

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**Thursday, May 17, 2018 6-8 p.m.**  
**Southwest Regional Library, 3605 Shannon Road**

**CALL TO ORDER**

Chair Sandra Chambers called the meeting to order at 6:04 p.m.

Present: Sandra Chambers, Phillip Harris, Hank Kinsley, Dawn Trembath, Angela Wilson

Tammy Baggett, Terry B. Hill, Ruth Link, Anita Robinson - Staff

Absent: Michelle Burton – Friends Liaison

Absent: James Hill -Board of County Commissioners Liaison

Absent: Mrinmay Biswas, Meli Kimathi, Luis Olivieri-Robert

**PUBLIC COMMENTS**

There were no public comments.

**I. APPROVAL OF MINUTES**

March minutes – Correction to Mr. Kinsley’s name

Motion to approve March minutes: A. Wilson Second: H. Kinsley

Motion to approve March minutes and approve February minutes pending approval after meeting.

Motion passed unanimously.

**II. REPORTS FROM LIBRARY STAFF**

Staffing:

- Lynne Barnette has retired effective April 1<sup>st</sup>;
- Stephanie Fennell (Adult Services Manager) accepted a position as Branch Manager at North Regional (effective late January).
- Ruth Link (Children’s Services Manager) is serving in the role as Interim Manager for Southwest.
- Southwest Regional is conducting interviews for a new Adult Services Manager.
- Megan McArthur (Circulation Library Assistant) submitted her resignation.

Security:

- The security guard station has moved from the less visible position in the Teen Services area to the front entrance of the building. The station is now visible to patrons as they enter and to all the service desks.

## Statistics:

Type of Interaction	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
Reference (patron assistance)	4422	3933	3073	4075	4241	4416	4145	28305
Directional	1687	1214	941	1012	1417	1559	1256	9086
Technology/Software/Computing	1186	805	687	684	938	1008	834	6142
Jobs/Resumes/Careers	378	256	251	170	251	142	219	1667
TOTALS	7673	6208	4952	5941	6847	7125	6454	45200

## Children's Unit:

- Patty Melendez and Olivia Singleton did a fantastic bi-lingual story-time at the Dia celebration, reading *Should I Share My Ice Cream*, by Mo Willems.
- 893 Kids and Families have participated in January - April children's scavenger hunts (topics: Dinosaurs, Disney princesses and friends, Colorful eggs, and Word combinations).
- Gearing up for Summer Reading with over 195 programs scheduled from June – August (including story-times, scavenger hunts, special events, and more).

## Teens:

- Caroline Peterson, Teen Service Librarian, constructed pop up makerspace with Githens Middle School on April 26, using virtual reality and a website called Panoform. Students were able to transfer their drawings into 3D images, using this website and google cardboard goggles.
- She also recently, presented at the NCLive Annual Conference with another teen librarian at North Regional, Desiree Peterson, on using makerspace technologies and electronic resources during outreach with Durham Public Schools.

## Adult Services:

- Ruth Link created and implemented a hugely successful adult outreach event in partnership with Durham's Fullsteam Brewery (Harry Potter Trivia), attended by over 100 adults.
- Adult Services Librarian Larry Daniels was selected to participate in the Leadership Academy (his group's project is to create a video to help promote the harder-to-hire positions such as EMS or in the Department of Social Services).
- Patrick Holt is also scheduled to host the annual Comics Fest events in June.

## Circulation:

- Circulation staff Katherine Lukmire and Linda Guerrier have helped create a plan to provide new Adult AV Shelving for this location. The bid and PO were put in in December 2017 and installation of the new shelving is currently underway.
- Circulation is now able to provide both a printed receipt and an e-mail receipt to patrons.

## Manager Summary:

- Southwest has been through a period of challenging transition due to the unexpected retirement of Lynne Barnette. The whole staff has truly banded together to provide support to one another, worked on communicating clearly and responsibly. We've

worked to serve our patrons with a positive and welcoming attitude. We're providing regular outreach to our teens, school visits to inform our elementary-age students about Summer Reading 2018, and finding creative ways to do outreach for adults. We're excited for the coming summer programs and for providing excellent service to our customers.

### **Overdrive and Libby Presentation (R. Link)**

DCL offers more than a dozen platforms for digital content. Overdrive is the platform that supports some of DCL's collection of e-books and digital audio books. Libby is OverDrive's answer to requests for a more user-friendly app. OverDrive and Libby are both available on most digital devices. For an overview of each platform and the content available, please visit <https://durhamcountylibrary.org/materials/digital-collections/>

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

Bragtown is making progress and we are awaiting construction dates. The estimated time to reopen after construction begins is 3 to 5 months. We are providing outreach in the community and have discontinued book mobile due to low turnout.

