

Meeting Minutes, Friends of the Durham Library Board
7 April 2010, 7:00 p.m.
Auditorium, Main Library

Attending Board Members: Aviva Starr, presiding; Mary Auen; Betty Danielson, Roz Grace, Vicki Hertz; Janet Hessling; Tara Lake; Jeff Laufenberg; Wendell Musser; Rob Rabb; Martha Scotford; Bobbie Walters-Brown.

Also attending: Skip Auld, Library Director; Anastasia Bush, Grant Writer.

Call to Order

Aviva Starr called the board meeting to order at 7:00 p.m.

Approval of Minutes

The board approved the minutes for the March 2010 meeting.

Treasurer's Report (Mary)

Mary reported the following for FY 2009-2010 year-to-date:

Year-to-date income:	\$72,788.57
Carryover	\$24,000.00
Total Year-to-date Income	\$96,788.57
Year-to-date expenses:	\$81,018.92

Mary also reported the following for March 2010:

Monthly income:	\$4,858.96
Monthly expenses:	\$3,322.72
Checking account balance	\$10,000.65
Savings account balance	\$77,834.39

The board approved the treasurer's report.

Standing Committee Reports

Book Sale

The book sale committee is ready for the Spring sale, which is this coming weekend.

The board agreed to repeat the coupon program for adults who participate in the Summer Reading program for 2010. In this program, adults who complete the Summer Reading program will be given a \$3.00 coupon good for purchases at the Friends book sale in October. While this program was not particularly successful in 2009 (a total of eight coupons were redeemed), the librarians appreciate having a small token to give to adults who express an interest in reading.

Membership (Vicki)

Vicki reported the following membership numbers for March 31, 2010:

Adult	195
Senior	80
Life	60
Patron	5
Sustaining	26
Youth	3
Family	146
Friend Donor	6
Foundation Donor	<u>706</u>
Total	1227

Nominating (Bobbie)

The nominating does not have candidates for the following positions, which will become vacant as of July 1: Vice President, Treasurer, Publicity Committee chair, Nominating Committee chair. (*Note: After the April 7 meeting, Aviva learned that it is customary for the immediate Past President to be the Nominating Chair. Aviva has agreed to assume this position.*)

The treasurer's duties have increased considerably since the satellite sales have become so successful, and this position may need to be divided into two positions.

If you are interested in any of these positions, please contact Bobbie.

Scholarship Committee (Roz)

Five new scholarship applications were received, plus an application from one student who is continuing for a second year. The committee will meet to discuss the applications. Up to one continuing scholarship and up to two new scholarships can be awarded. The scholarship committee will make a decision before Staff Day on May 12, when the scholarship winners will be announced.

Liaison Reports

Liaison to the Durham Library Foundation

Skip commented that the Foundation is working on plans for a fund-raising drive.

Liaison to the Durham Library Board of Trustees (Wendell)

No report.

Old Business

Tote Bags

The tote bags have arrived. Stasi has set aside 50 bags for the book sale and will distribute the remainder to the branches. Vicki will help Stasi stuff Friends bookmarks and copies of *The Best of Friends* in the tote bags.

Duke Friends: Donation Day

Donation day at Duke will be April 22. We will have 4 parking spaces in front of Duke Chapel. Skip will drive the Discovery Mobile to Duke. Volunteers were asked to bring boxes for packing donated books.

Donation day at NCCU will be April 29. Aviva will check with Andre to see what his plans are.

Annual Meeting and Opening of Southwest Branch

The Friends of the Durham Library annual meeting will be held on Wednesday, June 2 at the Southwest Regional library. We will meet at 7:00 for a tour of the new library and begin our meeting at 7:30.

The Southwest branch library will open on Monday, May 24. Grand opening festivities are scheduled from 10:00 to 2:00. The Friends will have a table at the grand opening. Martha and Rob will work at the table from 10:00 to noon; Betty and Janet will work from noon to 2:00. We'll discuss what we want to do at the table at our May 5 meeting.

New Business

Staff Proposals

1. AEDs. AEDs purchased by the Friends are currently at Main and S.L. Warren. North Carolina has a Good Samaritan law, which precludes the need for liability insurance for the AEDs.
2. Auditorium Furniture. The furniture that would be purchased would be comparable to the furniture at the Regional libraries. The intent would be to re-use the furniture at the Main library after it is renovated, but it is possible that the architect would specify something different. In that event, the furniture could probably be re-used at branch libraries. If new furniture is purchased, the existing furniture would be auctioned by the county. The new tables would not be appropriate for the Friends book sales, and we would probably have to continue renting tables.
3. Civil Rights banners. Could the groups that host the banners contribute towards transportation? [Marion Fragola replied in an email: "While some sites could probably afford to pay to have the banners moved, others could not. For example, the banners went to the 7th Day Adventist Church – an organization for which the \$200 fee may have been prohibitive. Now that the banners have been hosted at many "obvious subjects" (Duke, etc.) and large venues, we want to bring them to smaller venues like churches and schools who are less likely to want to or be able to pay for them. While some places know what they banners are, some do not -- I don't think those places that had never seen the banners before would also be willing to pay for them (once the banners

arrive, the venues are universally thrilled!) In addition, finding host sites is a lot of work in and of itself – adding the “sales” part of it is not something I would welcome, nor would I feel great about asking a volunteer to do that.”

