

Durham County Library Board of Trustees  
Tuesday, November 13, 2007  
Main Library Board Room

## MINUTES OF THE MEETING

Call to Order: Chair Ken Berger called the meeting to order at 6:00 P.M.

Roll Call: Mr. Berger did a visual roll call. Present: Ken Berger, Sharon Brinson, Marian Dillahunt-Andrews, Joe Hewitt, Allan Lang, Mohammad Rashdi, Al Roberts, Joyce Sykes and Elsa Woods, Trustees; Rev. Michael Page, BCC Liaison; Dr. Wendell Musser, representing the Friends of the Library (FOL) Board; and Skip Auld, Rheda Epstein, Lakesia Farmer, Priscilla Lewis, Joyce McNeill, Angie Pridgen and Jan Seabock, Library staff.

Approval of Agenda: The agenda was approved with the following change: Under New Business, Jan Seabock's presentation on Weeding the Collection will follow Public Comments and precede Communications.

Approval of Minutes of the October 9, 2007 Meeting: The minutes will be amended to spell out Summer Reading Program (replacing the acronym SRP) under the Presentation about McDougald Terrace. Mr. Lang made a motion that the minutes be approved; it was seconded by Mr. Roberts and passed.

Public Comments: Mr. Berger introduced Mr. Paul Keller who would be the first person to address the board after the Public Comment policy was written. Mr. Keller represented the Peppercorn Street Association and the Old Farm Neighborhood Association. He was given three minutes to address the board about the new meeting room policy and the hardship that the fee causes their group. Mr. Berger thanked him for his comments and told him that the board will be reviewing the policy in the near future.

### **NEW BUSINESS**

Weeding the Collection: Jan Seabock, Collection Development Coordinator presented the plan for weeding the collection and introduced a study to consider restructuring the collection development process.

Weeding is focused at Parkwood, Southwest and Main at this time. The goal is to have a collection that is attractive, up-to-date, relevant to the user and enhances the library not detracts from it. All professional staff are aggressively working on weeding using a three-pronged approach:

1. **Zero-circulation** – books that have not been checked out in a certain amount of time (e.g., five years)
2. **Condition** – books that are in poor condition – broken spines, damaged, unattractive covers, etc.
3. **Content** – books whose material is outdated, inaccurate, out of style, duplicate copies

Mr. Berger asked if the staff has considered any methods to get user feedback about the books that are being planned for weeding – possibly marking the books so that they are easily identified while still on the shelves. No plans are in place to obtain customer feedback.

Mr. Hewitt asked if there was a special process for last copies of books in the system. There is a report that identifies last copies. He also asked if the same criteria were used at Main as at the branches. The branches are using a shorter zero-circulation window. Nonfiction books at Main vary dependent on their subject. Mr. Hewitt also asked if there was a list of authors that the library would keep all titles for. The fiction librarian uses various sources to make the determination about authors where there is any uncertainty.

Mr. Lang suggested creating book displays around award winning titles at the time that the new winners are announced. Ms. Epstein commented that such a display is up right now.

Mr. Rashdi asked what the current weeding plan is and what the new plan will be. He also wanted to know if the same plan is in place for Reference as fiction. Reference guidelines have not yet been determined.

Ms. Brinson asked if thresholds have been set such as weeding two to three percent of the fiction per month. Such thresholds have not been set at this point. The librarians have the final say. If a title appears on a report, and a librarian feels strongly that the book should remain in the collection, they will keep it.

Ms. Sykes asked when last copies of books are weeded for condition, how the decision is made to replace the book or to eliminate it completely. There is a report that identifies books that have been deleted but not through a comprehensive weeding process.

Collection Development: Ms. Seabock is part of a team that is in the midst of a study to restructure collection development. Currently, it is a decentralized system with 23 people doing selection. The study will show what is the most effective, best way and best use of staff time and resources. The study will help identify what communication tools should be used and the best way to get input from staff and patrons. The study will also look at the pros and cons of a centralized system. The team plans to have a report and proposal by December.

Communications: Angie Pridgen, Interim Marketing Manager, passed out the clip report noting that most of the press concerned the shooting on the steps of Main. There were also some good Election Day photos with the new library banner.

**OTHER ANNOUNCEMENTS:**

Mr. Berger introduced Lakesia Farmer, who is serving as Mr. Auld's administrative assistant. Ms. Farmer is in her second week with the library.

Mr. Auld gave a staffing update. Other new employees are: Margot Malachowski, Head of Reference; Jill Waggy, Webmaster and Kathleen Moore, Graphic Designer. Applications for the Marketing Manager have been received and interviews will be done soon. Job postings for the North and East Manager positions have been pulled, but will be re-advertised. The hope is that the positions will be filled with the persons on board in February or March. The Deputy Director position also has to be advertised. An email just went out about temporary reassignments: On Monday, November 19, Kathi Sippen will begin serving as Interim Manager at Southwest. Anna Cromwell will return to Main/Children's Room. Deborah Amos and Judy Quijano will begin working on the Bookmobile on a part-time basis while Ms. Sippen is at Southwest. Once Ms. Sippen returns to Bookmobile, Ms. Amos will spearhead an Early Literacy Outreach Project (Goal 2) under Youth Services (manage, expand and develop).

Wake County Book Sale will run from November 14 – 18 at 4121 New Bern Avenue in Raleigh. See their website for more details: <http://www.wakegov.com/libraries/programs/booksale.htm>

For Staff Day, departments and branches put together baskets that were raffled off to the staff. The raffle raised \$629 for needy families.

