This would be defined as a meeting. Social discussion is exempt from public meetings. If business is not discussed it is not defined as a public meeting.

Closed Session – A motion is required to go into a closed session. Only people in closed session are those that are required to be part of subject matter. Secretary can be present unless someone else is assigned to take minutes during closed session.

Recessed meetings can be announced in the meeting and don't have to be posted.

Special meetings must be given at least 48 hours notice (includes weekends). The notice must be posted on the website, bulletin board and door of regular meeting room. An emergency meeting notice must be sent to the media.

Violations – injunctions challenging actions taken during a meeting which supposedly violated the Open Meetings Law must be filed within 45 days of the Plaintiff finding out, or having the ability to find out, about the action. Board members are not at personal risk for paying fees if they have relied on advice of counsel.

Disruptions of public meeting – Chair must direct them to leave and if they fail to comply with that direction then they can be arrested.

Public records - The General Account of a Closed Session must reflect not only which decisions were reached, but also a general statement of what information/topics were discussed. A motion to seal the minutes of a closed session can be made when their disclosure would frustrate the purpose of going into closed session. Even so, the minutes will need to be approved in another closed session, and should be made public once their disclosure would no longer frustrate the reason for going into the closed session. Mr. Massey will revisit with board in September to provide real time guidance on this topic.

2020 BOT Objectives and Discussion of New Steps – Does the board have other suggestions for advocacy? Lunch or dinner was suggested. The majority favored beginning or the end of the day for an event. Ms. Chambers would like additional board members present to discuss further. Mr. Kinsley suggested meeting more frequently to conduct business in a timely manner. Ms. Chambers was in agreement. Most were not opposed in meeting more often.

Mr. Whichard moved to meet monthly with exception of July and December. S. Chambers Seconded. Motion passed unanimously.

The board will meet monthly on the third Thursday 6:00 pm – 8:00 pm. Meetings will resume at Main after April. Ms. Robinson will schedule February and April locations for meetings.

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

Ms. Baggett has drafted a calendar for the board to follow throughout the year in regards to items for the annual report. Calendar will be revised based on meeting frequency changes and she will forward to Ms. Chambers and Mr. Kinsely.

Staff Day will be held on Wednesday, March 18 and tours will be provided to staff and the library family. An email will go out at a later time with details and a save-the-date.

It is budget season and Ms. Baggett would like input from the Board of Trustees. Ms. Baggett is targeting Tuesday, January 21 to review the budget. This is short notice due to the budget timeline being moved up.

Due to technology delays Bragtown will open during the first quarter of 2020. A soft opening will be held prior to the grand opening.

#### **Health Report**

The health report was distributed to board members.

#### **Communication Report**

The communication report was distributed to board members.

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

A report was not given.

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

The art display area is committed through the end of 2020.

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

Please review library health report in order for board to determine if the data is helpful and the frequency of the data. Mr. Kinsley will distribute a feedback sheet of the BOT retreat for board members to complete.

### **SPECIAL REPORTS**

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

The Friends are going through adjustments regarding acceptable payment methods for satellite book sales.

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

The Foundation has secured donors for most of the rooms at Main. Opportunities remain for new donors. The community campaign for Main is up next which allows community donations to Main. A \$50.00 donation will add a personal name to the "L" listing on DCoL sign at Main. There is a 25 character limit. The campaign opens up February 1 - 29. Proceeds will be used to fund programs at all locations.

#### **Action Items (A. Robinson)**

- Ms. Robinson will schedule February and May meeting locations as well as updating Clerk with 2020 dates.
- Ms. Robinson will forward additional dates to the Clerk and update website.
- Ms. Robinson will coordinate meeting times for January 21 for a meeting with Ms. Baggett, Ms. Chambers and Mr. Kinsley.
- Mr. Whichard will bring proposed amendment to the next meeting.
- Ms. Robinson will add the proposed amendment item to the February meeting.

### **ADJOURNMENT**

A motion was made to adjourn: Ms. Chambers Second: L. Olivieri-Robert  
The meeting adjourned at 7:57 p.m.