



PUBLIC LIBRARY OF CHARLOTTE AND MECKLENBURG COUNTY

**Library Board of Trustees
Main Library, Dickson Boardroom
Thursday, January 29th, 2009**

3:00 p.m.

TRUSTEES PRESENT

*Darrel Williams, Chair
Robin Branstrom, Vice Chair
Bob Bisanar
Bob Sink
Magdalena Maiz-Peña
Joan Martin
Renee Casali
Bill Warren
Charles Bowman
Sally Robinson*

TRUSTEES ABSENT

Belva Greenage

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
Linda Vitlar
Walt Smith, Facilities Manager*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Laura Isenstein, Library
Consultant, Providence
Associates
Pam Kelly, Charlotte
Observer
Joddy Peer, Jenkins-Peer
Architects
Frank Warren, Warren
Associates
Jack Clark, Clark & Chase
Research*

MINUTES

Chair Darrel Williams called the meeting to order at 3:05 p.m.

Chair Darrel Williams asked the Board of Trustees for approval of the November 19, 2008 Library Board of Trustees regular meeting and retreat minutes. On a motion by Sally Robinson, seconded by Robin Branstrom, the Trustees unanimously approved the minutes of the November regular meeting and retreat.

Director Charles Brown announced Director's Award recipients; South County Regional Library Assistant Paula Watkins for coordinating over \$100,000 in used book sales; and Morrison Regional Library Assistant Debbie Gwinn for coordinating the community effort Project Joy, which provided toys for underprivileged children at Christmas.

Director of Organizational Resources Brian Beavers requested the Board approve Budget Adjustments #11-13; 12-03B; 12-09; 12-11; 12-23; 12-31 and 12-31B. On a motion by Bob Sink, seconded by Magdalena Maiz-Peña, the Trustees unanimously approved the Budget Adjustments as submitted. (Copy of the Financial Report attached.)

Maintenance & Operations Manager Walt Smith presented Randolph & Son Builders as the lowest bidder for the Hickory Grove Branch Library project. On a motion by Bob Bisanar, seconded by Bill Warren, the Trustees approved awarding the contract for the Hickory Grove Library project to Randolph & Son Builders. (Trustee Bob Sink recused himself from the voting process)

Director Brown then introduced Library Consultant Laura Isenstein of Providence Associates who presented the initial draft proposal of the Library's Facilities Master Plan.

Trustee Bob Bisanar excused himself from the meeting.

On a motion by Charles Bowman, seconded by Magdalena Maiz-Peña, the Trustees unanimously approved to move into Closed Session - Pursuant to North Carolina General Statutes, Section 143-318.11(a) (5) to discuss the acquisition of real property.

On a motion by Bob Sink, seconded by Charles Bowman, the Trustees unanimously approved to move into Open Session of the regular meeting.

Mr. Brown then introduced the C.O.R.E. Cabinet Directors: Organizational Resources - Brian Beavers; Research, Innovation and Strategy -Frank Blair; and Community Engagement - Karen Beach. The Directors then discussed their respective backgrounds and presented their vision for the proposed Board committees.

Chair Darrel Williams announced the formation of the Executive Committee. The members include Chair Darrel Williams, Vice-Chair Robin Branstrom, Treasurer Charles Bowman, an at-large designee and ex-officio member Director Charles Brown. On a motion by Bob Sink, seconded by Sally Robinson, the Trustees unanimously approved the creation of the Executive Committee.

On a motion by Bob Sink, seconded by Joan Martin, the Trustees unanimously approved the appointment of at-large member Sally Robinson to the Executive Committee.

Trustee Sally Robinson excused herself from the meeting.

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Mr. Brown delivered highlights of the Director' s Report (report attached). Mr. Brown updated the Board regarding the Spirit Square/Main Library project.

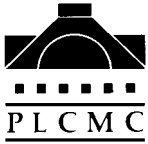
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Director of Community Engagement Karen Beach announced that the Carnegie Circle dinner will be held on Wednesday, October 7th. The Library is in negotiation with Pulitzer Prize winning national columnist and author Mr. Leonard Pitts as the evening's guest speaker and also to be a featured author at the 2009 Novello Festival of Reading. Ms. Beach shared with the Board plans for the Library's participation in "Library Legislative Day" in Raleigh on Wednesday, February 25th.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



PUBLIC LIBRARY OF CHARLOTTE AND MECKLENBURG COUNTY

Library Board of Trustees
Main Library, Dickson Boardroom
Thursday, February 26th, 2009

