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**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**THURSDAY, SEPTEMBER 16, 2021**  
**6:00 p.m.**  
**VIA ZOOM CALL**

**CALL TO ORDER**

Chair Sandra Chambers called the meeting to order at 6:01 p.m.

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

Staff: Tammy Baggett, Anita Robinson

Friends Liaison: Joel Lerner

Library Foundation: Ann Craver

**PUBLIC COMMENTS**

No comments were made.

**I. APPROVAL OF MINUTES**

Motion to approve June minutes: W. Whichard Second: K. Kaefer  
Minutes approved unanimously.

**II. OLD BUSINESS**

**Bylaws Discussion (S. Chambers)**

Ms. Chambers reviewed previous by-laws and additions. The current by-laws will be compared to initial by-laws to draft revisions.

**III. NEW BUSINESS**

**Durham Library Foundation (A. Craver)**

Ms. Craver provided an overview of the Foundation and its role with Durham County Library. Founded in 2000 by four Board of Trustees members and led by Willis Whichard as the first president, the Foundation raises funds to support the library with programs such as Humanities Programming, North Carolina Collection, and Summer Reading. The Foundation was interested in a larger scale of grants and investing assets on behalf of the library and incorporated without money. After several years an NEH (National Endowment for the Humanities) grant of \$500,000 was received upon the Foundation's having raised matching funds of \$1.5 million.

Throughout the years, the Foundation has made significant contributions to Humanities programs, Children's, literacy, technology, and large print books for various programs to name a few. In addition there is a formal process for making grants with a 3 year rolling average calculation. Categories for spending are given to the library, with almost 5 million dollars in assets, mostly in the form of endowments. Library staff work on grant applications which are submitted twice a year. A grants committee makes recommendations to the full board, board votes and funds are distributed. Audits are done every 3rd year and reviews are done annually. Terms are 3 years, 13 members, full voting members.

A virtual LibraryFest, funded by money from humanities endowments, was held this year during the pandemic. The 2022 LibraryFest will be held in April to coincide with library week. The idea originated from the library to offer programming while library was closed.

Foundation uses a traditional model for fund raising.

Ms. Craver encourages BOT members to attend Foundation meetings.

### **Communication Report**

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

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

Advocacy Committee has not met. Committee will not plan to meet at this time.

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

Committee has not met. A report was not given at this time.

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

Board Development & Evaluation Committee met to determine if there will be a retreat in upcoming months. A decision has not been made due to Covid. Committee is putting together presentation. A virtual retreat will be considered.

## **SPECIAL REPORTS**

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

Foundation meeting was held last week and members were briefed on current grants and programs. For a limited time the Foundation is sponsoring small group tours of Main on Sundays. If you would like to tour please contact Ms. Chambers to determine availability. A board retreat is being planned for November, unsure whether it will be in person or virtual.

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

The Friends' emphasis is on marketing, publicity and finance. A live 3 day book sale was held the end of August. Profit was half of what was previously made at Northgate. Currently inventory is at 12,000 books. Revenue remains below what it was prior to the pandemic. Monthly losses are within range of what was anticipated. Friends would like to conduct more in person sales.

### **Library Reports (T. Baggett)**

As a library system we continue to place safety as a top priority for customers and staff. We have made progress filling vacant positions and will continue filling positions as soon as possible. The Library has between 30-35 vacant positions. Number varies due to internal promotions. There are critical positions we are working to fill: Deputy Director, Grant Writer, Humanities Coordinator, and Accessibility Coordinator.

Donor event was originally scheduled for September and Sunday tours were planned to accommodate 150 donor guests. Tours are being held in September and October.

Ms. Meek expressed health concerns with crowded traffic flow near self checkout and holds area at Main Library. Concerns were also raised regarding weeds at South Regional. Library leadership will work with Risk Management on this matter.

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

- Ms. Baggett will follow up with Library Webmaster to determine whether By-Laws posted are current.

- Ms. Robinson will research location of master By-Laws document.
- Judge Whichard and Ms. Chambers will assist with updating.
- Ms. Robinson will forward annual report information to Ms. Chambers and Mr. Kinsley for review. Once reviewed report will be presented to board.
- Ms. Baggett will follow up on code compliance on access road to South Regional.

Next meeting will be held Thursday, October 21, 2021.

#### ADJOURNMENT

A motion was made to adjourn: H. Kinsley Second: C. Meek

The meeting adjourned at 7:42 p.m.