



Library Board of Trustees

Library Board of Trustees
Main Library, Dickson Boardroom
Wednesday, January 19th, 2011

Noon

TRUSTEES PRESENT

Robin Branstrom, Chair
Molly Griffin
Reneé Casali
Sally Robinson
Darrel Williams
Joan Martin

VIA TELEPHONE CONFERENCE

Bob Sink, Vice Chair
Charles Bowman, Treasurer

TRUSTEES ABSENT

Magdalena Maiz-Peña
Tami Simmons

STAFF PRESENT

Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Angela Haigler
Rick Ricker
Jenifer Daniels
Chuck Mallas

OTHERS PRESENT

Bob Stephens, Hamilton, Moon, Stephens, Steele & Martin PLLCJ
Jim Woodward, Chair, Task Force
Sean Hogue, Library Consultant
Members of the Press

MINUTES

Chair Robin Branstrom called the meeting to order at 12:05 p.m.

Chair Robin Branstrom asked the Board of Trustees for approval of the minutes of the December 8th, 2010 Library Board of Trustees meeting. On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved the minutes of the December 8th, 2010 meeting with one correction as noted by Trustee Joan Martin.

Ms. Branstrom then acknowledged Dr. Jim Woodward, Chair of the Future of the Library Task Force.

Dr. Woodward began by stating that he is certain the Future of the Library Task Force will successfully complete its assignment, as directed, by March 1st, 2011.

Chair Woodward also stated that the task force is mindful that they will make recommendations to the Board of Trustees and the County Commissioners, but that they are not a decision-making body. Dr. Woodward reported that it was important to look at the state of the Library five years ago. Chair Woodward also stated that compared to its peer libraries (in FY 2008-2009), the Library was not over funded or underfunded; or over/under built. (Copy of the Report Attached). Dr. Woodward described the many factors involved, including per capita, square footage, etc. Chair Woodward went on to talk about volunteerism and explained that volunteers should equal 5% of the total FTE for basic services; this does not include programming. Dr. Woodward also spoke about the Library's fundraising efforts and made the recommendation that \$1M annually should be a reasonable target.

Chair Branstrom asked how many volunteers the Library has currently. Director of Community Engagement Karen Beach responded with approximately 625 volunteers.

Chair Branstrom acknowledged Ms. Beach and ask that she present the research by the Development Department related to forming a Library Foundation. Ms. Beach talked about the information gathered related to other foundations, i.e. CPCC and Foundation for the Carolinas. Director Beach further explained that she would be prepared to present additional information at an upcoming Library Board meeting.

Chair Robin Branstrom asked the Board of Trustees for a motion to approve Director of Community Engagement Karen Beach continuing with research regarding the formation of a Library Foundation and report to the Board at the March 2011 meeting. On a motion by Sally Robinson, seconded by Darrel Williams, the Trustees unanimously approved that Director of Community Engagement Karen Beach continue the research with regard to a Library Foundation and report to the Board at the March 2011 meeting.

Director of Organizational Resources Brian Beavers delivered the FY 2010 – 2011 end of December Financial Report. Mr. Beavers pointed out that the Library was not made aware that vehicle expenses would be charged to the Library by Mecklenburg County. Director Beavers also requested Board approval for Budget Adjustment #12.23. On a motion by Molly Griffin, seconded by Reneé Casali, the Trustees unanimously approved the Budget Adjustment.

Chair Branstrom inquired about the stream of revenue from the Children's Theatre. Director of Finance Chuck Mallas explained that he works with the Children's Theatre Finance Director Tracy Chandler to determine the Theatre's reimbursements to the Library and to Mecklenburg County.

Director of Finance Chuck Mallas highlighted the Summary Audit Report for the Library for the fiscal year ending June 30, 2010. (Full Report Attached)

Director of Libraries Charles Brown began his report by mentioning the media coverage the Library has received and provided a link where this information could be found: http://www.plcmc.org/about_us/in_the_news/press.asp. Director Brown also acknowledged Director of Organizational Resources Brian Beavers and wished him farewell. Mr. Brown went on to state that Mr. Beavers possessed a high level of involvement not only during the complex financial crisis, but with everything from book sales, delivery, etc. Chair Branstrom then commented that he had been a bright light and always willing to do anything. Ms. Branstrom expressed her appreciation for his positive approach to the job, noting that “nothing that was asked of him was too big or too small” and that the Library will miss him.

