



**Library Board of Trustees**

**Library Board of Trustees Meeting  
South County Regional Library**

**Monday, September 19, 2022, 5:00pm – 6:30pm**

**Trustees Present**

Jon Buchan  
Rob Harrington  
Joe Helweg, Chair  
Gloria Kelley  
Dr. Kimmerly Martin  
Tracy Montross  
Dr. Amy Hawn Nelson  
Charles Thomas

**Absent**

Ailen Arreaza  
Dr. Ricky Woods

**Staff Present**

Karen Beach  
Shelley Book  
David Dillard  
Michael Engelbrecht  
Jenni Gaisbauer  
Krystal Green  
Laura Highfill  
Angie Myers  
Emily Nanney  
Chantez Neymoss  
John O'Connor  
Emery Ortiz  
Elesha Roupp  
Kim Sykes-Joseph  
Tony Tallent  
Marcellus Turner

**Others Present**

Mark Kutny  
Helen Hope Kimbrough

Joe welcomed everyone to the Board Meeting at 5:00pm.

**Absence with Cause**

Mr. Helweg requested a motion to approve absence with cause for Ailen Arreaza and Dr. Ricky Woods. On a motion by Jon Buchan 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 July 18, 2022. On a motion by Jon Buchan and seconded by Charles Thomas, the Trustees unanimously approved the July 18, 2022, meeting minutes.

**Foundation Update**

Jenni Gaisbauer provided the following update:

- Library Foundation Board Nominations- According to the Charlotte Mecklenburg Library Foundation’s bylaws, every other Library Foundation board nomination must receive approval from the Library Trustees.
  - Caroleen Burroughs- Is a Charlotte native and life-long library lover. She grew up going to the Hickory Grove branch and now frequents the SouthPark location for picking up books, attending the (new) jigsaw puzzle swaps, and enjoying the wonderful patios for quiet time at the library. After many years as a mechanical engineer in manufacturing, she transitioned to banking, and is now in technology as a Product Manager in Engineering at Microsoft. She’s also passionate about supporting women and girls in STEAM. For fun, you’ll find her reading a book, playing tennis, or doing a jigsaw puzzle. Caroleen lives in Charlotte with her husband Joe and teenage daughter Reeves.
  - Caton Morris- Caton and her husband Charlie are dedicated supporters of the Charlotte Mecklenburg Library, and Caton has enjoyed volunteering as a member of the Charlotte Mecklenburg Library Foundation's annual Verse & Vino planning committee since 2017. Prior to taking time to focus on raising her three young children, Caton was a public and investor relations consultant for 13 years specializing in strategic communications for startup to mid-stage biotechnology companies.

On a motion by Tracy Montross, seconded by Dr. Kimmerly Martin, the Trustees unanimously approved Caroleen Burroughs and Caton Morris to the Library Foundation Board of Directors.

- Bookclub Madness
  - 176 book clubs have joined
  - Over 800 individual participants
- Verse & Vino
  - Will be held November 10 at the Charlotte Convention Center
  - Authors
    - David Baldacci
    - Sarah McCoy
    - Adriana Trigiani
    - Javier Zamora
- EpicFest
  - The Library’s annual free family literacy festival
  - November 4-5, 2002
  - 9 NC authors will participate by visiting CMS schools and taking part in the festival

