

**DURHAM COUNTY LIBRARY BOARD OF TRUSTEES**  
**THURSDAY, NOVEMBER 19, 2020**  
**6:00 p.m.**  
**VIA UBERCONFERENCE CALL**

**CALL TO ORDER**

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

Present: Mrinmay Biswas, Michael Case, Sandra Chambers, Miguel Jackson, Katie Kaefer, Hank Kinsley, Camilla Meek, Luis Olivieri-Robert, Willis Whichard

Friends Liaison: Joel Lerner

Staff: Tammy Baggett, Anita Robinson

**PUBLIC COMMENTS**

No comments were made.

Newly appointed Friends Liaison board member Joel Lerner was introduced to the board.

**I. APPROVAL OF MINUTES**

Motion to approve October minutes: M. Case Second: W. Whichard  
Minutes approved unanimously.

**II. OLD BUSINESS**

Ms. Chambers shared Library Staff Day will not be held in November but will be scheduled in the Spring. Board member contributions for the Trustees Award will be given at that time.

**III. NEW BUSINESS**

No new business at this time.

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

The library's opening was previously planned for Wednesday, November 4. A meeting was held with the County Manager and Health Director and it was determined due to the increase in COVID-19 numbers the library was advised not to open. There is no tentative plan for an opening date at this time. A well-informed decision will be made in collaboration with the Library Director, the Health Director and County Manager. Ms. Baggett has been holding weekly staff meetings to brief staff on reopening updates.

Ms. Baggett shared the draft reopening plans with board members. The BOT was informed of library staff taking necessary precautions for a safe opening when statistics indicate we can do so. This includes making sure there are adequate PPE supplies, plexiglass installation etc. Computer stations have been set up to promote social distancing. Disposable keyboard covers and mouse covers will be used as a safety measure.

Library takeout hours have been expanded. Takeout hours are currently Tuesday – Friday 11:00 am – 6:00 pm, Saturday 10:00 am – 2:00 pm. Library takeout will not occur on Sundays and Mondays.

Holds have been increased from 5 items to 10 items.

Ms. Baggett will hold monthly meetings with directors from Wake County, Chapel Hill and Orange County libraries to discuss reopening plans for libraries. The next meeting will be held December 4 to discuss updates.

Newly created artwork at Main Library on the Roxboro side of the building will now be known as Purple S.T.E.A.M. Credit for the unique name goes to Stephanie Bonestell. Brenda Hayes-Bright assisted with the punctuation emphasis of STEAM.

The County has implemented a travel process for requesting travel that does not fall within our normal routine. Once forms are submitted approval must be given by County HR and immediate supervisor. Depending on the level of risk upon returning employees may be required to quarantine for 14 days. If there is work employee can perform from home they would be allowed to work from home, otherwise personal leave would have to be used. Work business travel is not allowed at this time. Meetings are held virtually.

#### **Communication Report**

The communication report was distributed to board members prior to meeting.

#### **Health Report**

The health report was distributed to board members prior to meeting.

#### **Advocacy Report (W. Whichard)**

Advocacy Committee has not met. Please let committee know if there is any outreach the board would like the committee to begin.

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

Art Committee has not met at this time.

#### **Board Development & Evaluation Committee (H. Kinsley)**

The board has not met at this time.

### **SPECIAL REPORTS**

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

The Foundation met on November 9. They are in the process of scheduling donor calls via Zoom and working on major gifts they anticipate receiving toward the end of the year. The Foundation is planning a Christmas event for donors and working with the library to plan a “literacy matters” program.

The Foundation is planning to host Author Susan Orlean Wednesday, January 13, 2021 at 7:00 pm. The event will be open to the public and will be held via Zoom.

#### **Friends of the Library (J. Lerner)**

Mr. Lerner has been working with the Friends for 2 years and is honored to serve as liaison. Friends have to vacate space at Northgate by end of the year and have spent the last couple of months liquidating stock and sending items to Better World Books. Shelving and miscellaneous equipment remain. Jane Goodridge’s term has expired but she remains involved.

The core group has been working with a realtor to meet Friends' needs and the list has been narrowed to 4 venues. The goal is to be in a new space by the end of December. The board provisionally approved a moving and operational budget.

The core group is also conducting research on operating an online bookstore. Last week the board reviewed final changes to the MOU and the document has been forwarded to Ms. Baggett. The document will need to be reviewed by County Legal.

The Friends will continue to have space at Main Library in addition to their new venue.

Mr. Lerner shared a program is available through Amazon Smiles. A small percentage of sales would go to the library.

Action Items (A. Robinson)

- Mr. Lerner will research Amazon Smiles information.

Next meeting will be held Thursday, January 21, 2021.

ADJOURNMENT

A motion was made to adjourn: C. Meek Second: M. Case

The meeting adjourned at 7:08 p.m.