

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**THURSDAY, JANUARY 21, 2021**  
**6:00 p.m.**  
**VIA UBERCONFERENCE CALL**

**CALL TO ORDER**

Vice Chair Hank Kinsley called the meeting to order at 6:01 p.m.

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

County Commissioner: Nimasheena Burns

Friends Liaison: Joel Lerner

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

Absent: Sandra Chambers

**PUBLIC COMMENTS**

No comments were made.

Newly appointed Board of County Commissioner Nimasheena Burns was introduced to the board.

**I. APPROVAL OF MINUTES**

Motion to approve November minutes with corrections to communication report heading: M. Case  
Second: W. Whichard  
Minutes approved unanimously.

**II. OLD BUSINESS**

No old business at this time.

**III. NEW BUSINESS**

The Courteous Conduct Policy was previously sent out in packet for review. Mr. Hill provided brief background on the policy and discussed reasons for condensed courteous policy as it relates to library takeout service at this time. The policy will be posted and printed for distribution for customers. Copies will be available in location lobbies.

The policy will read as follows:

Welcome to Durham County Library's Library Take-Out! Courteous Conduct Policy.

All library customers and staff, while on library premises, while using phone, or web-based library services, have the right to enjoy a library experience that is free from threat, harassment, lewd or disruptive behavior.

To ensure this, we thank you for following the guidelines below:

- Wear your mask and practice social distancing during any in-person contact with staff.

- Be polite and kind to our hard-working library staff.
- Honor your appointment time for Library Take-Out.
- Bring your ID/Library Card for pick-up confirmation.
- Be patient while we serve you during this time.

#### Policy Violations

Violators of this policy may be subject to exclusion from library buildings and grounds and may lose library privileges. Violations of law will be referred to local law enforcement when necessary and criminal behavior will be prosecuted under the law.

Motion to approve Courteous Conduct Policy: W. Whichard Second: L. Olivieri-Robert  
Motion approved unanimously.

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

We do not have a date for opening in our traditional way, however we will continue to provide library takeout.

A positive COVID case was reported at East Regional. Our staff are divided into teams and the team working at time of the positive diagnosis was quarantined for 14 days. East Regional was deep cleaned in preparation for opening as soon as possible. Plans are in place in the event the scenario occurs at other locations.

Virtual programs continue to be offered. Services will be expanded once it is safe to do so.

The County will have a better idea later this year what the budget will look like.

#### **Library Budget Updates (T. B. Hill and K. Makens)**

The County budget has taken a hit with the recent malware attack and the pandemic. The County requested that all County departments create budget reduction scenarios. Mr. Hill and Ms. Makens have been working on 3%, 5%, and 7% scenarios. Departments are pushing for 3%. A 3% scenario would not impact salaries drastically, however 5% and 7% would require requesting new initiatives specific for PPE. Additionally, we would look at reduction in hours of service and reduction in some of our resources. We are hopeful to only have 3% cut and our positions will be unfrozen. Requests are submitted on a regular basis. We currently have approximately 30 vacant library positions.

##### FY 2021-22 Initial Constraints

- Projected "Baked In" Expenses
- Benefits Growth \$2.5 million
- Salary Growth \$1.3 million
- LGERS Growth \$1.2 million
- Annual Operating Growth \$530,000
- Durham Public Schools Growth Unknown
- Total Expense Growth \$11 million

##### Reduction Scenarios

- 3% is \$340,464
- 5% is \$567,441
- 7% is \$794,417

### **Communication Report**

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

### **Health Report**

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

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

Advocacy Committee has not met. Committee will not plan to meet due to ban on gatherings at this time.

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

Art Committee has not met at this time.

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

The board has not met at this time.

## **SPECIAL REPORTS**

### **Durham County Library Foundation Report (T. Baggett)**

The Foundation and Library sponsored an evening with Author Susan Orlean. The virtual program was well attended with over 300 people. Leander Croker was Master of Ceremonies for the program. Viewing of the recorded program will be on library website soon.

Library Week is April 4 -10 and a scheduled virtual kickoff event will be held on Saturday, April 10. The week will now be called Library Fest.

### **Friends of the Library (J. Lerner)**

The Friends are in the process of negotiating 3000 square feet at shopping center space off MLK Boulevard. Once finalized, space will require a small amount of renovating and will have ability to accept book donations. The Friends are trying to set up a virtual bookstore until they can return to physical sales. They will continue to brainstorm on other forms of income and innovative ways to operate during this time while anticipating not having book sales in branches most of this year. Projecting sponsoring 2 book sales at their own facility Fall 2021.

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

- K. Makens will generate health report for February board meeting to provide information on library website traffic i.e. monthly visitors to website or any data that will be helpful to board members, also usage break down of library vendor costs

Next meeting will be held Thursday, February 18, 2021.

## **ADJOURNMENT**

A motion was made to adjourn: L. Olivieri-Robert Second: M. Case  
The meeting adjourned at 7:02 p.m.