TRUSTEES PRESENT

Darrel Williams, Chair
Sally Robinson
Bob Sink
Joan Martin
Renee Casali
Bill Warren
Charles Bowman
Bob Bisanar

TRUSTEES ABSENT

Belva Greenage
Robin Branstrom
Magdalena Maiz-Peña

STAFF PRESENT

Charles Brown, Director of Libraries
David Singleton
Karen Beach
Brian Beavers
Chuck Mallas
Rick Ricker
Linda Raymond
Cordelia Anderson
John Zika
Linda Vitlar

OTHERS PRESENT

*Mark Kutny, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ*
*Matthews-Mint Hill
Weekly/Charlotte Weekly,*
Kara Lopp
*Charlotte Observer, April
Bethea*
News 14, Brad Borders
WSOC-TV Ch 9
FOX Charlotte

SPECIAL MEETING MINUTES

Chair Darrel Williams called the meeting to order at 4:05 p.m.

Chair Darrel Williams explained the purpose of the meeting.

Director Charles Brown outlined the proposed budget reduction and the principles Library Administration developed. (Outline & Chart Attached)

Attorney George Sistrunk of Hamilton, Moon, Stephens, Steele & Martin PLLCJ joined the meeting.

5:05 p.m.

On a motion by Sally Robinson, seconded by Bob Bisanar, the Trustees unanimously approved to move into Closed Session - Pursuant to North Carolina General Statutes, Section 143-318.11(a) (5) to discuss the acquisition of real property.

The meeting moved to open session at 5:25 p.m. and was adjourned.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



PUBLIC LIBRARY OF CHARLOTTE AND MECKLENBURG COUNTY

**Library Board of Trustees
Main Library, Dickson Boardroom
Thursday, March 19th, 2009**

4:00 p.m.

TRUSTEES PRESENT

*Darrel Williams, Chair
Bob Bisanar
Bob Sink
Magdalena Maiz-Peña
Joan Martin
Renee Casali
Bill Warren
Sally Robinson
Belva Greenage*

TRUSTEES ABSENT

*Charles Bowman
Robin Branstrom, Vice Chair*

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Patrice Ebert
Michele Gorman
Jason Hyatt*

OTHERS PRESENT

*Mark Kutny, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Carla DuPuy
Barry Landstrom, WSOC
Channel 9
Tammy Coghill, WPC*

MINUTES

Chair Darrel Williams called the meeting to order at 4:01 p.m.

Chair Williams asked the Board of Trustees for approval of the minutes of the January 29th, 2009 and February 26th, 2009 Library Board of Trustees regular and special meetings. On a motion by Sally Robinson, seconded by Bob Sink, the Trustees unanimously approved the minutes of both meetings.

Director Charles Brown announced that this year's Carla DuPuy Scholarship was awarded to Library Support Coordinator Jason Hyatt of the Outreach Services Department "Storytimes to Go", located at ImaginOn: The Joe & Joan Martin Center. Mr. Hyatt is enrolled in the MLIS program at the University of North Carolina-Greensboro.

Mr. Singleton then asked Teen Services Manager Michele Gorman to highlight the environmental craft project, the 6R Movement named the "Most Valuable" Program for 2008 in the *Voice of Youth Advocates* (VOYA) publication.

Director of Organizational Resources Brian Beavers requested Board approval for Budget Adjustments #02-04B, 02-09, 02-13, 02-25, and 02-25B. On a motion by Sally Robinson, seconded by Bob Sink, the Trustees unanimously approved the Budget Adjustments as submitted. (Copy of the Financial Report attached.)

Mr. Beavers delivered the Operations Committee Report.

Community Engagement Director Karen Beach then outlined the Development and Community Engagement Report.

Director Brown reviewed the progress in the development of the Library's Facilities Master Plan (FMP), including re-visits with city officials in Mint Hill, Matthews, Pineville, Cornelius, Davidson and the city of Charlotte to share the draft FMP. Mr. Brown added that further discussions are planned with the city of Charlotte.

Mr. Brown then introduced the C.O.R.E. Cabinet Director of Library Experiences David Singleton. Mr. Singleton shared with the Board his background and experience and presented his vision for the proposed Board-Library Experience committee.

Mr. Singleton presented the Strategic Plan. He informed the Trustees that the timelines are fluid and budget constraints will not deter the Library in achieving its goal. Mr. Singleton then requested that the Board approve the plan. On a motion by Bill Warren, seconded by Sally Robinson, the Trustees unanimously approved the Strategic Plan as submitted.

