

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**Thursday, September 20, 2018 6:00 pm – 8:00 pm**  
**East Regional Library, 211 Lick Creek Lane**

**CALL TO ORDER**

Chair Ms. Chambers called the meeting to order at 6:06 p.m.

Present: Sandra Chambers, Phillip Harris, Hank Kinsley, Meli Kimathi, Luis Olivieri-Robert, Dawn Trembath, Willis Whichard

Archie Burke, Lauren Doll, Tammy Baggett, Sarah Dooley, Terry Hill, Kathy Makens, Anita Robinson - Staff

Absent Friends Liaison – Michelle Burton

Absent: James Hill - Board of County Commissioners Liaison

Absent: Moy Biswas, Angela Wilson

**PUBLIC COMMENTS**

There were no public comments.

**I. APPROVAL OF MINUTES**

Changes for July minutes noted.

Motion to approve July minutes with corrections: W. Whichard Second: L. Olivieri-Robert  
Motion passed unanimously.

**II. REPORTS FROM LIBRARY STAFF**

**Location Manager Report (L. Doll)**

**Staffing:**

We have seen many staffing changes this year due to retirements, promotions and through gaining new staff with Bragtown being closed. All have been a wonderful addition to East and have brought new ideas and experiences that we have greatly benefited from. New staff include:

- New Manager: Lauren Doll
- New Children's Manager: Diamond Bethea
- New Children's Librarian: Teresa Petro
- New Page: Toby Carson
- From Bragtown: Eleanor Hunter

In the upcoming weeks we will begin the hiring process for our vacant Library Assistant Position.

In terms of volunteers we have had 77 volunteers this past year who have worked 981.25 hours. Most of these volunteers were student volunteers from Southern High School's Community Based Vocational Training program.

### **Security:**

Due to a promotion to security central at the beginning of the year, East Regional lost our long-term officer, Officer Watson. Our current officer is Officer Wilson who has been a wonderful addition to East.

New security gates were installed to alert staff of items that have not been checked out leaving the building. This new gate is a vast improvement over the old in that it will notify staff the title of the item that was not checked out.

### **Statistics:**

East staff have presented 571 programs this past fiscal year with a total attendance of 13,441. We hope to see many more program attendees with the increased patronage and interest in East's programming with the temporary closing of Main and Bragtown Libraries.

We have had 1,343 study room reservations and 425 meeting room reservations this past fiscal year as well.

### **Children's Unit:**

The Children's Department continues to offer a wide variety storytimes including: Baby Bookworms, Toddler Tales, Preschool Playroom, Homeschool Hub, Family Fables and Fun, Sensory Storytime, Bilingual Storytime Using Muzzy, and Spanish Storytime.

Other programming includes: April Turner and her Dancing Stories, Music Discovery with the NC Symphony, Candy Science, K-5<sup>th</sup> Explorers, Family Craft Nights, Little Pretzel Yoga for Kids, Star Wars: Jedi Academy, Holiday Cookie Houses, and Storytime with Horses at the Brightleaf Stable.

### **Teens:**

The Teen Department continues to work hard to provide a wide variety of programming to encourage teens to visit the library. Some program highlights include: Solar Eclipse Party, Teen Book club, Mobile Maker Space, Throwback Thursday Game Night, Game Days @ East, Food Challenge: Edible Books and Marshmallow Towers, Go for Launch, Poems 4 Pizza, 3D Pop-Up Cards and Melted Crayon Art. East Regional was also the host of the 2017 Teen Lock-In.

### **Adult Services:**

Adult Services offered several programs this past year as well. Some program highlights include: Over 50 Crowd, Computer Classes, Durham Voices, Stock Talk, Legal Aid Clinics, Citizenship Classes, Yoga, Soul Line Dancing, Texas Hold'Em Teach and Tourney, NaNo Year Round Workshops, Red Cross Blood Drive, Stress Free Bride, Tax Workshops, 40 & Over Bookclub.

They also hosted several craft programs which include: Soap Making, Mexican Sugar Skulls, DIY Terrariums, Build A Better Card, Make Coasters, Maker Space: Solar Panels, Aromatic Science for Adults, Build an Eco Lantern, and Bucha Bash.

East Regional continues to be one of the library's few proctoring locations and conducted 14 proctoring sessions.

