

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**THURSDAY, JUNE 18, 2020**  
**6:00 p.m.**  
**VIA ZOOM CONFERENCE CALL**

**CALL TO ORDER**

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

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

Friends Liaison: Lisa Hendrix

Foundation: Karen Wells

Staff: Matt Clobridge, Terry B. Hill, Anita Robinson, Sara Stephens

Guests: Brooke Ganser - City of Durham Planner, Karl Kolosna – City of Durham Planner

Absent: Meli Kimathi, Tammy Baggett

**PUBLIC COMMENTS**

No comments were made.

**I. APPROVAL OF MINUTES**

Motion to approve January minutes. W. Whichard Second: M. Case  
Minutes approved unanimously.

**II. OLD BUSINESS**

No old business.

**III. NEW BUSINESS**

ENGAGED Durham Project Presentation (Brooke Ganser – Planner)  
Durham 2050 Comprehensive Plan  
City-County Planning Department  
Policy and Urban Design Team

Why are we here?

The project is designed to create a community and comprehensive plan for engagement. The board of trustees falls under boards, commissions and committees. Would like board to participate and provide expertise. Ms. Chambers will share information from planning group meetings, engage board, gather information from board and report back to the planning group.

What is planning and the comprehensive plan?

Focused on shaping the built environment and making communities better places to live. Planners help to create a vision for a city, county, or region. Focuses on long range planning.

The department consists of: policy & urban design, land use, zoning enforcement, development review, and development services center.

Comprehensive Plan and Engagement update: guiding document for future growth in Durham. Seeks to balance community goals for land use, transportation, housing, equity, etc.

Groups that will use the plan: elected and appointed officials, planning staff, community, city and county department, development community.

The last comprehensive plan was adopted in Durham in 2005. The plan is outdated and needs to be updated. The new plan will consist of a map and highlight community values.

Comprehensive Plan Engagement Update (Carl Kolosna - Senior Planner)

The first step is to determine the vision for the community. It is important to have involvement of those that will be most impacted.

Virus Updates have been delayed.

Three methods used for engagement

- Listening and learning workshops. Five workshops held in Durham in different demographic areas.
  - Two questions were asked:
    1. What is ideal Durham?
    2. What else is on your mind in Durham?
- Online survey – Wanted to understand who they were hearing from (same questions as above).
- Engagement Ambassadors Sessions – used demographic results to make sure they were filling gaps. Ambassadors were recruited. The engagement ambassadors ran their own groups and asked the same questions as above.

More than 1,000 people engaged.

The workshop and online participants' demographics were primarily White; close to 5% had masters degrees or higher; geographically most from West Durham. Majority of Engagement Ambassador participants identified as Black or African American with less education.

Hispanic participation was much lower.

Summary of what they heard: affordable housing, schools and education, public spaces, recreation, transit, infrastructure, safety, gentrification, growth, walkability

Results show multiple forums for engagement with different populations are needed. Additional outreach to Hispanic/Latino, youth, rural Durham county residents

Q: What is the goal for having the end product? What is the timeframe?

A: Comprehensive Plan April 2021- 2022 Transit plan goal is to have it adopted June 2021

Q: Can you develop any type of metrics to know it's working long term?

A: Been working on developing to determine if metrics are working. In beginning stages to make sure they are effective. Mainly oriented around function of the plan. It's a combined City/County plan.

Q: How are we engaging rural Durham?

A: Meetings were held in Bahama, Rougemont, other rural areas. Rural needs are different and we will need a tailored approach.

Please feel free to forward questions to Ms. Chambers. As she attends meetings she will share updates and information.

EngageDurham.com - website to learn more about the Comprehensive Plan

### **Voting on 2020-2021 Officers**

Nominating Committee consisted of Mr. Biswas, Mr. Whichard, Ms. Meeks and Ms. Chambers. Committee met Thursday, June 4 to consider candidates for 2020-2021. The following were recommended as officers: Chair - Sandra Chambers; Vice Chair - Hank Kinsley; and Secretary Anita Robinson. Committee voted 3-0 with current Chair abstaining. Ms. Chambers will forward report to Ms. Robinson.

