



Library Board of Trustees
Library Board of Trustees Meeting
Via Zoom
Monday, January 24, 2022, 12:00pm – 1:30pm

Trustees Present

Jon Buchan
Rob Harrington
Joe Helweg, Chair
Gloria Kelley
Dr. Kimmerly Martin
Tracy Montross
Brandon Neal
Charles Thomas
Dr. Ricky Woods

Absent

Ailen Arreaza
Dr. Amy Hawn Nelson

Staff Present

Karen Beach
Kevin Bittle
Shelley Book
Barbara Cantisano
David Dillard
Michael Engelbrecht
Jenni Gaisbauer
Jesse Isley
Meryle Leonard
Pamela McCarter
Caitlin Moen
Emily Nanney
Chantez Neymoss
John O'Connor
Keisha Portis
Amy Richard
Kathy Scott
Holly Summers-Gil
Hillary Swierc
Kim Sykes-Joseph
Tony Tallent
Marcellus Turner
Martha Yesowitch

Others Present

Mark Kutny
Leslie Johnson, Mecklenburg County

Joe welcomed everyone to the Board Meeting and thanked Charles Thomas for the great job he did presenting to the Board of County Commissioners on December 21, 2021.

Absence with Cause

Mr. Helweg requested a motion to approve absence with cause for Ailen Arreaza. On a motion by Brandon Neal and seconded by Tracy Montross, the Trustees unanimously approved their absence with cause.

Minutes

Mr. Helweg requested a motion to approve the minutes from the Board of Trustees meeting held on January 24, 2022. On a motion by Charles Thomas and seconded by Jon Buchan, the Trustees unanimously approved the January 24, 2022 meeting minutes.

Chair Report

Mr. Helweg provided the following updates:

- Board Meeting and Retreat Schedule
 - Today we will discuss budget priorities
 - February we will dive deeper into the FMP and how that aligns with the County's CIP
 - March 1 we will present the FMP to the BoCC
 - I am requesting we try to schedule a Board Retreat in March for a deeper dive into the Racial Equity Task Force Report
- Charles Thomas provided the following update on the December 21 presentation to the BoCC
 - MT and I presented the report that we shared with the full Board at our December meeting
 - There was a high level of engagement from the Commissioners
 - Both MT and I answered questions about the Library around equity, the FMP and the mobile library
 - The Commissioners also engaged and wanted to hear from MT
- BoCC March 1 Update on FMP
 - This presentation will focus on the FMP
- 2022 Committee Assignments
 - Ailen Arreaza has joined the Executive Committee
 - Jon Buchan has joined the Real Estate Committee
 - Tracy Montross has been added to the Governance Committee
 - Jenni Gaisbauer has taken over management of the ImaginOn Management Committee

Committee Reports

Governance Committee

Rob Harrington provided the following updates:

- The committee is working to replace me and Gloria Kelley
- The first task is to present our recommendation to the BoCC
- We will send a letter to the BoCC outlining our recommendations
- The County Clerk has notified us that applications are currently being accepted through April 1
- Commissioners will consider the applicants on April 19 at their Commission meeting of course this timeline is subject to change
- The Committee will meet next week to discuss those who have already applied and review our process
- If anyone on the Board would like to recommend someone, please let us know

Finance Committee

Kathy Scott provided the following updates:

FY 2022 Finance Report

- Projection data is based on 6 months of activity. Internal revenue generation is still being impacted by COVID 19. The Library has adjusted expense spending accordingly and will continue to monitor through the next 2 quarters.

- Funding timing challenges continue to plague the Emergency Connectivity Fund. The Library has yet to receive funding from the Federal government to fully ramp up and launch this program. We are in daily communication with vendors, the State and our consultants surrounding this issue and an extension of the spending timeframe or reduction of the program impact may occur in the coming months. Projections below have not been adjusted for this at this time.
- The County’s budget team launched a 4 year “budget deep dive” project on October 8th, 2021 that concluded with a presentation to the County manager and her budget executive team on January 19, 2022. The project presented the Library in a positive light with minimal recommendations and no material issues or findings. The research compiled by the team will be used by the Library for budget education with new employees and board members and future partnership opportunities to evaluate items such as peer benchmarks.

Budget Adjustments

- \$15,300 from Other to Programming for Early Literacy DEI Focus
- -\$9,293 from Federal a Professional Services for WISP Grant FY 2021 reconciliation
- \$25,000 from Foundation to Programming for Verizon Career Counseling Grant
- \$8,000 from Foundation to Misc. General Operating for Matthew laptop bar gift contribution
- \$461 from Other to Misc. General Operation for Staff Org budget additions
- \$7,028 from Foundation to Other and Misc. General Operating for Gift fund reconciliation

On a motion by the Finance Committee and seconded by Tracy Montross, the board unanimously approved the above budget adjustments.

Real Estate Committee

Brandon Neal turned the update over to David Dillard.

- Facilities Master Plan and Ad hoc Committee
 - The ad hoc committee came together to review the massive facilities masterplan, the accompanying documentation that came back from the consultants and tried to gain consensus around what we would propose to the boarder board in terms of priorities for the FMP
 - The ad hoc committee will come back to the full board with a formal report at the February Board meeting
 - During the committee’s first meeting we were generally able to reach consensus
 - We reviewed some of the history of CIP approved plans from the past
 - We placed a high emphasis on library deserts
 - We discussed impact to individual communities and needs
 - We review usage statistics such as circulation, Wi-Fi usage, program attendance etc.
 - We also looked at what our priorities would be for relocation and renovations
 - We realized it’s almost impossible to pick one criterion to make an evaluation
 - To give you a sneak peak at what we’ll most likely come back to you with in a formal report, we agreed to the following ranking:
 1. Freedom Drive/Thomasboro
 2. Nation’s Ford
 3. Eastland Mall
 4. Prosperity Village
 - Prosperity Village is a diverse community with a lot of community support for a library
 - There are a couple of branches we identified as being important to relocate such as Sugar Creek and West Boulevard.