Trustee Darrel Williams remarked about the Task Force findings that the Library was not over-funded and when statistically compared with libraries of comparable size. He also noted that Charlotte Mecklenburg Library achieved 5-star ratings from *Library Journal*.

Chair Robin Branstrom requested a move into Closed Session to discuss a Personnel Matter Pursuant to GS 143- 318.11 (a) (16). On a motion by Molly Griffin, seconded by Darrel Williams, the Trustees unanimously approved.

The Board came out of closed session and back into public session, Charles Bowman made, and Molly Griffin seconded, the motion set forth below. It was voted on and unanimously approved.

RESOLVED that the Board of Trustees of the Public Library of Charlotte and Mecklenburg County approves the Retention and Separation Agreement with Mr. Brown and the Interim Employment Agreement with J. Vick Phillips and authorizes the Chair of the Board to execute same.

After the vote, the Chair declared that the meeting was adjourned.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



Library Board of Trustees

Library Board of Trustees
Main Library, Dickson Boardroom
Thursday, February 17th, 2011

4:00 p.m.

TRUSTEES PRESENT

Robin Branstrom, Chair
Bob Sink, Vice Chair
Molly Griffin
Reneé Casali
Sally Robinson
Magdalena Maiz-Peña
Tami Simmons
Joan Martin

TRUSTEES ABSENT

Charles Bowman, Treasurer
Darrel Williams

STAFF PRESENT

Charles Brown, Director of Libraries
Vick Phillips, Chief Executive Officer
Karen Beach, Director of
Communication Engagement
Frank Blair, Director of Research,
Innovation and Strategy
David Singleton, Director of Library
Experience
Linda Vitlar, Executive Assistant to
the Board
Cordelia Anderson
Angela Haigler
Rick Ricker
Jenifer Daniels
Chuck Mallas
John Zika
Jonita Edmonds
Patrice Ebert
Lois Kilkka
Melanie Baron
Tamara Osborne

OTHERS PRESENT

Bob Stephens & Mark Kutny,
Hamilton, Moon, Stephens,
Steele & Martin PLLCJ
Jim Woodward, Chair, Task
Force
Sean Hogue, Library
Consultant
Amanda Anderson, President,
Friends of the Library
Bruce LaRowe, Executive
Director, Children's Theatre of
Charlotte

MINUTES

Chair Robin Branstrom called the meeting to order at 4:05 p.m.

Ms. Branstrom began with opening remarks regarding the Foundation for the Carolinas Annual Luncheon meeting earlier that day. Chair Branstrom explained that she thought it was an energizing experience to hear Speaker John Wood talk about literacy and libraries. Ms. Branstrom highlighted Mr. Wood's comments about how important libraries are not only to third world countries but to every community.

Ms. Branstrom then acknowledged Dr. Jim Woodward, Chair of The Future of the Library Task Force.

Dr. Woodward delivered a summary of the decisions made by the Task Force and offered a timeline for reports soon to be completed. Chair Woodward commented that his remarks reflect the views of the Task Force. Dr. Woodward explained that Task Force will finalize their recommendations at the last scheduled meeting on March 1st. A “placeholder” meeting for March 15th was set by the Task Force in case a follow-up meeting is necessary. The following are minutes of Dr. Woodward’s report to the Board as posted on the Charlotte Mecklenburg Web Site at www.cmlibrary.org

Hours and Locations

After much discussion, the Task Force was asked the following question: “Regarding hours and distribution of resources, *and assuming that resources remain flat* (meaning that current staffing stays the same), should we stay where we are or change?” The Task Force voted to change. They then made the following decisions about the kinds of changes they will recommend:

- Hours at regionals should be increased. The exact number of hours has not yet been finalized, but it would be closer to a double shift.
- Branches in challenged neighborhoods should be kept open, with current hours.
- After calculating the Full-Time Employees needed for increased hours at regionals and maintained hours at branches in challenged neighborhoods, the remaining FTEs should be reallocated to branches that are geographically isolated (farthest from regionals), and with the highest circulation. More specific criteria for circulation have not yet been determined.
- For the remaining branches, there would be an offer to work with the neighborhoods/communities of those locations to secure funding to help keep the location open.

