

DURHAM COUNTY LIBRARY BOARD OF TRUSTEES
THURSDAY, APRIL 21, 2022
6:00 p.m.
VIA ZOOM CALL

CALL TO ORDER

Chair Sandra Chambers called the meeting to order at 6:03 p.m.

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

Friends Liaison: Joel Lerner

Absent: Katie Kaefer

Staff: Tammy Baggett, Anita Robinson

PUBLIC COMMENTS

No comments were made.

I. APPROVAL OF MINUTES

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

II. OLD BUSINESS

No old business at this time.

III. NEW BUSINESS

BOT Liaison to the Foundation (S. Chambers)

Ms. Chambers opened floor for interested board members to serve as the liaison to the Foundation. The position is a year-to-year position, serving up to three years, with full voting privileges. Mr. Whichard will serve as the liaison to the Foundation to replace Ms. Chambers whose term is expiring at the end of the fiscal year. Ms. Chambers will submit Mr. Whichard's name to the Foundation at the next meeting. His term will begin July 2022.

Slate of Officers Nominating Committee Report (S. Chambers)

Ms. Chambers presented the slate-of-officers report. The committee consisted of Willis Whichard, Camilla Meek, and Sandra Chambers. The nominating committee met on Tuesday, March 29, 2022, to consider all eligible candidates for the 2022 to 2023 term of office. The nominating committee presented the following Chair Hank Kinsley, Vice Chair Willis Whichard, and Secretary Anita Robinson. The committee voted unanimously to accept this slate of officers. All candidates accepted the nomination.

Motion to accept the slate of officers: L. Olivieri-Robert Second: C. Meek
Motion passed unanimously

Process for Voting and Selecting New BOT Members (W. Whichard and C. Meek)

The committee presented the following suggestions to create a process for voting and selecting new board members:

- All members will review applications and resumes.
- Interview potential candidates (30 minutes in a meeting room at the library).

- Select a committee of three to four board members to serve as an interview panel.
- Board members will submit questions to the interview panel.
- Interview panel will report back to Board the results/notes from the interviews.
- Interview panel will suggest a candidate voting procedure for board approval.

The board discussed concerns and offered suggestions. It was suggested to screen applicants based on applications. Ms. Meek added caveat to include an alternate plan with a phone interview or Zoom meeting. Also, consider diverse representation as well as diverse skill set. Ms. Meek would like a consideration given to candidates with a passion for the library as this is an advocacy role. Discussion will continue at the May meeting. Ms. Baggett suggested forming a group to discuss and share findings at May meeting to determine if process will move forward. Mr. Whichard, Mr. Case and Mr. Kinsley will serve on the committee.

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.

Art Committee (M. Biswas)

Art Committee has not met.

Board Development & Evaluation Committee (H. Kinsley)

Board Development & Evaluation Committee has not met at this time.

SPECIAL REPORTS

Durham County Library Foundation Report (S. Chambers)

Ms. Chambers was unable to attend the rescheduled Foundation meeting on March 24.

Friends of the Library (J. Lerner)

The Friends did not gain a profit in February as they did not hold sales. A pop-up CD sale will be held at Main Library Saturday, April 23 1:00 pm -3:00 pm. A previous DVD pop-up event produced \$1900.00 in revenue. There will be a sale at Friends store, however a date has not been determined at this time.

The Friends board has vacancies and will vote in May. Currently there are 13 board members, however their bylaws allow up to 17 members. The board is anticipating expanding up to 17 members. A marketing plan has been developed and additional members are needed to cover all bases.

Staff appreciation planning has begun for library staff. It has not been determined if Friends will partner with the Foundation on this effort.

Friends would like to issue two scholarships this year. Normally scholarships are awarded in June but may be awarded in September.

Library Reports (T. Baggett)

Bragtown

- Bragtown was able to bring back scheduled in-person computer assistance. The first session of Computer Assistance at Bragtown Branch Library was held in March, with more classes scheduled for May. This program aims to meet patrons where they are in their digital literacy journey by providing them with one-on-one computer assistance.
- Bragtown Book Lover's members were able to participate in a lively discussion and Q&A with the author of *A Death in Harlem*, Karla Holloway.
- Next month Bragtown Branch Library will host the Eno River Association for an Enviroscape program where participants will build a town on a model landscape and see what happens with rain, sediment, and runoff.
- Bragtown's programming projects for next month: Library Garden and gardening programs
Upcycling craftsragtown.

East Regional

Archie Burke, Teen Services Librarian, helped teens celebrate Women's History month with engaging activities and a book talk. Some of the activities included games in the teen section such as word searches and scavenger hunts that encouraged teens to learn more about notable women in history. Archie also created a book talk featuring women authors posted on DCoL Instagram page.

In the month of March, the Children's Services Unit continued their ever-popular STEAM TEAM program series with a segment on Fairy Garden Terrariums. Elementary-aged children were provided with mason jars, moss, rocks and cute ceramic mushrooms and animals to create their own mini-forest.

Starting in the month of April, East will begin hosting STEAM TEAM programs in person starting with Egg Catapults!

