

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES
Thursday, July 18, 2019 6-8 p.m.
South Regional Library, 4505 S. Alston Avenue

CALL TO ORDER

Chair Sandra Chambers called the meeting to order at 6:00 p.m.

Present: Sandra Chambers, Meli Kimathi, Hank Kinsley, Camilla Meek, Luis Olivieri-Robert, Willis Whichard

Staff: Tammy Baggett, Mary Kallem, Teresa May, Anita Robinson

Absent: Mrinmay Biswas

Absent: James Hill – Board of County Commissioners Liaison

PUBLIC COMMENTS

There were no public comments.

I. APPROVAL OF MINUTES

Motion to approve May minutes with correction to May meeting call to order from Hank Kinsley to Sandra Chambers: W. Whichard Second: L. Olivieri-Robert

Motion passed unanimously.

II. LOCATION REPORT (T. May)

Location Manager Report

(prepared by T. Che Anderson and presented by Teresa May)

Staffing:

We have seen many staffing changes this year due to promotions. Kathleen Hayes served as our Circulation Manager and was promoted to Manager of the Bragtown Library Family Literacy Center. Twilla McDonald served as our Page Supervisor and was promoted to Circulation Manager at the East Regional Library. Placidia Miller, our former Adult Services Manager, accepted a position outside of Durham County. Searches are currently underway to fill the vacancies at South Regional. We also welcomed two new Pages to our location: Sheri McKeithan and Stevon Strudwick.

Security:

We have had a few personnel changes during the past year, but our current officers are doing well. In addition, we have had very few incidents in the library.

Statistics:

302,160 people visited the South Regional Library during FY19 as compared to 122,502 people during FY18 which was an 147% increase!

July 2018 – June 2019

Circulation – 1,097,470

Library Programs – 758 programs

Library Program Attendance – 13,008 people

Public Meeting Room Use – 4,608

Public Meeting Room Attendance – 18,454

Facebook – 75 posts, a lifetime reach of 22,110 users, and 280 likes

Children’s Services:

Children’s Services provides programming to children, ages 0-11 years old. There are popular recurring programs such as Toddler Storytime, Preschool Storytime, Baby Storytime, Family Storytime, Fun Storytime, and Book Clubs. Special programs include: Life Cycles in Motion, Muziki Music Camp, Baby Sign Language, and Lego Robotics.

Teen Services:

Teen Services provides programming to teens and tweens, ages 9-18 years old. There are popular recurring programs such as Game On, as well as special events like the Kestrel Heights Middle School Field Trip and Basic Makeup Techniques. Most teen programs are afterschool and provide a way for teens to relax and meet other teens. Because of South’s proximity to middle schools, many teens walk to the library after school. The Library and the programs offered serve as a safe “third space” for teens to hangout and interact with other teens.

Adult Services:

Adult Services provides programming to emerging adults, adults, and seniors with an emphasis on Literacy and Lifelong Learning. The programs provide an outlet for adults to explore, imagine, play, collaborate, communicate and problem solve. During the beginning of the year we focused on health and wellness programs to assist patrons that were interested in making lifestyle changes. Throughout the year, a variety of programs were offered to patrons from crafting to applying make-up to a first-time homebuyer workshop.

We also partnered with Triangle Ecycling to provide basic computer skills, Internet searching strategies, and Google tools.

Circulation Services:

Jessica Lundin proposed a reorganization of the entire Adult collection. Teresa May is leading the project and has recently enlisted the assistance of others. We are currently circulating ten Sprint Hotspots.

Manager Summary:

South Regional's Summer Reading Kickoff was held on June 15th with 331 people in attendance. Families enjoyed bounce houses, games, music, alien face painting, glitter tattoos, and First Robotics demonstrations; learned about electronic resources; registered for the Summer Reading program; participated in environmental activities with the EPA; visited the Tech Mobile; listened to a story with Dr. Oneeka Williams; received free Dr. Dee Dee Dynamo books; and enjoyed Yuri Jean-Baptiste's reading of Metamorphs. A great time was held by all!