Note: For the purpose of this discussion, the term FTE does not refer to specific staff; it is a calculation based on an average.

Main/ImaginOn

- The Task Force agreed that a Library location that provides services to adults is needed in Uptown Charlotte; however, the current Main location may be too large for current needs. They felt this issue needed further examination, and recommended the creation of a committee appointed jointly by the Library Board and County Commission to further explore the feasibility of consolidating, down-sizing or relocating Main Library functions.

- The group all agreed that ImaginOn was a unique asset in Charlotte. They did not reach any decision about ImaginOn, but will likely discuss it more at their next meeting.

Governance

- A subcommittee formed to examine the current governance structure of the Library shared their thoughts about making the Library and its assets a part of County government. They suggested a structure that would still have a Board of Trustees to formulate and adopt programs, policies, and regulations for the governance of the Library, as well as appoint and remove the Chief Librarian or Director, prepare a budget, assist in evaluation of the organization and employees, etc.
- The Task Force discussed what this might mean, offered their thoughts and agreed to continue deliberating on governance. They have not made any decisions on this recommendation.

Funding

- A subcommittee formed to examine Library funding reported their thoughts about creating a per capita funding model that would bring the Library closer to the average of peer library systems. This per capita funding model would be used from year to year, providing more stable funding going forward. The Task Force was receptive to this idea, but did not vote or reach a decision.

Dr. Woodward reminded the Board that the Library faces a budget shortfall of \$500,000.

The Trustees asked questions regarding the governance and operations of those libraries that may be supported by independent funding. Dr. Woodward stated that policies and procedures with regard to operations would be negotiated between the Library and the individual community.

Chief Executive Officer Vick Phillips added that after talking to folks throughout the county there has been a very subtle and positive point about the Task Force's recommendations. Mr. Phillips went on to say that the outcome formed by the Task Force is a validation of the original thinking and initial decision made by the Library Board of Trustees in March 2010.

Trustees also asked questions about libraries operating in fragile neighborhoods. Dr. Woodward explained some factors in determining those locations would be staffing requirements in terms of Full-Time Employees, distance from another Library and usage as criteria. Trustee Sink commented that there are additional factors involved in determining Library locations in fragile neighborhoods.

Vice Chair Sink requested more information on how the Task Force determined peer Library's. Dr. Woodward explained that 6 communities were identified by the

Charlotte Chamber and 8 were identified by Mecklenburg County. Chair Woodward identified population served by a Library system as one of the criteria used. The Urban Institute will provide a report that will be shared with the entire Library Board that contains additional facts regarding peer Library comparisons.

The Trustees commented on the Task Force Sub-Committee reports regarding governance. Several Members of the Board voiced support for the current structure and governance of the Library Board of Trustees established in 1903. Library Board members also cited the long history of strong working relationships with Mecklenburg County and swift action taken by the Library Board during a difficult period. Vice Chair Sink added that reviewing the governance of the Library was one of the focus areas of the Task Force. Mr. Sink further explained that one approach to the future structure of the Library Board may include a more defined line of communication and accountability that could be accomplished through an ordinance. Trustee Simmons asked if the County is receptive to the recommendation that the Library become a department of County government. Dr. Woodward answered that the County would most likely accept the recommendation.

After further discussion and comment regarding the initial findings, Chief Executive Officer Vick Phillips reminded the Library Board that the two Sub-Committees studying governance has not yet reached a final consensus.