4. Disc Repair Machine. Skip stated that the library would assume the costs of maintaining the machine. Skip also stated that the library would establish a program to process each disc in the library collection periodically. Jeff later wrote in an email:

I had put in a call yesterday afternoon to the manufacturer of the machine that we’re considering as part of the staff proposals this go-around, and spoke to a salesperson there today about the Eco-Master (the \$16k machine that Jennifer Lohmann – I think? – had requested). I wanted to share with you some information that I think will be helpful to the FODL Board as we consider this request for approval at next month’s meeting. Feel free to pass this along to others as you see fit.

- This machine can indeed clean up to 50 discs at a time, and you can actually specify different levels of cleaning (Light, Medium, Deep, etc.) for each of the 50 discs, though most users usually put in entire batches that will receive the same level of cleaning.
- This machine has been on the market for 7-8 years, and the current model is the 5th generation of the Eco-Master, which is to say that a lot of the initial kinks have been worked out, and it’s a very precise and reliable machine.
- The only daily maintenance required is to wipe down the interior of the machine after each cleaning to remove from the machine’s “innards” (sorry, I can’t think of the technical term) any extraneous water or misc. materials that came from the surfaces of the CDs/DVDs that were cleaned.
- A light cleaning takes approx 3 minutes per disc, and the cost of the supplies (separate bullet below) used to clean a disc under a light cleaning is approx 20 cents per disc. Medium and deep cleanings take progressively longer per disc, so that a full load of 50 discs getting a deep clean and polish might take up to 5 hours to run through the entire process.
- CDs/DVDs can be cleaned up to 25x using this machine and retain their play-ability.
- This machine comes with a one-year parts and labor warranty that can be extended.
- The supplies that need to be periodically replenished on this machine include:
 - 4/3 gallons of water;
 - a conditioner that is placed in a holding tank at the top to promote the collection of solid materials as they’re removed from a disc;
 - a solution that is used during polishing;
 - micro-abrasive pads that need to be replaced at a cost of <\$4 ea. every 1000 or so discs that are cleaned;
 - a \$25 metal pipe that works in concert with the conditioner described above.

You get the picture – it’s maybe a few hundred dollars (at most) in supplies each year.

Now, here’s what I was interested in – the ROI. Assuming the discs we’re repairing cost an average of \$15 apiece, at a cost of 20 cents per disc to clean them, we recover the purchase price of the machine after cleaning something like 1100 discs. Skip mentioned last night that we have 10s of thousands of discs, and presumably quite a few more than 1100 that require some repair. Sounds like a good investment for the Library.

5. Laptop checkout for customers. Removed from proposal process. The library has received donated computers.
6. LCD projectors for the meeting rooms. The current projectors are in constant use by library staff and patrons.
7. Roaming Librarian PC tablet. Removed from proposal process. This will be purchased from library budget.
8. Southwest Flat screen display. This was originally supposed to be in the library renovation budget, but has been removed due to budget constraints.
9. Staff Day Lunch. No discussion.

10. Teen Program Kits. The libraries have money that they could pool together to purchase the proposed kits. The purpose of this proposal is to help teen librarians work with teens even if they don't have any experience with teen audiences. The board expressed confusion as to why these projects were chosen and how they would be used. Stasi will invite Kathleen Moore and Autumn Winters to come to the next board meeting to discuss the Teen Program Kits, the YouRTube proposal (item 11), and the Friends Youth Services budget line item. Stasi confirmed that Kathleen and Autumn will make a presentation at the May meeting.
11. YouRTube. Kathleen Moore and Autumn Winters will attend the May meeting to discuss.

Library News (Skip)

Wednesday, May 19 is legislative day in Raleigh. Representatives will leave Durham at 8:30 and return about 1:00.

Skip is waiting to hear the county manager's budget recommendation. There may be a need to cut library hours and/or services. One proposal that has been made is to close the libraries on Wednesday evenings.

Adjournment

Aviva adjourned the meeting at 8:25 p.m.

The next board meeting is scheduled for May 5 at **7:00 pm** in the 3rd floor conference room at the Main Library. The 7:00 start will allow time for presentations from the teen librarians, voting on the Spring proposals, and a presentation from Skip.

Submitted by Vicki Hertz