

Durham County Library
BOARD OF TRUSTEES
July 10, 2007
Board Room, Main Library

Call to order: The board meeting of the Library Board of Trustees was called to order by Chair Ken Berger at 6:00p.m.

Present: Ken Berger (Chairman), Mohammad Rashdi (Vice-Chairman), Joe Hewitt, Allan Lang, Jon Miller, Al Roberts, and Joyce Sykes, Board members; Aftab Ahmed, Skip Auld (Library Director), Rheda Epstein, Priscilla Lewis, Joyce McNeill, Tanika Terry (acting Recording Secretary), and Susan Wright, Library Staff.

Absent: Elsa Woods, Marian Dillahunt-Andrews, Michael Page.

Approval of Agenda:

There was a motion to approve the minutes for June 5 special meeting. It passed unanimously.

There were corrections acknowledged by Joyce Sykes in the Updates on Branches section for the minutes of June 12. She stated that the document read Lewis Cherry being architect of South Regional and it should be Southwest Regional. She also noted a minor issue with the misspelling of Jim Goodman's name. Joyce Sykes also noticed that in the last sentence of the last paragraph just before the adjournment included information about both the Urban Libraries Council and the Staff visits to other libraries and this information should be in two separate paragraphs. There was a motion to accept corrections and it passed unanimously.

Communications:

Skip passed around a quick report that Jana Alexander put together. He mentioned a few things from the report, a number of programs, Ron Jones, Harry Potter on July 21 from 10 a.m. until 2 p.m. The library is partnering with people who bought the Bodies Exhibition to Southpoint Mall. They do programs in the libraries. Skip highly recommends going to this exhibit. Skip has called out to Las Vegas Clark County library who partnered with them and they said the controversial issues had not been a problem.

The Friends Book sale was quite successful, not as big as the spring sale but they made significantly more than they made in June. There was an article in the *Herald-Sun* on June 16 on changes to fines, fees, circulation and Sunday hours. There was also a mention of the Season's Readings award for Best of Show for Booklist and Bibliographies. Skip accepted this award at ALA. The Runner up was San Francisco Public library. Ken also mentioned the green buildings (LEED) certifications that East and North received. North received the Silver rating.

Other announcements:

Allan Lang mentioned that the old North Durham branch had been succeeded by Family Dollar.

Financial Report:

Joyce McNeill handed out the year end report that reports on the full fiscal year. Skip stated that for the most part the library spent down to the penny. One item we needed to pay out of this coming year is a

portion of the strategic plan, \$4000 because of a contract with the Singer Group. Skip stated overall we came in within budget, and the county will allow us to move funds around however we want to be able to spend with the exception of personnel. We overspent in materials line, under spent in overall operations line, under spent significantly in personnel line. Skip is looking with Joyce whether we can use more of the money to hire someone on a temporary basis. Some positions aren't filled.

Q & A:

Can you use the salary for anything else? Skip- Not outside of salary lines. Can you use it for temporary staff? Skip- Yes, would like to be able to gain positions to be able to hire people. Can you use salary money for internships? Skip- they were not funded in the 2007-2008 budget, but, Skip will be talking to Pam Meyer and Mike Ruffin to see what we can do about money for internships.

Committee Reports:

Board Development and Evaluation –No meeting.

Facilities and Standards- No meeting.

Policies –

Follow-up- Ken had submitted an updated list of policies, which need to be corrected on the website. Jana made Skip aware that Angie couldn't do much more on the website. This week we are posting advertisement for webmaster, so may be able to update website 2-3 months from now. Aftab Ahmed has taken lead responsibility regarding the policies issue.

Ken asked if anything was still pending review from the Attorney's office. Skip stated that he needs to check where we are on the computer use policy.

Planning and Budget – No meeting.

Information Technology –

Has not met but did receive Aftab's report on the Leadership council, they were pleased with all of the progress. Aftab stated that efforts are to complete staff training labs.

County Commissioner Liaison –

Ken had question about the Bylaws that had to be approved; Susan Wright has to complete this.

External Reports:

Durham Library Foundation:

The foundation meets on Thursday. Skip Sandy has been working to enter data from one source to another source. Finance Committee has met and reviewed that, we are \$100,000 - \$150,000 from completing the match from NEH, tours are continuing with people, and gave Jim Goodmon a tour of North and Main. In response to a question of how the foundation's funds are invested, we have an investment company; money investment is being overseen and managed by the finance committee of the foundation. Total raised today is about \$2.5 million. There were no major gifts like Glaxo or NEH in the past year. Some of our projects are profiled at the Triangle Community Foundation website.