Trustee Casali asked in what format the final report from the Task Force will be presented. Dr. Woodward explained that the report will contain an outline, divided into chapters devoted to every subject study. The report will also include observations and recommendations with accompanying reports and appendices.

Vice Chair Sink and Trustee Robinson commended the work and effort of Dr. Woodward and voiced their every confidence in his ability. Mr. Sink also expressed the Library Board's intention to bring flexibility to the process and respond openly to the recommendations made by the Task Force. Further Mr. Sink stated the Board will bring the kind of intensity of the past 10 months and take it forward.

Chief Executive Officer Vick Phillips asked presenters Director of Community Engagement Karen Beach, Deputy Director of Communications & Marketing Cordelia Anderson, Senior Library Manager John Zika and Library Supervisor Jonita Edmonds if they would agree to reschedule their respective reports to either the March or April Library Board of Trustees' meeting. All were in agreement.

Chair Robin Branstrom welcomed Executive Director of the Children's Theatre of Charlotte Bruce LaRowe and ImaginOn Library Manager Lois Kilkka. Mr. LaRowe began by highlighting the positive news about the partnership between the Children's Theatre and Charlotte Mecklenburg Library, the shared programming between the Library and the Theatre and the impact ImaginOn is making on families that are served through this facility. (Hand-out Attached) Ms.

Kilkka then described some of the most impactful programs currently and planned for the future.

Chair Branstrom asked the Board of Trustees for approval of the minutes of the January 19, 2011 Library Board of Trustees meeting. On a motion by Bob Sink, seconded by Molly Griffin, the Trustees unanimously approved the minutes of the January 19, 2011 meeting.

Chief Executive Officer Phillips highlighted the Library's Financial Summary Report for end of month January 2011. (Full Report Attached)

Chair Branstrom commented on the accomplishments of the Library's Development Department and congratulated Director of Community Engagement Karen Beach on the year to date figures.

Director Brown delivered his report and reminded the Board of the media coverage the Library has received and provided a link where this information could be found: http://www.plcmc.org/about_us/in_the_news/press.asp

Mr. Brown then asked Director of Library Experiences David Singleton to update the Board on the Goodwill Book Sale initiative. Mr. Singleton shared with the Board that this program trains and employs individuals in our community. In addition the Library has received proceeds from the book sale in the amount of \$15,000.

Chief Executive Officer Phillips stated that after his visits to every Library location/department and meeting with Library staff, the state of the Library is solid. Mr. Phillips continued by describing the staff as enthusiastic individuals and devoted to the Library. CEO Phillips commented that each location emphasizes the needs of the community in which they serve.

Chair Branstrom mentioned the book she is reading entitled "This Book is Overdue – How Librarians and Cybrarians Save Us All". The author Marilyn Johnson along with bloggers, radicals and visionaries express their feelings on the enduring value of the human touch "the librarians." Ms. Branstrom highly recommends the book to the Library Board members.

Ms. Branstrom also mentioned the Newsletter sent to the Trustees from ULC – Leadership Brief/Five Leadership Roles for Library Trustees as a topic item for the agenda at the Board retreat.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Vick Phillips
Secretary



Library Board of Trustees

Retreat

**The Duke Mansion, 400 Hermitage Road
Wednesday, April 6th, 2011**

10:30 a.m.

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Darrel Williams
Molly Griffin
Reneé Casali
Sally Robinson
Magdalena Maiz-Peña
Joan Martin*

TRUSTEES ABSENT (With Cause)

*Charles Bowman, Treasurer
Tami Simmons*

STAFF PRESENT

*Vick Phillips, Chief Executive Officer
Cordelia Anderson, Deputy Director
of Marketing & Communications
Karen Beach, Director of
Communication Engagement
Frank Blair, Director of Research,
Innovation and Strategy
Chuck Mallas, Director of Finance
Rick Ricker, Deputy Director of
Human Resources
David Singleton, Director of Library
Experiences
Linda Vitlar, Executive Assistant to
the Board*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Dr. Jim Woodward, Chair, The
Future of the Library Task
Force
Sean Hogue, Library
Consultant
Amanda Anderson, President,
Friends of the Library*

MINUTES

Chief Executive Officer Vick Phillips welcomed the group back from a short break at 10:30 a.m.