South Regional staff strive to create innovative programs and enhance current services to better serve the public. We are looking forward to another successful year of serving the South Regional community.

III. PRESENTATION OF LIBRARY RESOURCE

Ancestry and Library Edition and Heritage Quest Online (M. Kallem and T. May)

The library offers genealogy database research through Ancestry Library Edition. Ancestry provides searches with over 3000 databases and over a billion names, including the Social Security Death index. Ancestry is only accessed via library website at the library. It is not available remotely.

Heritage Quest Online provides access to census records, including family genealogies, vital records, etc. This service is available from any computer with a DCo library card.

Old Business

Motion made to transfer secretarial responsibilities from M. Kimathi to A. Robinson.
Action on motion was deferred pending bylaws Motion: W. Whichard Second: H. Kinsley

The change will require amending bylaws. Mr. Whichard will review and edit the bylaw section that applies to this role.

New Business

Currently there are two board vacancies. Vacancies will be voted on at the September 19 meeting once application process closes and Clerk forwards applications.

Mr. Whichard suggested interviewing candidates for appointments and the board discussed pros and cons of doing so. Ms. Robinson will contact the Clerk's office to determine if the process can be changed.

Selection of Officers (S. Chambers)

Information for application process discussed in new business section.

Advocacy Report (W. Whichard)

Save the date was sent out on July 1. Ms. Robinson will meet with Northern High School Culinary instructor in August. The breakfast will be held at North Regional Library Friday, October 11, 2019 at 8:30 am.

Art Committee (M. Biswas)

A report was not given at this time.

Board Development & Evaluation Committee (H. Kinsley)

A tentative date for the retreat has been set for Thursday, December 5. Ms. Robinson will follow up with a location. Ms. Baggett will contact Michael Davis as a possible facilitator.

SPECIAL REPORTS

Friends of Durham County Library Report

A new liaison will be appointed at the next Friends meeting.

Durham County Library Foundation Report (S. Chambers)

The Foundation continues fundraising efforts in support of Transformation Main.

Ann Craver has been elected as the new Foundation president.

REPORTS FROM LIBRARY STAFF

Director's Report (T. Baggett)

Ms. Baggett will forward details for the annual report via email.

Scheduling meeting with book challenge committee for suggestions for reporting past challenges moving forward.

Main is on schedule for substantial completion by September. Target opening date is Spring 2020. The County Manager did a walk-through last week and was impressed. Donors have been eligible for sneak peeks. The Foundation has been working with organizations for contributions and support to sustain the library.

Staff members Sarah Alverson and Faith Burns presented a Sensory Room layout to State Library staff earlier this week with great success.

Fundraising focus is on programming in spaces at Main.

Bragtown is moving forward with redesign. Anticipating reopening in fall of 2019.

Summer reading program is transitioning to summer learning program in an effort to reach children who would not typically be patrons at the library.

Communication Report (T. Baggett)

The communication report was provided for review in the board packet.

Action Items (M. Kimathi)

- W. Whichard - Draft update to bylaws regarding secretarial position
- W. Whichard - Suggested language to amend the bylaws so that either a Board member or a library staff member could serve as Secretary to the Board. We could accomplish this as follows: Amend Article III, Section 1, Officers, by adding a sentence to read as follows: “The Chair and Vice Chair shall be members of the Board of Trustees; the Secretary may be a member of the Board of Trustees or a library staff member.”
- Amend Article III, Section III, by adding in line one, after the word “and,” the following: “, if the Secretary is a Board member,” so that the sentence as amended would read: “The Library Director shall issue notices of all meetings of the Board and, if the Secretary is a Board member, delegate a library staff member to assist the Secretary in the taking and production of meeting minutes.”
- A. Robinson - Coordinate space for retreat
- A. Robinson - Contact BOCC regarding procedure for incorporating interviews for board vacancy into selection process
- T. Baggett - Contact Michael Davis on availability to facilitate BOT retreat
- Board members - Forward suggestions for retreat agenda to Board Development Committee by September 1

ADJOURNMENT

A motion was made to adjourn: Motion: W. Whichard Second: H. Kinsley
The meeting adjourned at 7:29 p.m.