### **Circulation:**

The Circulation Department has had some changes over the past year. We were very fortunate to gain Chris Davis and LaShaunda Rogers from Main as well as Eleanor Hunter from Bragtown (as mentioned earlier).

Unfortunately Ashley Lyons accepted a job at Novelist, and we are currently looking to hire the vacant Library Assistant position left behind.

Nathan Williams has been out for the past month due to the birth of his daughter, but the Circulation Staff have really stepped up and handled the additional work in his absence.

Due to the other locations being closed, East's circulation has increased. We increased from approximately 8 crates of rounds per day to 10-15. Library card registrations did have an uptick and presently remain steady. This has been exciting since more and more people are discovering East and choosing it to be their new library location.

Circulation is also tasked with set up of decorative displays behind the circulation desk. Some monthly display themes include: superheroes, bees, seasonal canning, celebrity cookbooks, Halloween murder mysteries, and holiday crafts.

### **Manager Summary:**

We cleaned out the children's, programming room, and Friends' closets to get rid of old items and to make more room for new. We also repurposed the closet behind the security desk and turned it into a shared space for programming items.

East was provided money from the library to create a media space in the children's program room. Funding was used to purchase a new laptop, 70" TV, DVD player and secure storage areas to house our gaming systems. We also removed the child sized furniture and put in larger tables/chairs to make this a program room for all ages. This allows more library programs to be housed in the program room, freeing up the study and meeting rooms for public use.

We also worked to have the entire exterior and interior of the building repainted to increase visual appeal. The parking lot was also repainted as well with more arrows to emphasize it being a one way, which was not being adhered to.

Carpet was replaced in the meeting room and new carpet squares replaced the worn ones in the general library areas. I have also worked with Ms. Lovely to increase carpet cleaning to twice a year to better take care of flooring.

To better assist patrons in the copy center we created a walkthrough. Initially the copy center was a U-shaped structure with the entrance being furthest away from the Info Desk. The walkthrough cuts the structure in half, making it more easily accessible by both staff and patrons.

We have been very fortunate in our customers who continue to be supportive and interested in the library and its many offerings. The staff are driven to provide excellent customer service (both internal and external) and work hard to make East Regional as wonderful as it can be. We are looking forward to continuing to evolve to better serve the needs of the East Regional Community.

### **Biography in Text Presentation (A. Burke)**

- The biography database provides over 600,000 biographies of people from all over the world, past and present.
- Provides full text articles from academic journals, reference book sources, magazines, newspapers and news sites.
- Offers multimedia sources such as videos, audios, and images related to the biography
- For additional information visit the Durham County Library homepage [durhamcountylibrary.org](http://durhamcountylibrary.org)

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

- Library Board of Trustees Retreat – Retreat was very positive & productive
- Community/Civic Engagement
  - Community Leader Luncheon with Duke Energy CEO Lynn Good (July 20)
  - Triangle Learning Network Mix & Mingle (August 29)
  - Grown in Durham Task Force Meeting (August 30)
    - County is widening the scope of work to include family support and robust communication with families from birth on
    - Aligns with County efforts of Universal PreK
  - Cradle to Career & Strive Together Conversation (Durham County & Made In Durham) (September 20, 2018)
  - Meeting with Ginny Bowman at Northgate Mall to initiate conversations of leasing space and introduction of County Engineer staff member Nancy Mitchell. Ms. Mitchell will be handling the renewals with Northgate; she is our new Senior Real Estate Officer.
  - Rotary Meetings including meeting in which Karen Wells, Executive Director of the Library Foundation was inducted in August
- Involvement in the Library Profession

