

Durham County Library Board of Trustees
Tuesday, November 15, 2011, 6 p.m.
Meeting Room, South Regional Library

MINUTES

Call to Order

Chair Allan Lang called the meeting to order at 6:07 p.m.

Roll Call: Present: Allan Lang, Henry Felder, Joe Hewitt, Derrick Jordan, Paolo Mangiafico, Joyce Sykes, Beck Tench; Trustees

Rob Rabb; Friends of the Durham Library Liaison

Tammy Baggett, Sandra Lovely Catherine Mau, Gina Rozier; Staff

Absent: Brenda Howerton, Board of County Commissioners Liaison

Public Comments: There were no public comments.

I. Approval of the Minutes: Move to accept September minutes as written: Joe Hewitt. Motion Seconded: Derrick Jordan. The minutes were unanimously approved as written.

II. Reports of Officers, Boards and Committees

a. Communication Report (G. Rozier)

Ms. Rozier handed out and discussed the report.

b. Financial Report (C. Mau)

- The financial report was included in the packet. Ms. Mau reported that expenses are on track for the first quarter. Some expenses that appear higher than 25% are insurance and bonds (already paid), and some noncapital computer expenses that rolled over from last year. Revenues are where they should be. The library earned an additional \$1,200 by renting out the stack mover.
- Ms. Mau discussed the five-year expense plan draft that was included in the packet. In response to questions from trustees, Ms. Mau explained that funds not expended in the current fiscal year are returned to the County's general fund unless encumbered or requested to be rolled over. Mr. Lang made the point that Durham County Library provides a lot of services for its cost and requested that Ms. Mau bring a comparison of Durham County Library to other library systems to the January meeting. Ms. Mau replied that the State Library prepares that report, and she would incorporate current figures into her report as soon as available. In the interim, she will incorporate prior fiscal year reports.

c. Report from South Regional Manager (S. Lovely)

- Recent highlights for South Regional Library include one-stop voting from Sept. – Nov. 8 a master gardener series, a nonfiction book club, a presentation on sustainability and infrastructure from author Scott Huler, a program on making nondairy milk from nuts and seeds by the founder and organizer of Triangle Vegan, a Halloween Hoot for kids and a teddy bear picnic.
- The facility is having the roof repaired and upgraded to make it quieter.
- Librarian Jennifer Brennan presented at the North Carolina Library Association Conference on romance novels and horror novels.
- A blood drive is scheduled for Nov. 30, with about 35 people signed up.
- Funded Friends proposals: South Regional Children’s Unit Manager Lauren Doll’s proposal for Library Anywhere was funded. Library Anywhere is an application that allows patrons access to the library catalog from their smart phone. The Friends funded a proposal for Ebooks. A \$15,000 grant allowed the library to purchase about 750 titles which can be downloaded to an ereader, computer or smart phone. Mr. Rabb commented that every single group of Friends at the state level were excited about ebooks at a recent meeting. The Friends also funded laptops for the regional libraries that will be used for programs.

d. Director’s Report (T. Baggett)

- Ms. Epstein and Ms. Farmer are sorry they couldn’t be here. They are working on library related projects.
- Main Library Children’s Unit Manager Anna Cromwell was recognized by the North Carolina Art Education Association in October for her involvement in bringing art to the schools by having kids display art at the Main Library. Ms. Tench asked how the Board of Trustees can acknowledge this award. Ms. Baggett suggested a letter. Library staff will provide the Board with details.
- Lunch with the Director was a success. There were five people plus one on the waiting list, but one person showed up. However it was a wonderful one-on-one with good suggestions and praise for staff and collections, and helpful suggestions for the website.
- Marqueta Welton will be the new representative for the library at the deputy county manager level.
- The County strategic plan process is going well. The County is receiving good feedback from the community. Trustees are encouraged to attend the next open forum at East Regional Library on Nov. 21, 7-9 p.m.
- Staff Development day is tomorrow. Trustees are invited to attend the lunch session when the award will be announced. Lunch is at 12:30.

