

**DURHAM COUNTY LIBRARY
BOARD OF TRUSTEES
June 20, 2005**

Present: Jon Miller, Bob Otterbourg, Marion Andrews, Ken Berger, Elsa Woods, Lionell Parker, Board members; Philip Cherry, Director

Absent: Bessie Carrington, Mary Tenuta, Richard DiGiacomo, Board members; Michael Page, County Commissioners liaison

The meeting was called to order at 7:08 p.m.

The agenda was corrected to call for the approval of the April 18 minutes, which were approved as submitted.

Communications

1. Copy of March 22, 2005 Durham Herald Sun photo of Stanford L. Warren Branch Manager Brenda Watson and others after her County Anchor Award recognition.
2. March 24, 2005 program agenda for Leadership Durham Cultural Arts Panel discussion held at NCCU Art Museum. Library Director served as a panelist.
3. April 19, 2005 letter from Unique Management Services, Inc. that summarizes the collection agency's dollar benefit for DCL since January 2003.
4. April 21, 2005 thank you from Mary White for DCL presentation at Croasdaile Village.
5. May 6, 2005 Letter from Hugh Osteen, DPS Assist. Supt. Of Operational Services regarding North Regional Branch and related bus parking lot.
6. May 17, 2005 e-mail from County General Services Director Mike Turner summarizing the countywide contract for security services.
7. May 20, 2005 Letter from then Friends of the Library President Jane Goodridge voicing the Friends concern over the County's recent history of foregoing funding increases for the Library's collection development line item.
8. May 21, 2005 e-mail from Trustee Chair Lionell Parker regarding CIP meeting between Commissioner Ellen Reckhow and Library Trustees.
9. June 6-14, 2005 Senior Leadership Team e-mails regarding solution to odors on Main Library chairs.
10. June 10, 2005 e-mail from Cumberland Co. Public Library Director Jerry Thrasher updating NC public library directors that an additional \$1 million in recurring funds is still included in the House appropriations legislation.
11. June 20, 2005 E-mail from Bob Otterbourg regarding his tenure as Library Trustee. Lionell thanked Bob for his nine years of service on the Board, and Bessie (in abstentia) as well.
12. Recent articles from Durham Herald Sun covering multiple Library sponsored events.

Financial Report

May 30th Financial Report: In reviewing the revenue and expenditure spreadsheets, Philip assured the Board that although some expenditure categories indicate balances larger than the remaining time in the fiscal year, normal expenditure patterns assure that the funds will be spent. He noted that the staff has done a better job this year allocating and reallocating funds, and that works to the library's advantage in the budget process.

FY05-06 Budget Process Update and Capital Improvement Plan Update: Philip noted that most of the shortfall in the county managers recommendation comes from the proposed delay (May 1) in opening the East Regional Library. It is expected that some existing staff will transfer to East, but there are no staff cuts overall in the DCL workforce (there will be a net gain of 18.4 FTEs). Philip shared documents showing communications with the BOCC and county staff regarding budget issues. Philip and the Board expressed particular concern about the cuts in or inadequate support for the Development Officer's position (which brings in many more times as much money in grants and donations) and collection development and processing.

Committee Reports

Facilities and Standards: The Standards for Durham County Library Draft Document was approved at the April 18 meeting, so there was no discussion on this topic.

Policies: Several policies (Group Visits, Overdue Fines and Fees, Purging of Library Records, Registration, and Resources Selection) have been recently reviewed and recommended by library staff, and were further reviewed at a committee meeting on April 26. Jon and Ken gave a few examples of questions and proposed changes in the documents, but it was agreed that as there had not been adequate time for the Board as a whole to review the materials (they were not distributed to the Board until June 18), discussion would be postponed until the August 15 Board meeting.

Board Development and Evaluation: With the expiration of Bessie, Bob and Richard's terms, as well as Marion's one-year appointment, four positions have been posted by the Board of County Commissioners (BOCC). In addition, a recent appointee has not attended any meetings, and has not communicated with the director or the chair, so that there may actually be five vacancies. The Board discussed possible candidates for those positions, who would apply to and be appointed by the BOCC, with the hope that Marion would reapply and be appointed to one of those slots. In the course of this discussion the Board also discussed Board and library relations with the BOCC and the Durham communities, and ways to improve both.

External Reports

Friends of the Library: There will be another book sale this coming weekend.

Durham Library Foundation: Fundraising campaign is progressing well; there are promising efforts to bring in individual donors of note; the NEH grant will be announced this week, so we can work on the \$300,000 we have to raise; the NC Humanities Council has given \$7,600 to the Durham Reads Together program and ALTRUSA is giving \$4,000; the Naming Opportunities Policy has been passed; and the South Regional is now moving forward.

Director's Report

The report was accepted, with additions relating to human resources and services.

Old Business

There was no old business.

New Business

Ken raised the issue of the director's communications with the Board. In spite of repeated requests that agenda packets be distributed to the Board five business days prior to each meeting, as dictated by policy, a request that was heartily supported by the Board at the April 18 meeting, the packets for this meeting were delivered just two days before. The Policy Committee had also been assured that the draft policies on the agenda for review would be sent to the Board well in advance of the meeting; they were also part of the June 18 delivery. Finally, Ken complained that emails to the director were not responded to or even acknowledged.

Philip apologized for the delay, but said that the variety of important projects underway, the demands of many external groups and staff on his time, and the lack of office support made it difficult to handle all matters and individuals expeditiously. Among the solutions discussed were getting the packets out a week earlier (recognizing that some information would be updated at the meeting), having Lionell prepare the agendas and attend committee meetings, maintaining a calendar of Board committee meetings, and an examination of the organization of the library's administrative staff.

The meeting was adjourned at 9:17 p.m.

Respectfully submitted,

Ken Berger, Acting Secretary

[August 2005 minutes were never prepared]