He began by asking Attorney Bob Stephens to clarify the question posed by Vice Chair Bob Sink regarding the Library Board's meeting attendance policy. Mr. Stephens explained that in accordance with NC General Statute the attendance policy that applies to the Library Board requires that a Board Member may be removed after three consecutive meeting absences without cause. The Board asks that, if a member cannot be present for a meeting, a notification should be made to the Library. Mr. Stephens advised that at each meeting a motion to excuse for cause be written into the minutes. Mr. Phillips stated that both Tami Simmons and Charles Bowman indicated to Linda Vitlar that, due to previous business commitments that had them out of town, they would not be able to attend today's

regular & retreat meetings. Mr. Phillips added that Ms. Vitlar offered the Skype alternative and conference telephone if they could join the meeting during any part of the day.

The Library will make every effort to Board Members to accommodate their taking part in the meetings by providing either Skype or telephone conference. Mr. Phillips requested a motion to approve adding to the Board minutes members who are absent with cause. On a motion by Bob Sink, seconded by Sally Robinson, the Trustees unanimously approved adding to the Board minutes members who are absent with cause.

Mr. Phillips announced that an application for candidacy to fill the vacant position left by Belva Greenage was submitted by Ed Williams. He talked about Mr. Williams' background as former editor of the Charlotte Observer and his prior service to the Library as a member of The Future of the Library Task Force. The Mecklenburg Board of County Commissioners is scheduled to make this appointment on April 19th at the regular BOCC meeting.

Mr. Phillips delivered an overview of the Retreat agenda.

He then highlighted the current relationship between Mecklenburg County and the Library. He stated that the Library is the managing partner that delivers services, and the County is the funding partner that provides the funding for those services. (Illustration Attached)

Mr. Phillips described each of the final 39 recommendations presented by the Future of the Library Task Force to the Mecklenburg Board of County Commissioners and the Library Board of Trustees on March 21st.

At 12:10 p.m. the Board adjourned for lunch.

The meeting reconvened at 1:19 p.m.

Mr. Phillips then asked the members of the Board if they would divide into three groups to discuss the 39 recommendations of the Task Force, follows:

Group A: Funding, Operations and Governance

Group B: Main & ImaginOn and Programming

Group C: Volunteers and Development & Fundraising.

Mr. Phillips asked each group to answer the following questions as it pertained to their topics: How will the recommendations impact Charlotte Mecklenburg Library? What issues/concerns do you have? Clarification, questions for Dr. Woodward?

At 2:15 p.m. the Trustees called for 15 minute break.

The meeting reconvened at 2:30 p.m.

The Trustees' reported the following:

- 5% Volunteer goal is doable.
- Did the Task Force contemplate additional staff for raising \$1MM each year?
- Work on a plan for a Foundation
- Create outcomes for programming, i.e. skills, behavior, attitudes before/after summer reading, need for tracking, add parents comments
- Ensure per capita data is shared with the BOCC
- If the Library faces any closures; to work with the county staff and BOCC
- Work Group – Study of Main & ImaginOn - Fall 2011

Dr. Woodward joined the meeting at 4:09 p.m.

He commented on core services with regard to the Library's programs structure. Dr. Woodward also said that ImaginOn is a marvelous resource and that the funding given the Library does not recognize it as a crown jewel. It is possible the facility should be a separate and unique item. He talked about Main Library and believes its presence should be clarified. Dr. Woodward added with the current economic climate there is no quick fix, and we should develop a "wish plan". Mr. Williams asked for direction for the most effective way to present this information to the Mecklenburg Board of County Commissioners. Dr. Woodward talked about efficiencies and at some point the need to agree on the best "peer group".

The meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Vick Phillips
Secretary



Library Board of Trustees

Regular Meeting

**The Duke Mansion
400 Hermitage Road
Wednesday, April 6th, 2011**

9:00 a.m.

