

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**Thursday, November 17, 2016 6-8 p.m.**  
**South Regional Library, 4505 S. Alston Avenue**

**CALL TO ORDER**

Board Member Hank Kinsley called the meeting to order at 6:05 p.m.

Present: Mrinmay Biswas, Sandra Chambers, Phillip Harris, Hank Kinsley, Shawn Miller, Luis Olivieri-Robert, Dawn Trembath, Angela Wilson

Tammy Baggett-Best, Terry B. Hill, Sarah Alverson, Sandra Lovely, Stephanie Bonestell, Kathy Makens, Tamara Anderson, Anita Robinson - Staff

Wendy Jacobs – Board of County Commissioners Liaison

Absent: Alan Teasley – Friends Liaison

Absent: Meli Kimathi

**PUBLIC COMMENTS**

There were no public comments.

**I. APPROVAL OF MINUTES**

Motion to approve September minutes: A. Wilson Second: D. Trembath

The motion passed unanimously.

**II. REPORTS FROM LIBRARY STAFF**

**Location Manager Report (T. Anderson)**

**Staffing:**

We welcomed four employees to South Regional: Jessica Lundin (Teen Services Librarian), Natalie Dwigans (Page), Gracey Gordon (Page), and Joel White (Children's Manager). The Circulation Manager is recruiting for a vacant part-time Circulation Assistant position.

**Security:**

We currently have two security officers assigned to our location. We were provided with an additional officer to assist with afterschool hours during the end of the school year. The extra coverage aided in our ability to offer a safe and welcoming environment to all of our customers. Sandra Lovely was able to obtain dedicated security coverage for the 17 days of Early Voting and on Election Day. The ODS officers directed traffic flow inside of the library's parking lot, ensured that Library staff had parking for their shifts, and provided a secure environment for our library customers as well as the 21,971 voters that visited during the Election period.

**Statistics:**

South Regional staff presented 617 programs last fiscal year (July 2015 – June 2016) with a total attendance of 19,245. Meeting and Study Room space has been used 3,026 times this past fiscal year by 9,704 people. There were 57,755 computer sessions.

**Children's Services:**

Children's staff continue to offer a variety of storytimes: Baby Lapsitters, Toddler Rhymetime, Preschool, Family, and Korean storytime. The annual Halloween Hoot has become a staple amongst families in the area. However, due to Early Voting, we saw a decrease in the number of families that participated. Staff partnered with the Cooperative Extension to host a Winnie-the-Pooh Program. Durham Fire and Rescue offered a fire safety program to preschoolers which included a visit to the fire truck and hats for the children.

**Teen Services:**

South Regional served as the host for DCL's Teen Lock-In. The teens enjoyed an evening of fun, food, and activities. Other Teen programming offered during the year included: game days, space technology, building a catapult, eating healthy, movie matinees, coloring contests, Casey's Laugh and Learn, cooking classes, photography, fitness classes, Read-Ins, writing workshops, Flow Circus, Mad Science, Coffee and Conversation About College workshop, spa night, nail art, tie dye shirts, magicians, homework hangout, and book clubs.

**Adult Services:**

Adult Services continued to offer a wide variety of programming: environmental and sustainability classes, computer classes in Spanish and English, ESOL, Spanish conversation classes, digital media, gardening, writing programs, line dancing, yoga, Zumba, and more. We hosted five Meet the Author events: Sadiq Ali, Judy Hogan, Lisa Carter, Suzanne Adair, and Dr. Kennetta Perry. Our customers also enjoyed the following programs: The Write Way to Commit Murder: a murder mystery dinner, Women and Words: Impacting the Community, and the Let's Talk About It Jazz Film series grant funded by the NC Humanities Council.

**Circulation Services:**

Circulation staff continue to maintain the collection by shelving, shifting, and weeding as needed. We have responded to customers' requests of obtaining popular items in a more timely fashion by adding the Lucky Day and TV Series DVD collections to all of the DCL locations. Adult Services staff assisted Circulation with moving the Large Print, Graphic Novels, and Spanish collections to more visible locations within the library.

**Manager Summary:**

We repurposed two rooms to better accommodate Adult programs, periodicals, digital media equipment, and quiet study space. We purchased new computer chairs to replace unstable wooden chairs. The Friends Book sale area was updated with new shelving.

South Regional continues to promote the library's mission to encourage Discovery, connect the Community, and lead in Literacy by offering quality programs, providing resources in multiple formats, and serving as a meeting space for our customers. Staff continue to participate in professional development activities that will further aid in providing exemplary service to the

public. We are looking forward to another successful year of serving the South Regional community.