- Mr. Lang asked about the Art Policy as the first deadline for submissions has passed. Ms. Rozier responded that the Marketing and Development Division is too short-staffed to get the art committee up and running before the end of the year. The Division will work on having the committee in place at the first of the year. Members of the Trustees interested in serving on the committee should notify Ms. Rozier.

e. Secretary's Report (B. Tench)

- Ms. Tench is putting together a Board of Trustees annual calendar with help from Ms. Rozier. It will be a Google calendar that can be printed. At every board meeting Ms. Tench will make a note of those things that will happen before the next meeting.
- After some discussion, the Board opted not to have a holiday event this year.
- Mr. Lang has a conflict with Tuesday nights. Ms. Tench proposed the third Thursday of every other month as the new meeting night. The Board agreed. The calendar and website will be updated. The next meeting will be on Jan. 19, 2012.
- Ms. Tench suggested that all committees be referred to as standing committees, as the current usage of "ad hoc" is incorrect. The standing committees will meet as needed only. Ad hoc committees will come together when needed, then disperse.
- Ms. Rozier provided a list of policies and their most recent review date. Mr. Felder asked if policies are to be periodically reviewed on a regular basis. Mr. Lang said they should be reviewed every three years. Ms. Sykes noted that the Computer Use Policy was reviewed more recently than Aug. 2006, which the list indicated. Ms. Rozier will review this. Ms. Rozier will also make sure the most recent versions of policies are online.
- Mr. Lang will update the list of committee members prior to the next meeting.

f. Board Retreat Committee Report (P. Mangiafico, B. Tench)

- Mr. Mangiafico and Ms. Tench passed out a list of next steps from the retreat. There was some discussion of the list. Ms. Tench suggested that one way the Board of Trustees can make space for the library to innovate is to help test new technologies, and if they work, to present them to the County as options. She asked that Trustees email her any questions they have about this.
- As far as spreading the word about the library, Mr. Mangiafico suggested that the Trustees engage their personal networks. Mr. Lang asked if the library sends emails about events and services to all customers. Ms. Rozier said the library has chosen not to do this as patrons supply email addresses for a different purpose. The library will consider sending an annual "opt-in" email to customers asking if they choose to receive additional information in the future.

III. Special Reports

a. Durham Library Foundation Report (J. Sykes)

- The Foundation Board met yesterday. Launch meetings for the Foundation's campaign cabinet took place two weeks ago. Printed materials are ready for the silent phase of the campaign. Potential and prior donors have been identified and assigned a cabinet member to reach out to them. The campaign will go from private to public sometime around March of next year. The annual campaign is going on as well. Trustees should receive a notification soon.
- Ms. Rozier mentioned that interested Trustees could make a donation before the end of the year.

b. Friends of the Durham Library Report (R. Rabb)

- There is good news as always from the book sales. Membership goes up after each sale. The fall sale raised a little over \$25,000.
- The main focus of the most recent meeting was for the Friends to go over staff proposals and talk about what to fund.
- The funding of ebooks was celebrated.

c. Funded Friends Proposals Presentation

- Ms. Lovely discussed earlier.

IV. Old Business

There was no old business.

V. New Business

a. Neighborhood Ambassadors (B. Tench)

- Ms. Tench met with Humanities Programming Coordinator Joanne Abel about neighborhood listservs. Ms. Tench suggested that Board members act as ambassadors where Ms. Rozier would forward materials that would then be posted on Trustees' neighborhood listservs. Mr. Mangiafico suggested that ambassadors forward those things they deem appropriate for their neighborhood. In response to a question from Mr. Rabb, Ms. Tench stated that Board members could ask others to act as ambassadors as well.

b. Agenda Themes (P. Mangiafico)

- Mr. Mangiafico suggested that the Board create a schedule of topical themes for meetings to invite more public comment. The topics will be decided on for the entire year and included on the Board of Trustees calendar. Suggested topics included: mobile devices, collection changes, how are libraries evolving, the strategic planning process, children's and teen services, collaboration with other civic groups, changes in ILS, facility plans or changes, coworking or

using the library as a working space during the day, website changes or updates and a participatory library or how might the community help shape the library. After some discussion, it was decided that the January topic will be ebooks. There will be a five-ten minute presentation from staff and 10-15 minutes to hear from the public. The Board will decide on topics for the next year at the January meeting.

VI. Vote on New Trustees

- Ms. Rozier compiled the Trustees' votes. Mr. Lang will email the following recommendations to the County Commissioners: Ms. Crystal Dreisbach and Mr. Shawn Miller.

VII. Vote on Trustees Award

The staff was excused from the meeting so that the Trustees could select a recipient for the award. The recipient will be announced at the November Staff Development Day tomorrow.

VIII. Adjournment

Mr. Hewitt moved to adjourn the meeting. Mr. Mangiafico seconded. The meeting adjourned at 8:14 p.m.

NEXT MEETINGS:	January 19, 2012 at 6 p.m.	Main Library, 300 N. Roxboro St.
	March 15, 2012 at 6 p.m.	East Regional Library, 211 Lick Creek Ln.