**Committee Reports**

**Finance Committee-** Angie Myers Presented the following Budget Adjustments:

Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
Additional State Funding	Revenue: State	406,105	
Additional State Funding	Expenditure: Technology Related		231,105
Additional State Funding	Expenditure: Library Collections		100,000
Additional State Funding	Expenditure: Professional Services		75,000
Additional ABC Funding	Revenue: ABC	368,421	
Additional ABC Funding	Expenditure: Personnel Related		110,000
Additional ABC Funding	Expenditure: Misc. General Operating		69,526
Additional ABC Funding	Expenditure: Facilities Related		85,000
Additional ABC Funding	Expenditure: Programming		50,000
Additional ABC Funding	Expenditure: Professional Services		30,000
Additional ABC Funding	Expenditure: Technology Related		23,895
Center for Digital Equity MeckTech Support	Revenue: Other	100,000	
Center for Digital Equity MeckTech Support	Expenditure: Misc. General Operating		100,000
WISP Grant FY2022 Reconciliation	Revenue: Federal	25,454	
WISP Grant FY2022 Reconciliation	Expenditure: Professional Services		25,454
UMD Grant FY2022 Reconciliation	Revenue: Other	1,000	
UMD Grant FY2022 Reconciliation	Expenditure: Programming		1,000
Internet Archives FY2022 Reconciliation	Revenue: Other	1,100	
Internet Archives FY2022 Reconciliation	Expenditure: Personnel Related		1,100
Young Researchers FY2022 Reconciliation	Revenue: Reserves	1,831	
Young Researchers FY2022 Reconciliation	Expenditure: Programming		1,831
Norsan Media FY2022 Reconciliation	Revenue: Reserves	1,809	
Norsan Media FY2022 Reconciliation	Expenditure: Miscellaneous		1,809
NC Humanities Living Archives FY2022 Reconciliation	Revenue: Reserves	3,143	
NC Humanities Living Archives FY2022 Reconciliation	Expenditure: Technology and equipment		3,143
Grade Level Reading FY2022 Reconciliation	Revenue: Reserves	22,431	
Grade Level Reading FY2022 Reconciliation	Expenditure: Programming		22,431
	<b>Total FY2023 Budget Adjustments</b>	<b>931,294</b>	<b>931,294</b>
<b>Multi-Year Budget Adjustments</b>			
Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
Project Scientist Grant	Revenue: Foundation	9,000	
Project Scientist Grant	Expenditure: Programming		9,000
	<b>Total Multi-Year Budget Transfers</b>	<b>9,000</b>	<b>9,000</b>

**After some discussion and on a motion by the Finance Committee, seconded by Tracy Montross, the Trustees unanimously approved the budget transfers listed above.**

- Holiday Closure Calendar for 2023- Holidays are recognized for full-time employees and are given as they occur. Holidays proposed for approval in 2023, in alignment with Mecklenburg County, are:
  - New Year's Day
  - Martin Luther King Jr. Day
  - Good Friday
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Veterans Day
  - Thanksgiving Day
  - Day after Thanksgiving

- Christmas Day + two other days at Christmas

**On a motion by the Finance Committee, seconded by Tracy Montross, the Trustees unanimously approved the Holiday Closure Calendar for 2023.**

**Real Estate Committee**

David Dillard provided the following updates:

- Electric vehicle charging stations
  - Action Item
    - Consider authorizing the Library staff to negotiate and CEO Marcellus Turner to execute any required agreements to allow third-party companies to install, operate, and maintain Electric Vehicle charging stations on Library property.
  - Background
    - Several companies have approached Charlotte Mecklenburg Library with requests to install, operate, and maintain electric vehicle charging stations on Library properties. Generally, the companies require a 5-year commitment from the Library to allow two or three parking spaces to be dedicated for this purpose for a five-year term. The spaces are to be provided without charge. The companies are responsible for everything associated with the installation, operation, maintenance, billing, and customer service for the charging stations. The libraries currently being considered are Allegra Westbrooks Regional, South County Regional, and Steele Creek. Other libraries will be considered in the future.
  - Rationale
    - While acknowledging that providing electric vehicle charging is not a core business of CML and there is no potential missional benefit from a partnership with an EV charging provider, having EV charging stations at select libraries in the system is an amenity to our customers and to the community and shows our commitment to the environment
  - Discussion
    - Trustees decided to delay a vote on this action item until further information was available on the following topics:
      - Would this approval set a precedent for other vendors?
      - Is there a County plan to bring charging stations for free for customers?
      - What are the lessons learned by UNCC, CPCC and the City of Charlotte on this topic?
      - Ensuring competitive rates for customers
      - Data tracking concerns
- Pineville Update
  - We anticipate opening in the fall to the public and will plan for a few weeks of soft opening before we have a grand opening event.
  - The library's shelving, furniture and books are in the process of being installed
- University City Update
  - Received approval from the County to move forward
  - The capital ordinance request will go to the Board of County Commissioners on October 6, 2022
- Uptown Locations
  - The location at the church is almost to the finish line and the only outstanding item is security

## Facilities Master Plan

David Dillard presented the following:

- Library Overview
  - 271,871 active cardholders
  - 1,525,288 visitors
  - 205,809 total program attendance
  - 21 locations
  - 477 Library employees
  - Annual budget for all budgeted funds for FY23 total: \$53,543,705 (includes a one-time Federal funding of \$8 million for MeckTech)
  - 2,024,251 total items in the collection - 1,013,885 physical items and 1,010,366 digital items
  - 750 total public computers
  - Public Wi-Fi in all locations
- New Projects
  - LAC, 2022
  - Pineville, 2022
  - University City, 2024
  - Main Library, 2025
- Facilities Master Plan Purpose
  - Identify and address needs
  - Manage and plan for equitable growth and services
  - Strategic and tactical guide
  - Reinforce the library's strategic goals
- FMP Schedule
  - RFQ (2020-2022)
  - Phase I- Data collection and initial meetings with library leadership, staff, Trustees and county facility staff (2020-2021)
  - Phase II- Site review and analysis, community engagement, benchmarking, facility assessments (2021)
  - Phase III- Master plan preparation, presentation to the library (2021-2022)
- Community Engagement
  - Surveys
    - 1976 total participants
    - 8 virtual sessions with 188 attendees
    - Effort made through height of pandemic
    - Highest number of responses CML has experienced for a survey
    - Respondents from nearly every community
    - High response rate from minority communities
- Community Input

REGION	NUMBER	%
East	291	18%
Northeast	494	31%
Northwest	170	11%
West	118	7%
South	513	32%
Other	18	1%
<b>TOTAL</b>	<b>1604*</b>	<b>100%</b>

- Benchmarking Data
  - Purpose for benchmarking
  - Process for benchmarking
  - Results of benchmarking
- Priority Modeling
  - Impact- The importance of looking at shared use of properties and or facilities where commonality can occur. It is important to locate libraries where other activities and destinations exist.
  - Equity- The importance of better serving communities that demonstrate need that have been underserved.
  - Geography- Prioritize resources to serve residents with the greatest need aimed at closing gaps in the community’s library “desert” areas.
  - Access- The importance of providing libraries that are accessible for all, via multiple modes of transportation.
  - Need- review of the facility assessment documents provided by Mecklenburg County AFM report to uncover immediate needs and incorporate into the analysis.
- Identified Library Deserts:
  - Freedom/Thomasboro
  - Nations Ford
  - Eastland
  - Prosperity Village
- Recommendations 1-5 Years
  - New Potential Library Locations
    - Freedom/Thomasboro
    - Nations Ford
    - Prosperity Village
    - Eastland
  - Potential Relocations of Existing Branches
    - Sugar Creek
    - West Boulevard
  - Existing Branches in Need of Renovation
    - Allegra Westbrooks Regional
    - ImaginOn
    - Independence Regional
    - Plaza Midwood
    - Myers Park
- Recommendations 6-10 years
  - New Potential Library Locations
    - Ballantyne Area
    - Paw Creek
    - Henderson Circle
    - River District
  - Existing Branches in Need of Renovation
    - Matthews
    - Cornelius

- Davidson
- Recommendations 11-15 Years
  - New Potential Library Locations
    - Hickory Ridge
    - Ponderosa-Wingate
  - Existing Branches in Need of Renovation
    - Mint Hill
    - Mountain Island
    - Steele Creek
- Beyond the Library- Outreach
  - Service Priority One
    - Disenfranchised communities
    - Populations with special needs
    - Residents with limited access to a library location
    - ESL
    - Support for locations that are being remodeled or built
  - Service Priority Two
    - Community initiatives
    - Community partners
    - Library deserts
    - Potential new library locations
  - Service Priority Three
    - Community festivals and events
    - Standalone special request

### **Annual BOCC Presentation Content Planning**

Mr. Turner explained that Joe Helweg would be delivering the Library’s annual report to the Board of County Commissioners at their meeting on October 18, 2022. Topics would include:

- “Thank you” from the Library Board of Trustees for the County Commission’s financial support
- Library Fast Facts and snapshot of services
- Partnerships that advance the library’s mission
- Recently completed projects and progress
- Facilities Master Plan Update
- How the Library works outside of its facilities in the community through Outreach

### **CEO Report**

Marcellus Turner provided the following updates:

- Extended an invitation and gave an overview of the upcoming All Staff Day on Monday, October 10, 2022
- MeckTech distribution event is scheduled for September 24<sup>th</sup> and we are expecting everything to go smoothly

### **Library Director Report**

Caitlin Moen described two stories of impact from the South County Regional Library.

**Tour of the South County Library**

Trustees broke into 3 groups and received tours of the renovated library.

**At 6:30pm, Joe Helweg adjourned the meeting.**

Respectfully submitted,

Marcellus Turner  
CEO