- Independence Boulevard is the highest on the list for a renovation
- Other factors we considered were places the County has already purchased a space that we could place a library, although this wasn't a driving force
- Before the next board meeting we will send out the FMP to each of you to review all the information and provide some observations
- Our consultants noted that we got more responses, better responses and more diverse responses than almost any other project they've worked on
- West Boulevard
 - The Richardson Stratford YMCA has some excess land that they have been interested in the Library using. Turns out that land will be used to fill some other county needs. However, some other land adjacent to that tract is being considered by the County as land to purchase and put a CRC on. As of now, one of the criteria for the county to purchase it has been achieved in that it appraised at, or higher than what is being asked for it.
 - If the County does end up purchasing it, they will make space available for a new library.

After some board discussion around force ranking, inclusiveness of the survey, engagement numbers and consideration of what was approved in previous CIP's etc. the Board moved on to the next item on the agenda.

CEO Report

Marcellus Turner provided the following updates:

- Hiring Updates
 - We are continuing our Marketing & Communications Leader search
 - We are hiring for Chief Strategy and Innovation Officer position and I expect it to be posted soon
 - LAC is on track, hopefully we will be in the first or second quarter of 2021
 - Recently there have been challenges to libraries collections and I wanted to make you aware that ALA has provided intellectual freedom statements. This is something you may want to keep in your back pocket should you be approached about it.

Library Director Report

Caitlin Moen and Meryle Leonard provided the following updates:

- Introduced Chantez Neymoss as the Interim Strategy & Innovation Officer
- **Story of Impact**
 - Becca Worthington's Outreach Programs such as Storytime in the Park had to stop during the cold weather but she was undeterred and has dropped off program materials at customers' doorsteps.
 - The Mobile Library is now on the road and Saul Hernandez had a stop at the Camino Center. There was a patron there with 3 kids who didn't know how to use a library or what services we offered. We are happy to report she got her first library card at MoLi's first day on the road.
- **Mobile Library Ribbon Cutting**
 - Saturday, January 29 at 10:00am
 - Tours, giveaways and ribbon cutting
 - Several commissioners plan to attend

Budget Discussion

Kathy Scott provided the following updates:

- FY 2023 Budget Calendar
 1. January 27/28– BOCC Budget Retreat
 2. February 4 – FY2023 Budget Kick-Off Meeting
 3. February 15 – FY2023 Budget & Performance Meeting
 4. March 17 – MT presents Library budget requests to County Executive Team
 5. May 19 – County Manager Presents FY2023 Budget
 6. May 25 – Public Budget Hearing
 7. June 15-16 – BOCC Straw vote Sessions
 8. June 22 – County Budget Adoption
 9. June 27 – Library Budget Adoption
- FY 2023 Budget Priorities
 1. Pineville Year 1- Staff, operations and opening day collection, \$2M, Access
 2. Equity Leader Position- \$100k, Equity
 3. Bilingual Pay Premium, \$78k, Equity
 4. 5 Critical Support Positions (Webmaster, HR, Data Analyst, Project Mgt.(2)), \$400k, Resiliency, Technology
 5. Building Security Master Plan- \$100k, Resiliency
 6. Library Collections- \$1.8M, Access/Resiliency
- Other FY 2023 Additional Budget Priorities
 1. Employee Morale Investments, \$TBD, Resiliency
 2. Digital Equity Investments, \$TBD, Technology
 3. Mobile Devices- \$TBD, Resiliency/Technology
 4. Comprehensive Staffing Analysis/Plan- \$100k, Access
- Pineville Staffing
 1. Community Library Manager (1), \$87k
 2. Children’s Services Manager (1), \$82k
 3. Access Services Manager (1), \$68k
 4. Librarians (4), \$272k
 5. Library Associate (3), \$171k
 6. FT Library Assistant (8), \$392
 7. PT Library Assistant (3), \$48k
- FY 2023 Budget Takeaways
 1. Calendar - February & March will be the busiest months for the Library team
 2. Budget Requests
 3. Many of our most critical needs relate to positions – and those are often the most difficult to fund
 4. Success varies year over year depending on many things:
 - BOCC priorities
 - County revenue forecasts
 - Costs that come off the top for “continued operations”, contractual increases, employee salary/benefit investments, etc.
 5. Funding for the Library has ranged from receiving continued operations support and employee merit, to the most successful years where significant investments were achieved to add back Monday hours

(FY2014); significantly increase the Library Collections budget (FY2019); and implement Fine Free (FY2022). One-Time Funding success has included the Mobile Library (FY2020) and Facility Master Plan (FY2021).

The board then had discussion and gave feedback on the proposed priority ranking and how the Library would manage if items high on the priority list were not received.

One particular item that provided in depth discussion was Dr. Woods putting emphasis on moving the Building Security Master Plan up on the priority list due to the current state of safety in public places around the country.

Joe Helweg suggested that he, and appropriate Library staff, discuss with Leslie Johnson how the Building Security Master Plan fits with the partnership with the County and AFM and he will report back to the full board the results of that discussion.

At 1:38pm on a motion by Brandon Neal and seconded by Jon Buchan, the board adjourned the meeting.

Respectfully submitted,

Marcellus Turner
CEO