Director of Communications Cordelia Anderson outlined plans to package and market the strategy to our customers and staff.

Director Brown described the operational planning and scorecard measures that will evaluate the plan's success.

Chair Darrel Williams opened the discussion with the Trustees to consider the possibility of rescheduling the May Board meeting.

Attorney Mark Kutny explained the NC Statute that requires the Library Board of Trustees to adopt a conflict of interest policy.

Mr. Brown delivered highlights of the Director's Report, including the Library's successful Big Read initiative. In addition, related to the budget Mr. Brown shared a letter from a patron with concerns relating to loss of staff. Director Brown also informed the Trustees the county has informed the Library that no construction projects will be funded next year with the exception of the Hickory Grove Branch Library.

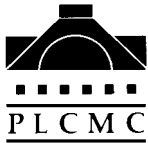
Trustee Belva Greenage reported on the Research, Innovation and Strategy Committee meeting.

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board

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PUBLIC LIBRARY OF CHARLOTTE & MECKLENBURG COUNTY

**Library Board of Trustees
Duke Mansion
Thursday, June 11th, 2009**

1:45 p.m.

TRUSTEES PRESENT

*Darrel Williams, Chair
Robin Branstrom
Bob Bisanar
Bob Sink
Magdalena Maiz-Peña
Joan Martin
Renee Casali
Bill Warren
Charles Bowman*

TRUSTEES ABSENT

*Sally Robinson
Belva Greenage*

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Sarah Poole*

OTHERS PRESENT

*Mark Kutny, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Calvin McDougal, Chief
Executive Director
Mecklenburg County ABC
Board
Mary Ward
Barry Landstrom, WSOC
Channel 9*

MINUTES

Chair Darrel Williams called the meeting to order 2:10 p.m.

Chair Williams introduced Chief Executive Officer Mecklenburg ABC Board Calvin McDougal. Mr. McDougal spoke about ABC's continued support of the Public Library.

Chair Darrel Williams asked the Board of Trustees for approval of the minutes of the February 26th and March 19th 2009 special and regular Library Board of Trustees meetings. On a motion by Bob Bisanar, seconded by Bill Warren, the Trustees unanimously approved the minutes of both meetings.

Director of Organizational Resources Brian Beavers delivered the Financial Report for FY 2008-2009. On a motion by Robin Branstrom, seconded by Bob Bisanar, the Trustees unanimously approved the Financial Report. Mr. Beavers then requested Board approval for Budget Adjustments #04-06, 05-28, 05-28B, 05-29E,

05-29F, 05-29G, 05-29H. On a motion by Bob Sink, seconded by Charles Bowman, the Trustees unanimously approved the Budget Adjustments.

Chair Darrel Williams requested Director of Libraries Charles Brown to present the Library's Budget for FY 2009-2010. Director Brown reviewed the principles set forth by the Trustees with regard to the County's reduction in funding to the Library and highlighted overall how the Library achieved those goals. On a motion by Bob Sink, seconded by Charles Bowman, the Trustees unanimously approved the Library's FY 2009-2010 Budget.

Director Brown introduced the Library's Facilities Master Plan Consultant Laura Isenstein and her Associate Kimberly Bolan. Ms. Isenstein then presented the updated DRAFT of the Facilities Master Plan (FMP). Mr. Brown indicated further discussion meetings are planned to outline next steps before presenting to the Mecklenburg County Board of County Commissioners.

Director Brown also shared with the Board the meeting with Davidson's city officials regarding the Library's DRAFT Facilities Master Plan.

Director Charles Brown explained how the Library would implement furlough days during FY 2009 – 2010.

3:12 Bob Bisanar excuses himself the meeting.

3:16 Bob Bisanar returns to the meeting.

Director of Library Experiences David Singleton distributed the final Strategic Plan.

Director of Research, Innovations and Strategy Frank Blair updated the Trustees regarding the Workforce Development Center.

3:45 p.m. Darrel Williams excuses himself from the meeting.

3:50 p.m. Darrel Williams returns to the meeting.

Mr. Blair reviews the overall Return on Investment (ROI) Study.

4:00 p.m. Robin Branstrom excuses herself from the meeting

4:10 Charles Bowman excuses himself from the meeting.

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Director of Community Karen Beach distributed a copy of the Development/Volunteer/Community Engagement Report. (Copy attached)

Director Brown updated the Board on the progress of the new Scaleybark Branch Library and the time spent in Raleigh on Legislative Day in May with members of the Friends of the Library and State Officials.

