

Meeting Minutes, Friends of the Durham Library Board
12 August 2010, 7:30 p.m.
Meeting Room, South Regional Library

Attending Board Members: Ann Wilder, presiding; Betty Danielson; Roz Grace; Vicki Hertz, Jan Hessling; Jeff Laufenberg, Wendell Musser; Rob Rabb; Aviva Starr, Angela Zoltners.

Also attending: Jane Goodridge, Book Sale Co-Chair; Priscilla Lewis, Interim Library Director; Anastasia Bush, Library Development.

Call to Order

Ann Wilder called the board meeting to order at 7:30 p.m.

Approval of Minutes

Angela Zoltners pointed out that her name was misspelled in the "Liaison to the Durham Library Foundation" section of the June board meeting minutes. The board approved the combined minutes for the June 2010 general membership meeting and board meeting with this correction.

Treasurer's Report (Jeff Laufenberg and Betty Danielson)

Jeff reported the following for the 2009-2010 fiscal year:

Year-to-date income:	\$119,018.57
Carryover	\$24,000.00
Total Year-to-date Income	\$143,018.57
Year-to-date expenses:	\$120,562.59

July 2010 income:	\$5,155.94
Monthly expenses:	\$8,870.02
Checking account balance:	\$7,069.91
Savings account balance:	\$82,873.79

Jeff commented that sharing the treasurer's responsibility between Jeff and Betty is going well. Jeff and Betty both stated that Mary did a phenomenal job in setting up a record-keeping system. Jeff also commented that most of the expenses for July went to scholarships.

The board approved the treasurer's report.

Standing Committee Reports

Book Sale (Jane Goodridge, Book Sale co-chair and Angela Zoltners)

The sorters are working hard and making it through the summer, despite the extreme heat.

Southwest Regional has a difficult location for the satellite book sale. It is difficult for patrons to know that there is a book sale, or where it is located. Clearly better signage is needed, as there doesn't need to be any prospect of moving the sale to a different location within the library. Jane asked Priscilla Lewis to consider what can be done in terms of signage to make the book sale more visible.

Book donations have been very high, especially at Southwest. Mike and Jerry, who run the courier service between libraries, are doing a job that is beyond two people. The librarians at Southwest are so busy that they have no time to sort or straighten the book donations – the best they can do is toss the books into a pile. The couriers move as many donations as they can, but they have many library books to move.

Ann will talk to Elsa Woods (the library volunteer coordinator) to see if she can get a volunteer to work at Southwest periodically to sort the donated books into cartons. We could also use volunteers to pick up books at the branches and deliver them to the Main library. We may be

able to get volunteers from North Carolina Central University, as students are required to put in public service hours.

The book sale at the Main library has been moved. It now wraps around the corner of the vending area.

The book sale committee is getting ready for the Fall sale, which is October 1-3. The Spring 2011 sale is April 8-10, while the Fall 2011 sale is Oct 14-16.

Membership (Vicki Hertz) Membership levels decreased from the end of June to the end of July. We didn't get our usual June bump in membership, since there was no book sale in June, and the Durham Library Foundation did not send out its mailing until the end of July. We sent out reminder postcards in July to people whose memberships expired in April, May, June, and July, but have not seen a resulting increase in membership.

Nominating (Aviva Starr) Bobbie Walters-Brown has resigned her position on the board, which leaves us with two openings on the board. Aviva will talk to Bobbie to see if she had any candidates who might be interested in joining the board. The board agreed that it would be easier if we wait to fill the empty positions in the Spring, when we will need to fill the positions of current board members whose terms are expiring.

Liaison Reports

Foundation Liaison (Roz) Roz has joined the Foundation Development committee. The Foundation is going forward with a capital campaign, but has put it on hold until the new director comes on board.

Ann learned in July that the Foundation was interested in a partnership with the Friends for funding library projects. The recent fund-raising letter from the Foundation mentioned several projects (such as Summer Reading) that the Friends are also funding, which can cause confusion as to the distinction between the Friends and the Foundation as far as what it is that each organization does.

