



Library Board of Trustees

**Library Board of Trustees Meeting
Main Library, Francis Auditorium
Monday, November 14, 2016, 12:00pm – 1:30pm**

Trustees Present

Jennifer Appleby, Chair
Charles Bowman
Rob Harrington
Gloria Kelley
Ellen McIntyre
Leland Park
Charles Thomas
Ed Williams

Staff Present

Cordelia Anderson
Frank Blair
Shelley Book
Seth Ervin
Dana Eure
Jenni Gaisbauer
Deanna Griffin
Leonora Kaufmann
Lee Keesler
Susan McDonald
Angie Myers
David Singleton

Others Present

Leslie Johnson
Mark Kutny
Eddie Burke, Cherry Bekaert
Troy Shadoin, Cherry Bekaert

Trustees Absent (with cause)

Molly Griffin
Hyong Yi

MINUTES

Jennifer Appleby called the Board of Trustees meeting to order at 12:00 PM and welcomed guests Eddie Burke and Troy Shadoin from the Library's auditing firm, Cherry Bekaert.

Ms. Appleby requested a motion to approve absence with cause for Trustees Molly Griffin and Hyong Yi. On a motion by Leland Park and seconded by Charles Thomas, the Trustees unanimously approved the absence with cause.

Ms. Appleby requested a motion to approve the minutes from the Board of Trustees meeting held on September 19, 2016. On a motion by Charles Thomas seconded by Leland Park, the Trustees unanimously approved the June 27, 2016 meeting minutes.

Committee Activity

Finance Committee

Angie Myers reported the following:

Financial Audit Update

Ms. Myers thanked everyone involved in the financial audit for their hard work. She then turned the meeting over to Eddie Burke and Troy Shadoin for the financial audit report. During their report they:

- Explained the role of the external auditor to the Board
- Issued a clean opinion that the financial statements of the Charlotte Mecklenburg Library present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Library as of June 30, 2016 and the respective changes in financial position and the respective budgetary comparison for the General Fund and Special Revenue Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America
- Complimented the Library Finance staff, and stated that the audit team encountered no difficulties in dealing with management in performing and completing the audit

In summary, Cherry Bekaert gave clean and unmodified opinions providing the highest level of assurance. All Trustees have been provided with a full audit report with basic financial statements and accompanying information.

On a motion by Ed Williams and seconded by Leland Park, the Board unanimously approved the Charlotte Mecklenburg Library's audited financial statements and the audit report presented by Cherry Bekaert.

Recognition of Gail Murchison

Ms. Myers recognized the contributions Gail Murchison has added to the Library Finance team over the last several months. Ms. Murchison's work has advanced the Finance team's ability to sustain a high level of performance going forward. The book *Deep Run Roots* was added to the Library's collection in her honor.

FY 2017 End of Month October Update

- Revenues and expenses are on target
- Revenues and expenses are projected to finish the fiscal year between 95% and 100% of budget
- Fines are trending slightly under budget
- Copier expense is trending slightly over budget

Budget Adjustments

- Created a multi-year fund for the branch gift funds
- Transferred \$7,000 from the Library Foundation to the Cornelius Gift Fund
- Transferred \$200,046 from Other Revenue to Salaries & Benefits
- Transferred \$422,159 from Mecklenburg County to Salaries & Benefits (to fund merit increases)
- Transferred \$5,000 from Reserves Available to Programming
- Transferred \$382 from Library Foundation Contribution to Professional Services

On a motion by Charles Bowman and seconded by Rob Harrington, the Board unanimously approved the budget adjustments.

Infrastructure Committee

Rob Harrington explained that input into its 2019-2023 Capital Improvement Plan (CIP) have not been requested by the County yet so the Infrastructure Committee is bringing the updated facilities plan back to the Library Board to review the most recent changes. These changes include the addition of the Davidson Library and Monroe Road Library to the list of proposed Library projects.

The Board discussed project ranking, rationale and next steps. Rob Harrington explained that if the Board of Trustees approves the plan, it will then be shared with the Citizens Capital Budget Advisory Committee (CCBAC), and then with the Mecklenburg County budget staff to support allocations in the County's 2019-2023 CIP.

On a motion by the Infrastructure Committee and seconded by Leland Park, the Board unanimously approved the revised Capital Improvement Plan.

Rob Harrington and Frank Blair reminded the Board of the following:

- The Chair of the Architect and Selection Committee is currently vacant due to Bob Sink completing his term on the Board of Trustees
- In October, the Library and Mecklenburg County posted a Request for Qualifications (RFQ) for Program Planning and Architecture and Engineering Services for the North County Regional Library renovation
- The Library has received multiple responses to the RFQ

On a motion by the Infrastructure Committee and seconded by Leland Park, the Board unanimously approved the following:

- Appoint Rob Harrington as Chair of the Library's Architect Selection Committee.
- Authorized Lee Keesler to review responses to the RFQ for Program Planning Service and also for Architect and Engineering Services for the North County Regional Library Renovation, and create a short-list of responding firms.
- Once the Architect Selection Committee ranks the firms responding to the RFQ for Program Planning, authorize Lee Keesler to enter negotiations with the top ranked firms, as ranked by the Architect Selection Committee, for the North County Regional Library Renovation.
- Once the Architect Selection Committee ranks the firms responding to the RFQ for Architectural & Engineering Services, authorize Lee Keesler to enter negotiations with the top-ranked firms, as ranked by the Architect Selection Committee, for the North County Regional Library Renovation.

Nominating Committee

At the Board Meeting in September the Nominating Committee recommended to the Board the appointment of Jorge de la Jara to fill the unexpired term of Dr. Eric Freedman and Brandon Neal to fill Charles Bowman's expired term. Unfortunately, Jorge de la Jara is relocating to Louisville for professional reasons and will not be able to move forward in the process. The Nominating Committee would like to recommend Ailen Arreaza instead. Ailen's biographical information is attached.

On a motion by the Nominating Committee and seconded by Charles Bowman, the Board unanimously approved the recommendation of Alien Arreaza to the Board of County Commissioners for appointment to the Library Board of Trustees.

CEO Report-Lee Keesler

Library Foundation Update

Jenni Gaisbauer provided the following update:

- The Foundation is currently 85% of the way toward achieving the \$100,000 Leon Levine Foundation Challenge
- Verse & Vino raised about \$200,000 (net) this year
- EpicFest served over 2,600 families
- 82% of Library staff participated in the first-ever Library Foundation Staff Campaign

Blueprint

The current draft of the *Blueprint* communication piece was provided to the Trustees. Each Trustee was asked to review the piece and provide feedback to Cordelia by December 1, 2016. She'll incorporate Trustees' feedback in the next draft of the document.

Library Impact Stories

David Singleton shared stories of three customers whose lives have been changed by using library services.

Trustee Recognition

Jennifer Appleby recognized Charles Bowman, for his eight years of service and leadership to the Library Board of Trustees and Library Foundation, with a resolution and entered a book into the collection in his honor.

Ellen McIntyre exited the Board meeting.

Board Executive Session

Moments before the Board went into Executive Session, the fire alarm in Main Library sounded and all in attendance at the Board of Trustees meeting quickly filed outside. Within a few minutes the "all clear" was communicated, and the Board returned to Francis Auditorium.

The Board, upon a motion by Ed Williams and a second by Charles Bowman, which was unanimously approved, went into closed session pursuant to N.C. Gen. Stat. § 143-318.11(a)(6) to discuss a personnel matter at approximately 1:45 p.m. Upon returning to open session at 1:55 p.m. the meeting was adjourned by motion of Charles Bowman and the second of Gloria Kelley, which was unanimously approved.