

CHARLOTTE MECKLENBURG
LIBRARY

Library Board of Trustees

**Library Board of Trustees Meeting
Main Library, Francis Auditorium
Monday, May 20, 2018, 12:00pm – 1:30pm**

Trustees Present

Ailen Arreaza
Molly Griffin
Rob Harrington, Chair
Joe Helweg
Charles Thomas
Ed Williams
Hyong Yi
Brandon Neal

Staff Present

Karen Beach
Kevin Bittle
Barbara Cantisano
David Dillard
Michael Engelbrecht
Seth Ervin
Dana Eure
Jenni Gaisbauer
Jesse Isley
Lee Keesler
Meryle Leonard
Caitlin Moen
Angie Myers
Emily Nanney
Ann Stawski
Holly Summers-Gil
Amanda Hutto
David Sniffin
Julia Lanham
Chantez Neymoss
Sean Hogue

Others Present

Susan Patterson
Leslie Johnson
Becky Cheney, Hamilton Stevens

Trustees Absent (with cause)

Jennifer Appleby and Dr. Ellen McIntyre

Trustees Absent

Gloria Kelley

MINUTES

Rob Harrington called the Board of Trustees meeting to order at 12:08 pm.

Mr. Harrington requested a motion to approve absence with cause for Jennifer Appleby and Dr. Ellen McIntyre. On a motion by Joe Helweg and seconded by Charles Thomas, the Trustees unanimously approved absence with cause.

Mr. Harrington requested a motion to approve the minutes from the Board of Trustees meeting held on April 22, 2019. On a motion by Hyong Yi and seconded by Ailen Arreaza, the Trustees unanimously approved the April 22, 2019 meeting minutes.

Chair Report

Mr. Harrington introduced Becky Cheney with Hamilton Stephens Steele and Martin. Ms. Cheney attended the Board of Trustees meeting in Mark Kutny's absence. Mr. Harrington reminded everyone about the upcoming events located at the bottom of the agenda including two Board of Trustees Meetings in June and September and the Verse and Vino event in November. Mr. Harrington also thanked those who attended the event to view the approved conceptual design adding it was an exciting kickoff event.

Committee Activity

Finance Committee

Brandon Neal reported that the Finance Committee was involved in the process with Mecklenburg County for auditor services. From late March through early April staff from Mecklenburg County and Angie Myers reviewed and scored auditors. Cherry Bekaert was selected due to experience and the highest score of ninety-six out of one hundred. Cherry Bekaert committed to outsource ten percent of their work to a woman and minority owned business.

On a motion by the Finance Committee, and seconded by Ed Williams, the Board unanimously approved and authorized the contract to be signed with Cherry Bekaert as the fiscal year 2019 Library Auditor.

Ms. Myers shared there has always been a desire for merchant style digital signage at ImaginOn to raise awareness. The Library and Children's Theater of Charlotte will split the cost evenly. Atlantic Sign Media was selected for the project. The project came in \$8,000 below the maximum budget. Maintenance and training/programming is included in the budget as well. Ms. Myers shared the City of Charlotte and Atlantic Sign Media have been in talks over the past three months concerning signage ordinances. Atlantic Sign Media is planning to have the signage up and running by the end of summer.

On a motion by the Finance Committee, and seconded by Mr. Helweg, the Board unanimously approved authorization for Mr. Keesler to execute contract(s) with Atlantic Sign Media for installation of new digital signage at ImaginOn.

Ms. Myers provided a financial update with data through the end of March due to deadlines. Ms. Myers reported not finding anything surprising in April. Ms. Myers summarized it was a clean and quiet year for the Library.

Ms. Myers shared the budget adjustments and transfers which do not increase or decrease budget, just moving around funds.

On a motion by the Finance Committee, and seconded by Molly Griffin, the Board unanimously approved budget amendments and transfers.

Ms. Myers discussed an update to both the Finance and Human Resources policies. Mecklenburg County made changes to their policies and we are playing catch up to stay aligned with what makes sense. Ms. Myers will send these updates along with a summary of changes for the Board of Trustees to review prior to the June 24th meeting.

The County manager revealed the recommended budget and Mr. Keesler sent out an email summarizing. The recommended budget overall will be a good year for the Library including a new book mobile, operations funds and employee wage increases. The challenging areas include Foundation salaries and benefits, expansion of programming and strategic investments particularly around innovation. The recommended budget is not currently final.

A survey was conducted in late December and early January for residents to express their voice in budgeting priorities for the upcoming fiscal year. The Library did not reach the top five priorities. The top five priorities include Mental Health, Parks and Greenways, Mecklenburg Pre-K, Affordable Housing and Reducing Racial Disparities. There was a discussion on how to make the Library come in as one of the top five priorities. Leslie Johnson informed the group the survey asked residents to think about where additional funding should be placed with current operating budgets not changing. The discussion also included thoughts on the Board of Trustees conducting an annual retreat to discuss strategic opportunities to better connect with residents and align with the current top five priorities.

CEO Report-Lee Keesler

Customer Update

Dana Eure provided background and information about State Aid.

On a motion by Mr. Harrington, and seconded by Mr. Thomas and Mr. Yi, the Board unanimously approved authorization for Mr. Harrington to sign the resolution in support of initial request from libraries across North Carolina for a recurring increase to State Aid by \$5 million and \$250,000 for NC Kids Digital Library.

Community Update

Jenni Gaisbauer shared the Library Foundation campaign update. The Foundation plan is to go public at the Verse and Vino event. Ms. Gaisbauer recognized Mr. Thomas and Susan Patterson for aiding the Foundation in talks with the Knight Foundation.

Innovation Update

Seth Ervin provided an update about a human center design training with the circulation team at Morrison. Mr. Ervin thanked Mr. Thomas for the Wily training which made the human center design training possible. The purpose of the human center design training was to find ways to solve design problems including how to improve the circulation function at Morrison. Prototypes were developed for example a marketing program to include colored pieces of paper with programming events in hold materials. Promotes upcoming programming events along with a way for staff to pull holds that have passed their pick-up date based on color.

7th & Tryon Re-development Update

Mr. Keesler provided the Board of Trustees the following updates:

- Working with preferred master developer toward finalizing MOU
- Architects for the Library and developer communicating on shared interests including property lines, elevations, parking and service
- Class A office tenant activity is progressing
- Architects transitioning into schematic design for Main Library
- Donor activity is picking up and well-received
- The Library and Blumenthal Performing Arts have begun a conversation about how we might collaborate on the two theaters if presented with the opportunity

Mr. Keesler commented Ms. Patterson was the first community fellow and she is wrapping up her third year in the role. She has been so helpful to us as eyes and ears in the community as well as working on gifts with the campaign. Betsy Fleming came on board a little over a year ago and has played a role in public commons and helping us operationalize.

Trustee Open Discussion

Mr. Harrington will pull together an ad-hoc committee including Board of Trustees volunteers and appointments by Mr. Harrington to plan an annual retreat for the Board of Trustees.

On a motion by Mr. Thomas, seconded by Ms. Griffin, the meeting was adjourned at 1:17pm.

Respectfully submitted,

Lenoir C. Keesler, Jr.
CEO