

**DURHAM COUNTY LIBRARY  
BOARD OF TRUSTEES  
Minutes, Meeting of October 19, 2005**

**Present:** Lionell Parker (Chairman), Jon Miller (Vice Chairman), Ken Berger (Secretary), Hugh Giblin, Mohammad Rashdi, Al Roberts, Elsa Woods; Michael Page (Liaison to the County Commissioners); and library staff Philip Cherry (Director), Rheda Epstein and Jana Alexander

**Absent:** Mary Tenuta, Marian Andrews

**Lionell called the meeting to order at 7:00 p.m.**

**Approval of Minutes of August 15-September 19, 2005**

The minutes of these two meetings are still in preparation; approval was deferred until the next board meeting.

Lionell proposed that we meet on Nov. 21. It was so moved, seconded and approved.

**Communications (Philip)**

- \* A notice from staff of state library about new state librarian Mary L. Boone, who begins Nov. 15.
- \* Letter (10/1/05) from library staff asking trustees use funds from the Carla Crawford Endowment to purchase the art work "Mesate Purepecha," which had been prepared by artist Cornelio Campos for the Isabel Allende event.
- \* Letter (9-23-05) from Jeanne Crisp, consultant with the state library, who is leaving for a new position. Timothy Owens will take over her liaison role with the library.
- \* Letter (9-20-05) in response to Mr. Brame regarding timetable for the Stanford L. Warren project.
- \* Letter from the Mary Duke Biddle Foundation regarding a \$5000 donation to the Durham Reads project; the money will apply to the challenge grant goal.
- \* Letter sent to SunTrust Bank acknowledging a pledge of \$50,000 to library fundraising campaign.

**Financial Report (Philip)**

No report for this month, though there is no significant change in financial situation since the last report. The county switched (Oct. 1) to SAP's Enterprise Resources Planning platform, so that activities were suspended for much of September and some of October. There will be a significant learning curve for library staff as they learn and adapt the new system.

**Committee Reports**

*Facilities and Standards (Elsa):*

*Elsa, Lionell and Al met last week with some members of library staff; a major concern is the position of the South Regional library at the Lowe's Grove site. Lionell and Elsa talked with Wendell Davis who suggested having an architect attend a board meeting. (It was moved, seconded and approved that the architect attend the next meeting.) Following concerns about technology in the regionals and at main, Elsa, Lionell, Ken, Bill Whichard and Peter Anlyan met with Mike Ruffin and Wendell last week. Elsa summarized what was a very positive meeting. A joint county/library staff/library family committee will examine and suggest a model for presentation to the county commissioners. Lionell proposed that the board establish a new committee, Information Services and Technology Committee, with Ken as chair, joined by Lionell and another member of the board; Ken would also serve as liaison to the joint committee. (Moved, seconded and approved.)*

Lionell, Al and Elsa went on the first tour of the East Regional and encouraged others to go to others as they are offered. Lionell agreed, and placed it in geographic significance, and restated the need for Northwest and Northeast regionals.

Policies (Jon): The committee has not met, and had no report.

Board Development and Evaluation (Lionell): He has been in touch with the county clerk regarding the one board member who has never attended, and will contact the other member has missed recent meetings.

Planning and Budget (Lionell): He stressed the need for strategic planning, the proposed joint meetings with the Friends and Foundation, and the positive experience in last week's meeting in Mike Ruffin's office.

There was then some discussion about committee membership, with the following resolution of memberships (Lionell pointed out that replacements for one or two board members may not be resolved until January):

Facilities and Standards: Elsa (chair), Lionell, Al

Policies: Jon (chair), Ken, Mohammad

Board Development and Evaluation: Michael (chair), *Marian?*, *Hugh?*

Planning and Budget: Lionell (chair), Elsa, Al

Information Services and Technology: Ken (chair), Lionell

### **External Reports**

Durham Library Foundation (Philip, extracted from the director's report): With SunTrust and Mary Biddle Duke donations we have reached the first million in our \$5.2M campaign. PC thanked all who had been involved in getting us here, the passage of the facilities naming policy. Presentation to rep from Verizon upcoming; GlaxoSmithKline has agreed to hear a presentation of library fundraising team at their November meeting of senior staff.

Friends of the Library (Elsa): Two years ago their pledge to the library was \$10,000. This year it is \$100,000!

Philip and Lionell used this opportunity to describe the recent, notable successes library fundraising, noting the many individuals and groups involved, and opportunities presented by the new Facilities Naming Policy.

### **Old Business**

Service Recognition for Bessie Carrington & Bob Otterbourg: Elsa and Lionell are working on this, probably slated for the larger joint meeting in December.

The board approved a meeting schedule for 2005-2006, which features monthly rather than bimonthly meetings: November 21, December 19, January 23, February 20, March 20, April 17, May 15, June 19, July 17 and August 21.

Monthly meetings with a second strategic planning meeting in January.. Proposed that the August meeting be an open public meeting with elections & year in review. Moved, seconded and approved.

### **New Business**

Library Trustees Award for Staff (Philip): This has been funded by donations from board. After discussing the qualifications and process, and the difficulty of meeting the Staff Day deadline, the board agreed to review the nominations and make a selection at the Nov. 21 meeting (Philip will get the nomination forms to the board prior to the board meeting). The award will be presented at the end of year holiday party.

Ken raised issue of email failures. Philip noted that county IT is blocking some extensions under its firewall policy, which has been particularly problematic with Hotmail. Philip also raised the internal email profiles for staff, which make no distinction in file capacity among staff at different levels and with different needs. Hugh mentioned his bumping by Dynix, asking who was in control, county or library? This is the very issue Elsa, Lionell and Ken addressed at the meeting in Mike Ruffin's office.

### **Director's Report (Philip) [Excerpts]**

Facilities and Technology:

\* State Library staff informed public library directors that the Gates Foundation has awarded the State Library of North Carolina \$523,900 to be distributed among grant recipients from the 2001 round, which includes Durham.

\* As of the October 4th New Projects Team Meeting both the East and North Regional Projects are on schedule.

\* The Stanford L. Warren Project is back on track .

\* The Library Director, County IT Director and Deputy County Manager Wendell Davis held a series of discussions about the management of the Library's IT environment.

\* Activities are still pending for each of the library projects: technology and furnishings and fixtures packages for all projects; Opening Day collection packages for East and Stanford L. Warren; and site design work for South Regional (Lowe's Grove site)

Funding: In addition to received and pending donation information mentioned above, the Library Foundation was able to announce that it has reached the first \$1,000,000 milestone; the county is engaged in a reclassification compensation study; and the switch to SAP's ERP was also noted.

Human Resources: The impact of the SAP ERP switch was noted again; and fifteen staff members were able to attend the North Carolina Library Association Conference in September.

Services: The many projects currently under way were cited, and particular notice was made of author James McBride's upcoming presentations for the culmination of this inaugural Durham Reads Together community event!

Michael asked for numbers regarding Durham Reads project.

HG asked about what will happen to the 500+ copies of the books. The library will keep some, many more go to book sale and others will be sold to next community reads community.

**The meeting was adjourned at 8:45 p.m.**

Next Meeting: November 21, 2005 @ 7:00 p.m.

Respectfully submitted,

Ken Berger, Secretary