### **Policy Discussion( T.B. Hill)**

Circulation Fee Policy will be adjusted to reflect approval by BOCC for library to be fine free effective July 1, 2020.

Library Card Registration Policy– Wanted language to be clear it was for library cards. Suggested language be consistent for annual fees.

Unattended Child Policy – Concerns expressed the word “will” is used throughout policy. More comfortable using “should” in place of “will” to avoid it being used against library in court.

Technology Policy – A few grammatical corrections were noted. Question raised on how to manage time restrictions on how long a customer can use a 3D printer.

Vulnerable Person Policy – Grammatical corrections were noted.

Privacy Policy – New catalog BiblioCommons added.

Sensory Rooms Policy – Suggested to broaden the room capacity determining official. Library board should read “library board of trustees.” Suggestion to replace “individualize” appointment.

Meeting Room – Suggested room reservations may be made no more than 30 days. A few minor grammatical comments noted. Mr. Hill will forward a clean version to board members to review.

Motion to approve policies with changes except Meeting Room and Fee Policy. W. Whichard Second: M. Biswas. Motion passed unanimously.

### **Director’s Report (T. B. Hill on behalf of Director T. Baggett)**

Durham County Library will become fine free effective Wednesday, July 1. From here on we will be fine free unless something happens to change this. Marketing will begin to promote July 1 as this is when it will become effective.

Library take-out service began this week. Five holds allowed per card with 15 minute appointment. Hours will be Tuesday through Friday 2:00 pm - 6:00 pm and will be provided at 6 locations. Service will not be offered at Main. Saturday hours will not be offered at Bragtown but will be offered at other locations 10:00 am - 2:00 pm. Phone lines will run and the number for reservations is 919-560-0103.

A staff member will be stationed inside lobby to greet customers. Customers are required to wear masks and there is ample space for distancing. Items will be quarantined for 72 hours, checked in, cleaned and returned. Plexiglass will be installed as well as one-way traffic in aisles. Customers will be screened upon entering building with a series of questions provided by public health. Temperatures will be taken also.

The number of computers available for customer usage will be reduced.

The library will not provide programming once doors re-open to public. Staff is working on online programming.

### **Health Report**

The health report was distributed to board members prior to meeting.

### **Communication Report**

The communication report was distributed to board members prior to meeting.

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

Advocacy Committee has not met.

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

Art Committee did not meet due to difficulties with virtual platform. Planning to meet in August using Zoom.

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

Board Development has not met.

### **SPECIAL REPORTS**

Friends of Durham County Library Report (L. Hendrix)

Everything is on hold. Northgate is closed and will remain permanently closed. At this point Friends is in a holding pattern and waiting to determine what they will do next.

Durham County Library Foundation Report (K. Wells and S. Stephens)

The donor wall has many names. The donor list is a combination of prior donations and current donations for Main.

The corresponding sample is what room naming will look like.

Action Items ( A. Robinson)

- Ms. Robinson will add the Slate of officers to July meeting agenda
- Ms. Chambers will forward nominating report to A. Robinson
- Mr. Kinsley will share information on suggested library usage fee
- Mr. Hill will follow up on 3D printing fees language for technology policy
- Mr. Hill will follow up on language for policies with Legal
- Mr. Hill will follow up on Sensory Rooms language under Stipulation
- Mr. Hill will forward a clean version of the Meeting Room Policy and the Fee Policy to board members to review.
- All board members are responsible for reviewing policies Mr. Hill forwards by next meeting
- Mr. Whichard will present proposed bylaw changes to the July meeting and it will be added to July 16 agenda under Old Business

ADJOURNMENT

A motion was made to adjourn: L. Olivieri-Robert Second: H. Kinsley  
The meeting adjourned at 8:25 p.m.