### **Director's Report (T. Baggett-Best)**

Thank you for your advocacy and support of the bond. The library bond has officially passed. It was a coordinated effort within the community and the library family. Thank you to the Durham County Library Board of Trustees, Durham Library Foundation and Friends of the Durham Library. Staff and Executive Leadership Team were instrumental in making this a success.

Also thank you for the Trustees' Award presented to Faith Burns at Staff Day. Faith Burns is deserving of such recognition.

Our last day open to the public will be Sunday, January 15, 2017. Staff are preparing for closing and will be assigned to other library locations.

The Durham Holiday Parade will take place on Saturday, December 10, 2016 at 10:00 am. Durham County Library will participate in the parade this year. The literacy van and various staff will represent the library. Please join us if you are available.

In an effort to increase our contacts in the community it was requested that each BOT member provide Ms. Robinson with an organization contact. Please forward your information by Wednesday, November 30.

Budget preparations will begin in January. There was a request for Mr. Miller to confirm Budget Committee members.

Sarah Alverson was introduced as the new Community Engagement Administrator. She will also serve on the Executive Leadership Team.

### **Communication Report (S. Bonestell)**

Ms. Bonestell attended a great number of meetings to educate the community on the bonds. As a result, we received a number of endorsements which made a huge impact. Endorsements include the following: Democratic Women of Durham; Durham Convention & Visitors Bureau (DCVB); INDY Week; The News & Observer Editorial Board; Greater Durham Chamber of Commerce; Inner Neighborhood Council (INC); People's Alliance PAC; Downtown Durham Inc.; Durham Association of Educators; Durham Committee on the Affairs of Black People (DCABP); The Chronicle; Friends of Durham; Capitol Broadcasting Company, Inc.; Durham Congregations in Actions; Durham Magazine; and The Herald-Sun Editorial Board.

We are excited for the next step and thank you for your support.

### **Health Report (K. Makens)**

A PowerPoint presentation was presented on the bond affect and numbers to watch over the next 2 years.

- How will the Bond Passage affect the following?
  - Programming Statistics

- Computer Usage
- Electronic Resource Usage
- Overall Circulation

#### Lucky Day Collection

Lucky Day turnover rate is 4.18 compared to 1 for general fiction. 30% of Lucky Day checked out at any one time.

### **III. Reports of Officers, Boards and Committees**

#### **Advocacy Report (A. Wilson/P. Harris/L. Olivieri-Robert)**

The committee proposed a change in BOT meeting schedule. The Board currently meets every other month. The committee proposed the following meeting times: (1) Keep the current schedule; (2) Meet every month; or (3) Meet every other month but add 2 additional months as needed - an extra meeting in the Fall (October) and Spring (April). Once retreat is held a decision will be made regarding meeting frequency. The January 19 meeting will serve as the retreat from 2:00pm – 6:00 pm. The Retreat Committee will work with Ms. Baggett in shaping the agenda for the Retreat.

#### **IT Committee (D. Trembath, and S. Chambers)**

The IT Committee did not meet. An email has been sent to determine a date and time for next meeting.

#### **Facilities/Planning Committee (S. Alverson/S. Lovely)**

PowerPoint presentation highlighted services. The library would like to continue services but is looking to reach new groups.

The transformation Main outreach plan includes:

- Liberty Street - Durham Housing Authority
- East Durham Children's Initiative
- Northgate Mall
- Criminal Justice Resource Center (12 all-in-one computers)
- Main's Tutoring Program (initially computer access in need of a location as soon as possible); and
- Hayti Heritage Center.

Additional partnership examples:

- Leathers-Meachum
- Lyon Park and Headstart
- Durham Youth Home
- DPR at Holton Career and Resource Center
- Daycare Facilities, Charter Schools, and more

#### **Friends of the Library Report (A. Teasley)**

A report was not given at this time.

**Foundation Report (S. Chambers)**

The Foundation met and the 21<sup>st</sup> Century Main campaign will offer opportunities for naming. Vines Architects presented updated Main renovation information at the September meeting. The next meeting will be held on Monday, November 23.

**Retreat Committee (H. Kinsley)**

As discussed earlier the tentative plan is to expand the January meeting to accommodate the retreat. Mr. Kinsley will finalize details with the committee.

**Old Business (S. Miller)**

Old business was not discussed.

**New Business (S. Miller)**

New business was not discussed.

**ADJOURNMENT**

A motion was made to adjourn. Motion: A. Wilson Second: S. Miller  
The meeting adjourned at 7:43 pm.