- NCPLDA
  - Attended meetings at Lake Lure (August 8 – 10)
  - Responsible for slate of officers for upcoming calendar year
  - Preparing to present at Martin Memorial Library in Williamston, NC at the Northeast Regional Workshop (Williamston, NC)
    - Leadership Development Track
      - Leading Others
      - Building a Team Culture
- State Library
  - Part of the selection committee for head of the State Library
- Urban Libraries Council
  - Continue working with Urban Libraries Council to better serve the entrepreneur community in Durham. This includes a co-working space.
  - Staff member Leander Croker is leading this effort.
- Invited by Urban Libraries Council to share success of STEM at Durham County Library (September 20 & 21)
- Countywide Initiatives
  - Completed final session for this year's co-hort of the County Leadership Academy
  - Innovate Durham (Joint County & City Initiative)
    - Hoverlay project with Durham County Library & County Engineering
  - Attending various BOCC work sessions & meetings
    - Approval to receive funds from Library Foundation
- Library
  - SLAM (Schools and Libraries Achieving More) Initiative Moving Forward
  - Continue to have meetings with Engineering & Skanska Holt Brothers on Transformation Main
    - Currently on schedule for early 2020
    - No damage during Hurricane Florence
    - Water in open structure that had to be removed
  - Foundation Executive Board Meeting & Board Meeting
    - Regular meetings with Karen Well, Executive Director of the Library Foundation & Library Development Officer, Sara Stephens
    - Upcoming Event: Be on the lookout for the Partnership Event between DLF, DCL, Friends, Stanford L. Warren and Friends, and staff on November 7<sup>th</sup>, at the Hill House, 5:30 – 7:00pm. Each of the groups will take 3-5 minutes to share what is most important about our work. But the main purpose is for us to have the opportunity to know each other and to appreciate the depth of our library network.
  - Summer Reading Finale at Central Park (August 11)
  - Completed 3<sup>rd</sup> quarter location discussions between staff and the Library Director.

### **Finance and Resources (K. Makens)**

Summer Reading - Fewer branches were open with an increased outreach programming to children. Completions remained roughly the same.

### **Communication Report (Staff)**

Please review the communication information and contact us with any questions.

### **Advocacy Report (M. Kimathi)**

Potential dates for breakfast are January 9 or 10, 2019. Ms. Trembath advised that we consult with legislators' calendars as soon as possible to determine a date. Ms. Baggett suggested Ms. Robinson assist with coordinating with the County Commissioners. The Board empowered the Advocacy Committee to revise the date if needed, within the same timeframe. Ms. Kimathi also shared ideas for potential themes around which the Advocacy Committee can structure their activities going forward.

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

A report was not given at this time.

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

Resend the email for Share Point to assist the board to communicate more effectively. Please complete the survey for the retreat on Survey Monkey.

Next steps from retreat will be added under business. Evaluation committee will meet prior to the next meeting.

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

Mr. Hill opened discussion on the newly-drafted privacy policy, and introduced the library's webmaster Sarah Dooley, its primary author. Ms. Dooley explained the policy was needed in order for the library to remain consistent with similar organizations, vendors, etc. Staff will be educated around this policy at the upcoming Staff Development Day. Ms. Trembath made a motion for policy to be approved with the changes, effective October 11, 2018.

Motion to approve with corrections with a date of October 11, 2018: D. Trembath Second: P. Harris. Motion passed unanimously.

Mr. Hill opened discussion on the revised vulnerable adult policy. The policy was created to protect vulnerable patrons who are left alone and unattended at the library. Mr. Whichard moved to approve the policy, effective October 11, 2018.

Motion to approve with an effective date of October 11, 2018: W. Whichard Second: H. Kinsley. Motion passed unanimously.

## **SPECIAL REPORTS**

### **Friends of Durham County Library Report (M. Burton)**

A report was not given due to Ms. Burton attending the Friends meeting. The Friends meeting had been rescheduled due to adverse weather conditions.

### **Durham County Library Foundation Report (S. Chambers)**

The Foundation met on September 10th for their annual meeting. There is a \$150,000 campaign underway in honor of the 150<sup>th</sup> anniversary of Durham's founding. The Foundation invites all to attend their event at Hill House on November 7.

### **Old Business (P. Harris)**

BOT members are invited to attend Staff Development Day on October 10 to participate at a Board of Trustees roundtable. Ms. Trembath will email specific information to trustees.

### **New Business**

Ms. Chambers requested recommendations for Trustee Award winners. Mr. Kinsley opened discussion regarding the nomination process and how it can be improved. Mr. Harris recommended the Policies Committee take up the charge of drafting a fair, simple process to assist trustees in selecting a winner. After substantial discussion, the board selected the 2018 winner of the Trustees Award. The award will be presented at the October 10, 2018 staff development day. Trustees made cash contributions to the award.

## **ADJOURNMENT**

A motion was made to adjourn: S. Chambers Second: M. Kimathi  
The meeting adjourned at 8:45 p.m.