

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES
Thursday, July 21, 2016 6-8 p.m.
East Regional, 211 Lick Creek Lane

CALL TO ORDER

Chair Shawn Miller called the meeting to order at 6:02 p.m.

Present: Mirnmay Biswas, Sandra Chambers, Meli Kimathi, Hank Kinsley, Shawn Miller, Luis Olivieri-Robert, Dawn Trembath, Angela Wilson

Tammy Baggett, Terry B. Hill, Kathy Makens, Anita Hasty-Speed, Anita Robinson - Staff
Marie Inserra – Office of County Attorney

Absent: Wendy Jacobs – Board of County Commissioners Liaison
Absent: Alan Teasley – Friends Liaison

PUBLIC COMMENTS

There were no public comments.

I. APPROVAL OF MINUTES

Motion to approve March minutes: D. Trembath Second: H. Kinsley
The motion passed unanimously.

II. REPORTS FROM LIBRARY STAFF

Location Manager Report (A. Hasty-Speed)

Staffing

We have two vacant positions in Circulation, a Page and a Library Assistant. Our new Page Supervisor, Lornita Turnage started in October of last year. Lornita comes to us from Wake County. Nathan Williams, Circulation Manager, is recruiting for a vacant Library Assistant position. Unit Heads and Facility Managers attended the Practical Management Training Series workshops offered by the County. Refresher courses consisted of Coaching Others, Writing and Conducting Effective Performance Appraisals, Understanding Law in the Workplace, Maximizing Feedback from staff, Interviewing for Success and Inspiring Employee Motivation. East staff also participated in training on Cyber Security and Cultural Competency.

Security

We are happy to have 3 ODS officers working a total of 61 hours a week. Staff and customers have a feeling of the environment being secure and safe.

Statistics: 2016

2015

<u>Volunteers/Hours</u> – 112/953.45	136/789.25
<u>Programs/Attendance</u> –705/15,602	812/20,420
(Adults- 264/1,766	253/2,262
Teens – 132/1,551	142/1,760
Children’s – 309/12,285	417/16,398
<u>Meeting Room</u> – 2,097/	1,574/9,176

Children’s Unit

The Children’s unit continues to bring exciting programs to the community. A number of families in the community homeschool which has resulted in an increased attendance in the homeschool program. Homeschoolers were introduced to the world of robotics through the Dot and Dash program. The children learned how to code the robots to do a lot of tricks, maneuvering around the room, stopping at the wall and adding sounds to the robots. Staff has also been very busy outside of the library. Additional outreach visits were added to schools in the area to ensure the community is aware of the many programs and resources that are available at the library. Wanda Rascoe, Children’s Manager, volunteers as a judge at the Elementary and Middle School Battle of the Books competitions. Diamond Bethea, Children’s Librarian, serves on the Board of Directors and Allocations Committee of the Durham Partnership for Children. Diamond participated in a documentary as a panel member at Yale Center for Dyslexia and Creativity and she has also been selected into the 2016 NCLA Leadership Institute Academy which will be held in Black Mountain, NC in September.

Teens

Archie Burke, Teen Librarian is very busy. Teens are highly involved with social media, robots, and anything that will actively engage them in using hands-on and minds-on activities. This year Archie enrolled in a Robotics training class in order to introduce East Teens to robots. Archie stated that learning how to build and program robots is very challenging, but she was able to complete the course. Teens discussed flow charts and how to use them to design robots. They built multi-bots and programmed them to stop and go, make a complete circle around a box and detect objects in their pathway. The robot program was a huge success and will continue throughout the year. Archie is the new chairperson for DCL Teen Services. As chairperson, she hosted the 1st Teen Lit Festival. The event was held in April with author talks and workshops. Some of the authors invited included: Jacqueline Thomas, J. J. Johnson and Jen McConnel. Archie is now working with Alice Sharpe, Phillip Locey, and local author and educator, Stuart Albright to bring a Teen National Novel Writing Month program to East. Teens will learn writing techniques and will receive editing and coaching support from Mr. Albright. At the end of July, the 3rd Annual Teen Lock-In will be held at South Regional from 6:00 pm – 10:00 pm. There will be several activities throughout the evening. The fun will consist of nerf ball game, Wii game competitions, lots of eating, crafting and Makerspace creations.

Adult Services

Several computer classes have been added to the schedule. Phillip Locey is teaching Basic and Advanced Excel and Mark Donnelly is teaching Computer Basic and Microsoft Powerpoint

Basics. Phillip hosted NaNo Year Round workshops, as well as the Annual NaNoWriMo Conference in November. The TGIF event is held on December 1st of each year. The group comes together to celebrate the month of writing and collaborating with each other. Mark worked with partners in Durham (SafeChild, Bike CoOp, & Triangle Bike Works) to host several bike rodeo events. There were over 180 helmets given away and approximately 15 bikes. Each participating child was fitted with a helmet. Mark is already planning the October 2016, Bike-A-Bull-City event.

Circulation

The Circulation Team continue to upkeep the collection, shifting and weeding as needed. They are working extra hard to ensure customer service remains at top level despite shortage in staff. We added additional shelving units to the Adult AV area and expect a new TV collection.

Furniture

New furniture and chairs have been added to the YA/Teen Space and the Adult public computers.

Manager's Summary

East year I look back and think of what I can do better to serve this community. Staff have been teaching and educating the community on what the Library has to offer. We poll and ask our customers often, what would you like East Regional to bring to your library? We try our best to offer those services. I have recently posted an opening on the DCL volunteer page for a Greeter. The greeter would be available to welcome customers as they enter the door as well as direct them, assist with the public catalog, self-check and other needs. We are specifically looking for someone that is bi-lingual. We want our Latino/Hispanic Community to feel welcome and know that we have someone available that speaks their native tongue. It would also be a plus if the volunteer could speak other languages.