**FINANCIAL REPORT:** Ms. McNeill distributed a financial activity spreadsheet for October 2007, summarized in the traditional format. She is working with the library's budget analyst to redo the report. The December Financial Report will be presented in a new format that will reflect actual expenditures and revenues.

## **COMMITTEE REPORTS**

Board Development and Evaluation: Ms. Dillahunt-Andrews reported that the committee did not meet this month.

Facilities and Standards: Ms. Woods distributed draft minutes from the November 6, 2007 meeting. After reviewing the purpose of committee, she summarized the minutes. Mr. Hewitt asked what is planned to improve the parking at Southwest. Only 87 spaces are allowed. Staff parking may be moved to the back of the new addition to the building.

Information Technology: Mr. Hewitt reported that the committee met on November 12, 2007. The minutes will go out after being approved by the committee. Aftab Ahmed & Bert White attended the meeting to report on their recent trip to the CODI Conference for Horizon users. The plan for deploying self check out machines is: two at Southwest in January, four at Main Library in February and two at Parkwood in March. Copies of a summary report from the online survey were distributed. A full report will be distributed for the December meeting.

Planning and Budget: Mr. Lang reported that they met on November 8, 2007 at 3:30 pm. Draft minutes are being circulated. The final minutes will be circulated to the board.

Mr. Lang commented that committee chairs should circulate committee meeting agendas to the full board prior to the meeting in case other board members want to attend. Draft Minutes should be sent to the committee members for review before they are sent to the full board.

Policies: Mr. Roberts distributed a Policies Status Update that summarized the policies where there is current activity. Ms. Sykes asked why Overdue Fees was listed. The policy change has been implemented but not formalized. Mr. Lang pointed out that the handout was not an all-inclusive list. He would like to see this information summarized using Mr. Berger's list from the June 14, 2007 meeting. Mr. Rashdi noted that having the handout was a positive first step, but he would also like to see the updated comprehensive list. Mr. Roberts will provide a full report in December. The Library Staff will review the Meeting Room Policy and report back to the Board at the December meeting.

Mr. Lang questioned the meaning of the policy Purging of Library Records. The title does not clearly explain what the policy is. Mr. Berger read the policy which deals with inactive card holders of the Durham County Library. Mr. Lang moved and Ms. Sykes seconded a motion that Purging Library Records be removed as a policy since it is really a procedure. The motion carried.

Mr. Rashdi recommended that it not be the decision of one person to remove a policy from the list especially if it has not been shared with the committee. The board must disapprove a policy since they are the body that approved the policy. The policies committee should review the proposed changes before any additions or deletions.

County Commission Liaison: Rev. Page had no report.

## **EXTERNAL REPORTS**

Durham Library Foundation: The foundation board will meet November 14. Mr. Lang asked what process is in place to ensure that funds pledged to the library are collected. Mr. Auld said that Sandy Sweitzer was the staff liaison to the board and is responsible for following up on pledges. The foundation is about \$100,000 shy of the goal for the NEH grant. If the goal is not met by the January 31<sup>st</sup> deadline, they will ask for an extension. Someone approached the library about donating her house and all of its contents to the library. The contents of the house include

furniture, books and an African Art collection. If the Foundation Board accepts the offer, the transfer could take place in two weeks.

Friends of the Library: Dr. Musser reported that the FOL Board Meeting was rescheduled for November 14. He reviewed the agenda for the meeting. One of the major agenda items was to be the review of the 2007 Staff Proposals. Mr. Auld shared that approval has been requested to purchase a temporary shed at a cost of \$6,000 - \$7,000 instead of the \$20,000 that was originally expected. Dr. Musser will miss the December and January meetings because of travel.

Friends of Stanford L. Warren Library: None.

**OLD BUSINESS:** McDougald Terrace – Mr. Auld still has not scheduled a meeting with China Townsend and Wisdom Pharaoh, but will do that soon.

Ms. Lewis reported on the carpet at Main. She is in the process of getting estimates to re-carpet worn areas in the library. She is also looking at tiling the floor of the Auditorium.

**DIRECTOR'S REPORT:** Mr. Auld noted the display mock-up of the next issue of *Branching Out*, the tabloid insert that will be ready for the December 1<sup>st</sup> *Durham Herald-Sun*. The insert features several photos taken at Staff Day by a professional photographer.

Mr. Auld proposed three changes to objectives within the strategic plan. **Objective 4.3** will be changed to read... participation in **library sponsored** programs instead of **DCL sponsored** programs. Before making changes to **Objectives 4.2 and 5.3**, Mr. Auld will go back to the goal champions to ensure that the original intent of the goals will not be altered by the change. If he is still interested in making the change, the Board will review the objectives at the next meeting.

The Book Cart Drill Team will be in Durham's Holiday Parade on Saturday, December 1<sup>st</sup>.

A Staff Budget Retreat will be held on November 27<sup>th</sup> to begin to working on next year's budget.

Mr. Rashdi noted that the Strategic Plan should have included a strategy related to Internet Safety classes should have been listed under Goal 3. The following strategy will be added: Ensure that Internet Safety classes are offered regularly.

The administrative staff will try to prepare a list of organizations that claimed they would not be able to use Library facilities due to the rental fees and a report on those organizations that have used rooms and paid fees since the fee structure was instituted as well as any comments made by organizations in either category. All of this information should be presented at the December Board Meeting.

The meeting was adjourned at 7:53 pm after being moved by Ms. Sykes and seconded by Mr. Lang.

Respectfully submitted,

Lakesia Farmer  
Administrative Assistant

**NEXT MEETINGS:** December 11, 2007 and January 8, 2008. (The January meeting will be held at Southwest Library).