Friends of the Library:

Books Sale raised \$21,000. They had annual meeting, they have a new President, Jeff Laufenberg who is a student at Fuqua School. He is very enthusiastic and energetic about this role. Skip stated that the Friends need to replace the shed; they have run into some difficulties getting it back where it was. Skip went over and met with planning department and essentially the current location is the front of the building, and the ordinances say it is okay to put a shed in the back but not the front. The best place to put the shed may be the 4 parking spaces to the right and front of the garage. Friends would like to have a larger shed, perhaps 24x12 and they went round and round about whether to get a variance, the cost would be a few thousand dollars a couple of thousand just to apply, we have to have an architect to create a site plan because you have to submit one. This is a short-term need until we redo the Main library.

Friends of Stanford L. Warren Library: No report

Old Business:

Skip stated that we have meetings set up this week with both architects, Freelon & Lewis Cherry. Freelon will be presenting another version of the design for the South Regional Library.

Q & A We will start getting statistics for McDougald Terrace for attendance and usage. Circulation figures for Main and Branches will make this a regular thing. The hours sign for McDougald has not been changed, and there is concern that this may depress usage figures.

Strategic Planning

All members present received a copy of the June 18 document titled "Saying Yes to the Community." Skip discussed with the board the four goals and three resource areas that are meant to support the goals. The four goals are designed to help the library become a customer centered library and a welcoming place for the whole community. Trustees suggested that the library survey the Durham community to help in terms of benchmarking and to help us focus on what the goals need to be. The Board agreed that benchmarks were not needed to approve the Strategic Plan but x's, y's and percentages needed to be defined. Benchmarks may be set by the end of the fiscal year. Skip stated that the aim will be to get this accomplished as soon as possible. Joyce Sykes commented about the revision of goal number five (facilities), Skip stated that he would keep goal five and try to add goal six and seven (staff and collections), but he would need to speak to the Champions of the goals. There was some disagreement among the trustees about whether facilities should be a separate goal, or if it should, along with staff and collections, be integrated into the other four goals; Skip will consult with staff on this issue. Skip will drop the "who" and dates columns from the document. There were some minor changes to the champion teams, Karlene Fyffe/Bert, Susan Wright/Sandra Lovely, Jennifer Lohmann/Aftab Ahmed, Priscilla Lewis/Marvin Tillman, Joyce McNeil/Anastasia Bush and Rheda Epstein/Shelly Geyer who will be working closely with Jan Seabock.

A revised version of the plan will be sent to the trustees well in advance of the August meeting, hoping that the board will be able to vote on approval at that time.

Q & A Documents will be dated and labeled "draft copy" until they are approved.

New Business

Annual Report to County Commissioners:

Motion was made and approved to accept Ken's draft.

Board Vacancies

Ken sent out the applications that were received from two applicants, Sharon Brinson, and Joseph Harris. Ken stated that the board still had the issue of whether or not the board should have a role in making the recommendation. There was much discussion about this issue. Allan argued that one of the issues for consideration should be geographical representation. Ken stated the recommendation from the strategic planning consultants, which suggested the board look at strategic appointments to the board. Ken made an effort to reach out to the Hispanic community to see if we could get some representation from this group, but was not successful. Skip suggested that we could go back to the County and request a window of time be opened back up for recruitment. Skip stated that we could send a letter to all search conference participants, let them know that there is an opening, get a deadline on application, send same letter to El Centro, in addition send it to other parts of the library family, can be done through email, or physical addresses. Some trustees felt that this was inappropriate at this stage in the process, but Ken said he would continue to pursue the process review proposed at a February meeting of the county commissioners. There was concern articulated by some trustees, similar to those expressed with our last vacancy in February, that it is not appropriate for the board to influence decisions about potential additions to its membership. As in February, a motion was made and passed, six to one, that the board would not make a recommendation as a board, but that individual members were free to do so if they wished.

Schedule of Meetings, 2007-2008

Jul. 10, Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11, Jan. 8, Feb. 12, Mar. 11, Apr. 8, May 13, Jun. 10

Director's Report

ALA attendance is reported on the DCL Wiki.

Report of Nomination Committee

The committee met and considered all possibilities and decided to re-nominate Ken Berger as Chair and Mohammad Rashdi as Vice Chair.

The motion to elect these two passed unanimously

Motion to adjourn was made and passed at 8:15.