The meeting adjourns at 4:21 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



CHARLOTTE MECKLENBURG LIBRARY

Library Board of Trustees

Main Library

Dickson Boardroom – Third Level

Thursday, September 17th, 2009

4:00 p.m.

TRUSTEES PRESENT

Darrel Williams, Chair
Robin Branstrom
Bob Bisanar
Bob Sink
Magdalena Maiz-Peña
Renee Casali
Bill Warren
Belva Greenage

TRUSTEES ABSENT

Sally Robinson
Joan Martin
Charles Bowman

STAFF PRESENT

Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Walt Smith
Lois Kilkka

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ*

MINUTES

Chair Darrel Williams called the meeting to order 4:05 p.m.

Chair Darrel Williams asked the Board of Trustees for approval of the minutes of the June 11th, 2009 Library Board of Trustees meeting. On a motion by Robin Branstrom, seconded by Bob Bisanar, the Trustees unanimously approved the minutes of the meeting.

Director of Organizational Resources Brian Beavers delivered the Financial Report for FY 2008-2009. On a motion by Belva Greenage, seconded by Magdalena Peña, the Trustees unanimously approved the Financial Report. Mr. Beavers then requested Board approval for Budget Adjustments #06-30. On a motion by Robin Branstrom, seconded by Belva Greenage, the Trustees unanimously approved the Budget Adjustment.

4:10 p. m. Bob Sink joined the meeting.

Mr. Beavers then presented the Financial Report for August FY 2009-2010. On a motion by Bob Sink, seconded by Renee Casali, the Trustees unanimously approved the Financial Report. Director Beavers also requested Board approval for Budget Adjustments #07-01C, #07-01E, #07-06, #07-06B, #08-17, #08-27, #08-27B. On a motion by Robin Branstrom, seconded by Belva Greenage, the Trustees unanimously approved the Budget Adjustments.

4:15 p.m. Bill Warren joined the meeting.

Director of Library Experiences David Singleton shared the proposed changes to the overdue fine/fee schedule for the Library. The revisions will be implemented in January 2010.

Library Manager Lois Kilkka of ImaginOn: The Joe & Joan Martin Center highlighted the physical and program changes completed at the facility, including block programming and extending age group limitation for storytimes.

Director Brown discussed the process and general guidelines to consider as the Library prepares to present the draft Facilities Master Plan to the Mecklenburg Board of County Commissioners on November 10th, 2009.

Director of Organizational Resources Brian Beavers reviewed the bids presented to the Library for the general contractor of the Beatties Ford Road expansion project. Director Beavers then requested that the Trustees award the construction contract for Beatties Ford Road expansion to Monteith Construction Corporation. On a motion by Bob Sink, seconded by Bill Warren, the Trustees unanimously moved to approve the contract with Monteith Construction Corporation for the Beatties Ford Road expansion.

Mr. Beavers also presented the furniture bid tabulation information for the new Hickory Grove Branch Library to the Trustees. He then requested that the Library award the contract to Alfred Williams Company. On a motion by Belva Greenage, seconded by Renee Casali, the Trustees unanimously approved to award the furniture contract to the Alfred Williams Company for the new Hickory Grove Branch Library.

Director Brown delivered an update on the Scaleybark project.

Mr. Brown then asked Attorney Stephens to present the draft of the Library Board of Trustees' By-Laws as required by the NC Statutes.

Chair Darrel Williams requested input from the Board regarding planning the Library Board of Trustees' meetings for 2010. The proposed meeting schedule will be presented to the Board at the November meeting. Mr. Williams also mentioned the possibility of forming an Advisory Committee to the Board in the future.

Director Charles Brown delivered a follow-up report on the contract services study request for Maintenance/Security of the Library made by the County's Real Estate Department.

Also discussed was the Redbox video service test at two Library locations.

Mr. Brown then highlighted an article published in "Computers in Libraries" co-written by Program Coordinators Angela Craig and Jason Hyatt of the Outreach Department.

Director of Organizational Resources Brian Beavers described the proposed 2010 "No-Smoking Ordinance", which would be in effect at the entrances and exits of Library facilities.

Director Brown reviewed the county's "Employee Climate Survey" with the Board, which reflected an improvement over last year.

Mr. Beavers shared the preparation the Library has under taken to address the outbreak of Swine Flu for the staff and public.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board