Ann stated that she had always thought that the Foundation's goal was to fund big projects that are beyond the capability of the Friends, such as a new bookmobile or a new garden area at Main.

Stasi Bush pointed out that the Foundation has many small endowments whose income must be spent in specific ways, so the Foundation ends up funding small projects similar to projects that the Friends sponsor. Stasi also pointed out that the Summer Reading program is funded by the Friends, the Foundation, and the library, and the program wouldn't be possible without funding from all three sources.

Ann asked why the Foundation does not have a liaison to the Friends. Ann will talk to Ann Craver to see if a representative from the Foundation can attend occasional Friends meetings so the Foundation can get a better idea of what the Friends do. It was suggested that it would be a good idea if a Foundation representative attends the meetings where we discuss project proposals.

Board of Trustees Liaison (Wendell) Al Roberts is continuing as chairman of the Board of Trustees. At the last board meeting, the trustees discussed the mechanism to be used to interview Library Director candidates, and the role that the Friends and the Foundation will play in the process.

Old Business

Tote Bag Sales Stasi reported that the tote bags are selling briskly and several libraries are out of stock. About 20 bags are left. We are making a little less than \$5.00 per bag. Feedback from customers has been that they prefer the blue color of the tote bags that can be borrowed from the library, and they also wish the totebags had pockets.

The board considered moving to a more expensive model that includes pockets, but decided to order 250 more of the same style that we originally ordered, at \$5.00 per bag, for a total of \$1250.00. Stasi will order them in blue and in green.

Vending Machines The vending area at Main opened in May. The machines seem to be popular, and there are lines at the machines after the children's programs.

The coffee machine has never worked properly, and Joel has asked the company from which the machine was purchased to remove the machine and refund the purchase price. If the library is successful in getting a refund, the check will be written payable to the Friends.

The remaining two machines are grossing about \$100.00 per machine per week. Each machine is netting about \$30.00 per week.

Joel is buying inventory for the machines as needed, and is keeping track of what is selling and how fast. When Joel has a better idea of what inventory should be purchased and when, we will probably need to find a volunteer who can make periodic shopping trips to Sam's Club.

Donation Box at Perkins Library Gerry Larson spent a great deal of time working with Perkins Library to determine their requirements for a Friends book donation box. The book sale committee has decided to put this idea on hold, as a volunteer would be required to empty the box almost every day.

New Business

Yearly Calendar Vicki Hertz noted that the agenda items for the Spring proposal cycle should be corrected. "Additional info/presentations of Staff Proposals" should be moved to May and "Review proposals from staff" should be added to April. The calendar was approved with these noted changes.

The February 2011 board meeting will be held at East Regional, the March meeting will be held at North, and the April meeting will be held at S.L. Warren.

Proposal Process The board agreed to allocate \$20,000.00 for the fall proposal cycle. Stasi will send a request for proposals to the library staff.

Interim Library Director's Report

Priscilla Lewis reported that the South opening exceeded everyone's expectations. About 3800 people came through the door on opening day and about 100 people applied for library cards.

South as gotten a lot of requests for out-of-county library cards, probably due to the library's close proximity to Research Triangle Park. The county charges \$45.00 for out-of-county cards. During September, which is National Library Card Sign-Up Month, Priscilla would like to lower the fee to \$25.00, but so far the county commissioners haven't agreed to this plan.

Priscilla is working with county and library staff to get the library back on track. She is working on getting security cameras for Main and more self-checkout stations for East and North. Every Friday morning, the library staff works on putting the CD and DVD collection into new cases with

RFID tags. CDs and DVDs are now classified according to genre, instead of by Dewey Decimal Number.

The county received 24 applications for library director and the field has been narrowed to 16. Three to five applicants will be interviewed by telephone. Finalists will be invited to Durham on Sept 21 and 22. Panel interviews will be conducted on Sept 21, while library tours and staff panel interviews will occur on the 22nd. Priscilla and Ann Wilder are both on interview panels.

Priscilla hopes the a new director will be on board by November 15, but if no suitable candidates have been found, the county will go back out and conduct another search.

The meeting was adjourned at 8:55.

Respectfully submitted by

Vicki Hertz