Director's Report (T. Baggett)

Summer Reading

Summer Reading Kickoff was held at Northgate Mall Saturday, June 11 and while numbers were lower than the previous year the event was a success and well attended. Midpoint rally was held Saturday, July 16 at Central Park and the finale will be Saturday, August 6 8:00 am -11:00 am at Durham County Stadium.

IT Position

Interviews have been completed and we are awaiting approval from Durham County Human Resources.

Marketing Position

Interviews have been completed and reference checks will be conducted.

Renovation Update

Main will close to the public near the end of December 2016 or early January 2017 and is expected to reopen late 2018 or early 2019. Staff will move approximately one month after Main has closed to the public.

R &TS, Administration/Facilities, Marketing, and possibly IT will move to the old DCVB building. Remaining staff will be deployed to various locations which have not been determined.

Operating hours would be restored on Fridays to all locations except Bragtown. The expanded hours would be 9:00 am - 6:00 pm once staff has relocated. It is a possibility Wednesday hours will change to 9:00 am – 9:00 pm, however we do not want to extend Wednesday hours if we're unable to continue once Main reopens. Once we receive data Wednesday hours will be determined.

The NC Collection's temporary location will be at Northgate Mall with additional storage at Duke. Microfilm will also be at Northgate Mall.

There are no plans for an additional library. A satellite location is not an option due to expenses.

Outreach efforts need to expand. Also a location has not been finalized for staff and the bookmobile. We will continue to promote what is available, partner with facilities and provide needed resources. Please forward any contact information for possible partnerships to Ms. Robinson.

Library Health Report – (K. Makens)

The majority of excess library money comes from retired employees and positions that have not been filled. Money is being spent more efficiently. Revenue has increased in part due to a combination of accepting credit cards and revenue received from grants this past fiscal year. Some of the areas grant money comes from LSTA – Bragtown, Teen area at Main, State Aid revenues. Money budgeted for the library from the County are not reflected in revenue are not indicated in the health report. Ms. Makens will include the revenue breakdown in the September health report.

III. Reports of Officers, Boards and Committees

Advocacy Report (T. Baggett)

The committee did not meet prior tonight's meeting. Ms. Wilson, Ms. Kimathi and Ms. Baggett will schedule a meeting.

3 Programs Highlighted:

Summer Reading Finale

Finale will be held Saturday, August 6 8 - 11 a.m. at Durham County Stadium. Some of the events include a kids' 400m dash or a 1.5 mile fun run, demonstrations from local jazzercise and taekwondo groups.

Makerspace Events

Teen Maker Day August 3 and August 17 at 4:00 pm – 5:30 pm.

Bullish on Durham: Neighborhood Panel

Tuesday, August 30 at 7:00 p.m.

Stanford L. Warren Branch Library

Panelists including Dr. Robert Korstad, the Director of the Initiative on Poverty and Social Justice at Duke University, and Benjamin Filippo, the Executive Director of Preservation Durham, will discuss historic inequities in housing and potential strategies for utilizing historic workforce housing for a new working-class in Durham.

Provide Talking Points to Board Members – Talking Points are being fine-tuned for the next meeting.

Lucky Day Resource (K. Makens)

The concept of Lucky Day is to place popular best sellers on shelves that typically have a long wait list. The loan period is 7 days and cannot be renewed. Friends still receive revenue from less popular items that are weeded.

IT Committee (B. Angelico, D. Trembath, and S. Chambers)

The committee did not meet therefore an update was not provided at this time.

Facilities/Planning Committee (S. Lovely)

A report was not given.

Policy Committee (T. Hill)

Safe Child Policy

Mr. Hill received feedback from staff as such: children's staff wanted it to remain the same; teens were indifferent and adult services wanted to raise the age. The proposed changes are children 11 years and older would be able to remain in library unsupervised and children 15 years or older would be allowed to be left alone when library closes. If a child is 15 and under the non-emergency number for the Durham Police would be called. Announcements for closing begin 45 minutes before closing and children have 45 minutes to make arrangements. An additional banning category will be added for clarification. The appointed guardian age was raised from 16 to 18 years old as well as additional specific language clarifying parents are responsible for the child. The definition of supervising a child while child is inside library should also be outlined.

Board member would like more communication between parents and library so the parents would know what policies are.

Motion to approve with minor change Unattended Child Policy and typo H. Kinsley: Second: D. Trembath. Motion passed unanimously.

Friends of the Library Report (T. Baggett)

New officers were elected. Shayne Goodrum will serve as president. Alan Teasley will continue in the role of liaison.

Foundation Report (S. Chambers)

The Foundation has not met since last meeting.

Art Committee

M. Biswas confirmed he will serve on the art committee.

Old Business (S. Miller)

A. Wilson, M. Kimathi and H. Kinsley will serve as retreat committee members and will meet to determine details for a fall retreat.

New Business (S. Miller)

The board voted to recommend three applicants with a fourth name if necessary for the vacant positions. (Sandra Chambers 1st term expires; Shawn Miller 2nd term expires; and Angela Wilson 1st term expires - partial term) Ms. Robinson will forward the applicants' names to the County Clerk.

ADJOURNMENT

A motion was made to adjourn. Motion: S. Chambers Second: A. Wilson
The meeting adjourned at 8:02 pm.