

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES
THURSDAY, JULY 16, 2020
6:00 p.m.
VIA ZOOM CONFERENCE CALL

CALL TO ORDER

Vice Chair Hank Kinsley called the meeting to order at 6:02 p.m.

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

Friends Liaison: Lisa Hendrix

Staff: Tammy Baggett, Terry B. Hill, Anita Robinson

PUBLIC COMMENTS

No comments were made.

I. APPROVAL OF MINUTES

Motion to approve June minutes. L. Olivieri-Robert Second: M. Jackson
Minutes approved unanimously.

II. OLD BUSINESS

Proposed Bylaw Changes (W. Whichard)

Mr. Whichard previously drafted and submitted the following recommendations as proposed changes to our by-laws relating to our regular meeting schedule and to add a provision for amending the by-laws.

Motion: That Article II, Section 1, of the By-Laws of the Board of Trustees be amended to read as follows:

Option #1

The Library Board will hold its regular meetings on a schedule to be determined by the Chair in consultation with the Library Director.

Option #2

The Library Board will hold its regular meetings on at least a bi-monthly schedule to be determined by the Chair in consultation with the Library Director.

Option #3

The Library Board will hold its regular meetings on a monthly schedule, except that it may choose not to meet during one month in the summer and in the month of December.

Commentary: I am open to discussion and the collective wisdom of the board. Unless convinced otherwise, however, I favor Option #1. The need for board meetings will vary from time to time depending on extant conditions. If we gave the Chair, in consultation with the Director, discretion to set the schedule, there should be no need to amend this provision again in the future. Options #2 and 3 would require further amendment if there were, in the future, a perceived need to deviate from what they provide. Option #2 basically just adds the words “at least” to the present provision for bi-monthly meetings and allows the Chair, in consultation with the Director, to go beyond the bi-monthly requirement if he/she perceives a need for such. Option #3 would implement what we voted to do last week but would be still more rigid, Any deviation from it would require a By-Laws amendment, something we should, in my view, try to avoid.

As to amendments, the motion would be to amend the By-Laws by renumbering present Article VIII as Article IX, and inserting a new Article VIII to read as follows:

These by-laws may be amended at any regular meeting of the board of trustees by a two-thirds vote of the members present and voting, subject to the presence of a quorum. Written notice of the proposed amendments(s) must be given to the members a minimum of three weeks in advance of the vote.

Commentary:

Obviously there are some choices to be made here. I have looked at several sets of by-laws. The standard provision for amendments is by some super majority vote. Two-thirds is common, but you sometimes see three-fifths (amendments to the NC Constitution, e.g.), sometimes two-thirds of the entire membership, etc. Some notice provision is always included. You will sometimes see ten days, two weeks, thirty days, etc. I am entirely open to other suggestions, but will begin, as indicated above, by proposing a two-thirds vote of those present and voting and notice of three weeks. The rest of the language is very standard.

The board discussed options 1, 2 and 3 to determine which would be the most effective for the board moving forward. Mr. Whichard presented additional language for Option 2 as follows “The Library Board will hold its regular meetings on at least a bi-monthly schedule to be determined by the Chair in consultation with the Library Director. In the event of exigent circumstances, the Chair, in consultation with the Library Director, may postpone or cancel an otherwise required meeting.”

Bylaw provision only speaks to regular meetings and not retreat.

Option #2 would commit the board to bi-monthly meetings, and the words “at least” would allow the chair to call additional meetings if the perception was that they were needed. If the board wishes to insure monthly meetings, Option #3 would accomplish that.

Motion to approve bylaw changes with Option 2 as sent out with the addition of the following sentence “The Library Board will hold its regular meetings on at least a bi-monthly schedule to be determined by the Chair in consultation with the Library Director. In the event of exigent circumstances, the Chair, in consultation with the Library Director, may postpone or cancel an otherwise required meeting.”

W. Whichard Second: L. Olivieri-Robert

Option 2 passed with majority. Two abstained.

III. NEW BUSINESS

Slate of Officers 2020-2021 (S. Chambers)

Ms. Chambers’ nominating report was submitted as follows: The nominating committee met on Thursday June 4 to consider all eligible candidates for the 2020 to 2021 term of office. On behalf of the nominating committee, I present the following slate of officers for the association’s consideration:

Chair – Sandra Chambers

Vice Chair –Hank Kinsley

Secretary – Anita Robinson

All candidates accepted the nomination.

