

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**THURSDAY, MAY 19, 2022**  
**6:00 p.m.**  
**VIA ZOOM CALL**

**CALL TO ORDER**

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

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

Absent Friends Liaison: Joel Lerner

Absent: Michael Case

Staff: Tammy Baggett, Kathy Makens, Anita Robinson, Jan Seabock

**PUBLIC COMMENTS**

No comments were made.

**I. APPROVAL OF MINUTES**

Motion to approve April minutes: W. Whichard Second: C. Meek  
Minutes approved unanimously.

**II. OLD BUSINESS**

No old business at this time.

**III. NEW BUSINESS**

**Overview of Foreign Language History (K. Makens, J. Seabock)**

A library customer submitted a letter to board member Mr. Olivieri-Robert expressing concerns of limited materials in the Spanish and Vietnamese collection. In response to his concerns, Kathy Makens and Jan Seabock of Resources & Technical Services shared data with the board highlighting the foreign language collection and public usage. The library continues to make efforts and find new ways to reach the population.

A copy of *Materials for Speakers of Other Languages: An Overview* is attached to these minutes and incorporated herein by reference.

**Selection Process Committee (M. Case, H. Kinsley, W. Whichard)**

Mr. Kinsley reviewed the proposal from the Selection Process Committee. The proposal will be available for internal purposes. A copy of the committee report is attached to these minutes and incorporated herein by reference. After board discussion a motion was made.

Mr. Whichard moved that the board accept the report of the committee and approve and adopt its recommendations. Second: C. Meek. The motion passed unanimously.

### **Communication Report**

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

### **Committee Updates (S. Chambers)**

Ms. Kaefer will begin serving on the Board Development & Evaluation Committee and Mr. Jackson will begin serving on the Advocacy Committee.

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

Advocacy Committee has not met.

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

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

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

Board Development & Evaluation Committee has not met at this time. Mr. Kinsley proposed the board consider resuming in-person meetings. Ms. Baggett shared a hybrid model is also available for board members as an option. The board will discuss and may resume in-person meetings in August. Meetings are not held in July.

## **SPECIAL REPORTS**

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

Ms. Chambers attended the May 9 Foundation meeting. The Library Fest received an overall excellent review for sponsored events and community attendance. Mr. Whichard attended the May 9 meeting as the incoming Foundation Liaison. There is a newly created newsletter titled *The Hum* which stands for Humanities. If you would like to receive the newsletter please sign up to be added to the mailing list.

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

A report was not given at this time. Mr. Lerner was unable to attend as he was attending a scheduled Friends' board meeting.

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

Ms. Baggett shared quarterly report for January – March 2022. Board members suggested including totals and room utilization statistics to provide additional information. Also suggested including language distribution on a regional library basis.

A copy of the *Quarterly Report January – March 2022* is attached to these minutes and incorporated herein by reference.

A visioning session was held for Stanford L. Warren. Outside work will begin during the month of June. Visioning sessions will be held for stakeholders, library staff and designers.

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

- Ms. Robinson will forward the email that was received from customer to board members.
- Board members will review customer email and forward comments to Ms. Chambers and Mr. Kinsley.
- Ms. Baggett will assist Mr. Kinsley and Ms. Chambers with a response to customer's letter regarding foreign language availability and options.
- The Policy Committee (Ms. Chambers, Mr. Kinsley and Ms. Meek) will meet with Ms. Fennell next week to discuss policies.

- Ms. Chambers will forward language for committee descriptions for the website. Facilities and Standards, Budget, Advocacy and Board Development and Evaluation and the Art Committee information will be updated.
- Ms. Baggett will forward Foundation Library Fest document shared by Ms. Stephens and Ms. Killion.
- Ms. Robinson will forward quarterly report to board.
- Board members will forward quarterly report feedback and any additions to Ms. Robinson.

#### **ADJOURNMENT**

A motion was made to adjourn: W. Whichard Second: L. Olivieri-Robert

The next meeting will be held June 16, 2022.

The meeting adjourned at 8:00 pm.