North Regional

Scott created the April systemwide calendar to support Library Fest. During the month of March, he chaired the Children's Services committee meeting and filmed a new Wacky Wednesday video and used County Volunteer Time to assist with car loading at the Durham Community Food Pantry. He met virtually with the Hub Farm team to prepare for the April 2 sensory garden story time. Scott also met with Mary Oxendine, County Food Security Coordinator, to discuss the summer meal program. Finally, throughout March, Scott met with a small team to present at the March 28 DPS Scholars at Work job fair.

Molly continues to provide excellent programming through the Homeschool Learning Lab and has assembled corresponding virtual kits for the lessons covered. Molly also created new BiblioCommons booklists and offered tech assistance in a Book A Librarian session.

Desiree has a passive program that involves a plant cart that patrons can take plants and donate them as well. They had 14 plants donated and taken.

South Regional

Children's Programming

- Outside Funtime Storytime.
- Civil Air Patrol with Lowe's Grove.
- Toddler Time with Donielle.
- Middle Grade Comic/Manga Book Club.
- Middle Grade Chapter Book Club.
- Snowy Preschool Storytime.

- Women of History.
- Coloring Pages.
- Boxyard Spring Pop-Up.

Adult Programming

- Neurodiversity Book Club.
- South Regional Fiction Book Club.
- Not Your Mama's Book Club.
- Intro to Neurodiversity and Autistic Allyship.
- 2022 Literary March Madness.
- Write Time to Start a Journal Take & Make.

Highlights

- Bubble Tea Kits Take & Make were enjoyed by 43 teens.

Southwest Regional

- Program and Display Highlights:
 - 7 Passive/Virtual/Outdoor In-Person Programs.
 - Women's History Scavenger Hunt.
 - March Madness for Adults.
 - Participating In Battle of The Books for DPS.
 - Displays:
 - Women's History Month.
 - Understanding the Russian-Ukrainian Conflict.
 - Make Sure You're PINCH PROOF Check out a Green Book!.
- Upcoming:
 - In-Person Programming.
 - Library Fest Programs.
 - Caroline & Kristen are working on a Foundation Grant Proposal.

Community Outreach

- Updated all MSE materials, special collections, and sensory kits.
- Create a training guide for MSE for patrons to go through prior to visit.
- Working on Arts Access event for June 4th.

Technology Mobile

- Multiple events booked for March that ended up getting cancelled or rescheduled.
- Initiated re-brand discussion with Marketing to discuss focus and needs for LSTA Grant.

Family Literacy and Community Services

- 75th Anniversary of the Museum of Life and Science.
- 625 visitors to the Bookmobile in just 3 hours!.

IT

Integrated Library System RFP

We had demos from two vendors and are now in the process of contacting references. After contacting references, we will put together the selection packet to send to County Purchasing.

Incident Reporting

- With the finalization of new patron-suspension procedures, we are working on implementing a new Incident Reporting system.
- This online system will allow any staff member to input a patron incident.
- An approval chain will be established if a suspension is warranted.
- This system will allow incidents to be tracked system-wide and will allow staff to reference all past incidents for an individual.
- This will replace the current incident spreadsheet saved to the library's shared network drive.

Ongoing and Upcoming Projects

- Replace all cash registers to meet County auditing requirements (Complete).
- Replace staff desktop computers with laptops (Waiting for delivery).
- Integrated Library System RFP (Selection packet submitted in April).
- Setup opt-in borrowing history in online catalog (Planned).
- Develop new online incident reporting system and archive (Final requirements received – Working with vendor to finalize form).

North Carolina Collection

The Durham Library Foundation awarded the NCC funds to repair and preserve items in the collection. 725 books, reports, and periodicals will receive repair or preservation-quality bindings from an external vendor. The first batch of items is at the vendor now and the second batch will be delivered at the end of April.

NCC staff have been hard at work preparing for Library Fest. Planned activities include:

- Digital exhibit in collaboration with Duke Digital Humanities professors and students.
- Collecting effort focused on food memories.
- Partnering with Adult Services staff to collect community recipes for creation of a Zine.
- Exhibit of cookbooks from the collection in the reading room.

Training Updates

On March 8, we launched the new 5-Star Customer Service web page.

Customers' feedback is essential to our success in our efforts to better serve the community and guide future training efforts.

In March, we received 95 responses!

86% Agree or Strongly Agree that overall, they were satisfied with the service they received.

Action Items (A. Robinson)

- Mr. Whichard, Mr. Case and Mr. Kinsley will meet to discuss selection process for new board members.
- Ms. Chambers will reach out to board members for consideration to serve on Advocacy Committee and Board Development Committee.
- Ms. Baggett will include statistics comparison in the May location report.
- Ms. Robinson will forward statistic report to board members.
- Mr. Kinsley and Ms. Chambers will forward comments from draft to Ms. Chambers, Ms. Baggett and Ms. Robinson.

ADJOURNMENT

A motion was made to adjourn: W. Whichard Second: M. Biswas

The next meeting will be held May 19, 2022.

The meeting adjourned at 7:50 pm.