Main Library will tentatively re-open in early 2020. The proposed Board letter, in support of positions will be delayed until next year. We will not receive additional positions for Main in the upcoming fiscal year.

The library was scheduled to be closed for Staff Development Day, but the County Manager in collaboration with the Library Director decided to open the library as a needed resource in the community. Staff Day will not be rescheduled as there are tentative plans for 2 Staff Development Days in October.

### **Health Report (T. Baggett)**

The library health report was distributed prior to the meeting. The reports were specific to outreach programs and indicate how our numbers have increased in this area and computer usage per capita.

### **Communication Report (T. Baggett)**

Introduction of video series "Transformation Main Inside the Fence." This will be a monthly series highlighting Main construction updates.

Branching Out digital publication will begin an online format starting with the Summer Edition anticipated in early June.

Adult Programs Brochure edition is scheduled for mailing on June 15.

Social Media Campaigns – DCL is working to increase our social media presence and hoping to have more followers on Facebook and Twitter.

Email Campaign – Our email campaign through the Savannah system is ongoing.

Summer Reading Kickoff - Kickoff is Saturday, June 9 at Northgate Mall, 10:00 am - 2:00 pm. Library locations will re-open to the public at 2:00 pm.

### **Advocacy Report (A. Wilson/P. Harris)**

The committee would like to define the role regarding advocacy of board members.

The October annual breakfast for Public Officials is in the planning stages. Ms. Baggett will speak with Ms. Doll to serve as liaison. There are a couple of catering companies they are looking into to cater the breakfast. The committee is also looking into swag and other specifics.

Action item: Upload these notes to shared folder.

### **Art Committee (M. Biswas)**

A report was not given at this time.

### **Board Development & Evaluation Committee (D. Trembath)**

The committee has begun planning for the next retreat. The retreat would feature a speaker in the morning session for board members and the afternoon session would be attended by library staff. Please forward topics for discussion. Ms. Trembath will send list of possible dates to board members.

The Board discussed time frame for officer voting. Ms. Baggett will explore options for officer voting. Mr. Harris will revise Article II: Meetings Section III to clarify annual retreat dates.

### **Policy Committee (T. Hill)**

Board members would like to receive policies in advance to allow sufficient time to review prior to meetings.

Policy for vulnerable adults and Privacy Policies are needed.

The following policies were presented: Circulation Policy, Community Information Policy, Computer Use Policy; Courteous Conduct Policy, Group Visit Policy, Meeting Room Policy; and Registration Policy,

Motion to approve policies as a group. Motion: H. Kinsley Second: Mr. Harris  
Motion passed unanimously

## **SPECIAL REPORTS**

### **Friends of Durham County Library Report (T. Baggett)**

The Friends are hosting their first *Fantastic Friday Fiction Flash Sale* Friday, May 18 from 4:00 pm to 7:00 pm at Books Among Friends, 1058 W. Club Boulevard Suite 252, Durham North Carolina. Only adult and young adult fiction will be available for purchase.

There is an overload of fiction books and the Friends are trying to devise plans for disposal. Disposal is still in research phase.

The Friends' annual meeting will be held in June and a new slate of officers will begin in July.

### **Durham County Library Foundation Report (T. Baggett)**

The Foundation met on Monday, May 14 for their annual meeting. New officers were elected for the new fiscal year beginning in July. Vines architects presented information on Main updates and the new part-time Library Foundation Executive Director, Karen Wells was introduced. The meeting was followed by a reception.

### **Old Business (D. Trembath)**

Calendar Review - Please forward suggestions for procedure to add events to calendar for future planning.

### **New Business**

Board voted for a recommendation for BOT vacancy which will be forwarded to the Clerk by Ms. Robinson.

Board Officers - The committee agreed the duties of the board secretary should be updated in Bylaws and include a more detailed description for Vice Chair duties. Suggestions include new board member orientation be conducted by Vice Chair. Vice Chair would also have input in annual BOT report.

### **Slate of Officers**

Mr. Kinsley accepted nomination for Vice Chair and Ms. Chambers accepted nomination for Chair.

Motion to approve: Ms. Wilson Second: Mr. Harris

### **Action Items (D. Trembath)**

Ms. Trembath will forward a summary of action items from BOT retreat. Mr. Harris will provide proposed language for bylaws, quorum, vice chair, secretary role, and specify retreat meeting time. Ms. Chambers will clarify the role of secretary.

### **ADJOURNMENT**

A motion was made to adjourn: Motion: Mr. Harris Second: Ms. Trembath  
The meeting adjourned at 8:15