The committee voted to accept this slate of officers by a vote of 3 to 0 with the current Chair abstaining.

Board voted on slate of officers. Motion M. Kimathi Second: C. Meeks

Motion passed unanimously.

Library Usage Fee (H. Kinsley)

Mr. Kinsley compared out of state usage fees and presented research. Mr. Kinsley shared Durham's non-county fee is higher than most except in Orlando, Florida which is \$125.00. He would like there to be a solution to present a lower out-of-county fee. Ms. Baggett stated revenue has been reported for this fiscal year however next fiscal year proposal would have to be reviewed during the budget cycle. Library staff will conduct research to determine if a change to out-of-county fees is feasible.

Meeting Room Policy and Fee Policy (T.B. Hill)

The main change to the policy was library fees was removed and adding fees to reflect everything being in one place. Large meeting rooms and study rooms were separated to distinguish between the two. It also clarifies room capacity to provide flexibility by not mentioning current pandemic situation. A statement was added to address the needs of the County in the event official business is needed it would override patrons who have reserved space. A discussion for 30 day reservation window will be explored and will be discussed at a later date. The County has a Specific Use Policy and spaces for Main have not been determined as to which areas would fall under the policy.

Motion to approve Meeting Room Policy and Circulation and Fee Policy. W. Whichard Second: M. Case
Motion passed unanimously.

3D Printing Fees Language for Technology Policy (T. B. Hill)

3-D printing was removed from the Makerspace/3-D fee section.

Language for Policies with Legal (T. B. Hill)

County Legal has instructed the library is required to call parents or guardians.

Sensory Rooms Language under Stipulation (T. B. Hill)

Videos will be created and a link will be provided to provide instructions. There will be appointments available to provide instructions on room usage.

Director's Report (T. Baggett)

Art installation is complete. We are exploring having a virtual program centered around the new artwork. We will also create flyers and pamphlets to provide history. The artwork is made out of 3D material.

Opening date for Main and all locations is unknown currently. We are working with Human Services to follow social distancing guidelines. The deadline for installing plexiglass is September 4. Every effort is being made to install by this deadline and to follow recommended safety guidelines.

Library take-out service is currently being offered. Five holds are allowed per card with 15-minute appointments. Library take-out services began on June 16. Since then there have been more than 13,000 items checked out, nearly 40,000 items checked in and 2,032 LibAnswers tickets. There have been 1,387 calls forwarded to voicemails.

Effective July 27 all employees will return to work to assist minimum hours in the building. Other tasks will be completed remotely. Items will be quarantined for 72 hours, checked in, cleaned and shelved.

We are holding weekly virtual staff meetings and it has been extremely beneficial for staff and leadership.

Ms. Baggett reminded the board of the Foundation presentation at the last meeting for name plates in Main. A motion was made for library foundation name plates and names in "L."

S. Chambers Second: W. Whichard

Motion passed unanimously. Ms. Kimathi abstained.

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 has not met.

Board Development & Evaluation Committee (H. Kinsley)

Board Development Committee has not met.

SPECIAL REPORTS

Friends of Durham County Library Report (L. Hendrix)

Friends of Library have not met.

Durham County Library Foundation Report (S. Chambers)

Foundation met on June 22 via Zoom. Investments and finances were reviewed. There are 4 new members on their board. The Foundation elected their new slate of officers. Library staff was given an extension for program planning due to malware attack and COVID. July 22 is the next deadline. There will be another round in December. Development committee is focusing on their donor base to stay in touch with donors during this time and keep them up-to-date with library happenings.

Action Items (A. Robinson)

- H. Kinsley will provide out-of-county usage fee updates throughout the year in anticipation of next year's presentation
- W. Whichard will send Option 2 bylaw language to A. Robinson
- A. Robinson will add Amending the Bylaws to Old Business for August Meeting
- A. Robinson will follow up with Clerk's office to determine maximum length of terms

Next meeting will be held Thursday, August 20.

ADJOURNMENT

A motion was made to adjourn: M. Biswas Second: W. Whichard

The meeting adjourned at 8:06 p.m.