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Darrel Williams
Molly Griffin
Reneé Casali
Sally Robinson
Magdalena Maiz-Peña
Joan Martin*

TRUSTEES ABSENT (With Cause)

*Charles Bowman, Treasurer
Tami Simmons*

STAFF PRESENT

*Vick Phillips, Chief Executive Officer
Karen Beach, Director of
Communication Engagement
Frank Blair, Director of Research,
Innovation and Strategy
David Singleton, Director of Library
Experience
Linda Vitlar, Executive Assistant to
the Board
Cordelia Anderson, Deputy Director
Marketing & Communications
Rick Ricker, Deputy Director Human
Resources
Chuck Mallas, Director of Finance*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Harry Jones, County Manager
Sean Hogue, Library
Consultant
Amanda Anderson, President,
Friends of the Library*

MINUTES

Chief Executive Officer Vick Phillips began by introducing Mecklenburg County Management Financial Analyst Carol Hickey. Mr. Phillips announced that Ms. Hickey will be spending the day in an effort to become more familiar with Library operations.

Mr. Phillips then introduced special guest County Manager Harry Jones.

Mr. Jones talked about the challenges of planning for the upcoming budget for Mecklenburg County. He also outlined his priorities that include literacy & education; employee benefits and compensation; and retraining individuals to re-enter the workforce.

Chair Robin Branstrom called the meeting to order at 9:30 a.m.

Ms. Branstrom asked the Board of Trustees for approval of the minutes of the February 17th, 2011 Library Board of Trustees meeting. On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved the minutes of the February 17th, 2011 meeting.

Mr. Phillips delivered the Library's Financial Summary Report for end of month February 2011. (Full Report Attached) He stated the Library is 75% through the year and expenses and revenues are at the level they should be. He also highlighted the Capital Projects Facilities budget line item for HVAC systems and roof replacement. These projects are reflective of money from the County for future projects.

Trustee Sally Robinson asked what affect, if any, the loss of funding has been on the Library's Outreach programs. Director of Community Engagement Karen Beach identified senior services as the most affected group. The Library has had to cut back on the delivery of books to senior living centers. Ms. Robinson requested information on the Spangler Grant and how the funds being allocated are utilized. Ms. Beach described that the monies received from the Spangler Grant focus on pre-literacy at very small daycare centers in fragile neighborhoods over long periods of time. The Library also provides books to sustain the library's collections at the daycare centers.

Director of Library Experiences David Singleton described the current level of programming for the Library system. Mr. Singleton explained by age group, breadth and depth how those programs are delivered to Library patrons. He reported the total attendance for programming this year is 151,000. The difference in this year's programming total is reflective of adult programs. This is due to reduced evening hours when adult programs are usually scheduled.

Ms. Branstrom asked if we have communicated on a regular basis to the Spangler Foundation and the Knight Foundation about how we have adjusted to facilitating their grants in this new economic climate. Ms. Beach responded in the affirmative.

Trustee Darrel Williams asked about the budget items with regard to programming and facilities.

Mr. Phillips explained that part of the afternoon will be spent discussing the programming recommendations of the Task Force.

Mr. Phillips also requested Board approval for Budget Adjustment #BT 02-28, BT 02-28B, BT 02-28D, BT 02-28E and BT 02-2F. On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved the Budget Adjustments.

Vice Chair Bob Sink asked if programming and grants will be shown as separate line items with more detail in the Library's future budget reports. Mr. Phillips explained that the members of the work group, the three members of the BOCC and the BOT will make recommendations that will include programming, one of the 39 items presented by The Future of the Library Task Force.

Attorney Stephens explained to the Board the recommendations approved by the Mecklenburg Board of County Commissioners relating to Policy Procedures Summary & Conflict of Interest Policy. Mr. Stephens further explained what is meant by "an approved absence." Members of Library Board of Trustees must notify the Secretary if they can not join the meeting. He confirmed that Board Members can be counted as being in attendance by telephone conference. The Library will also work to make Skype as an available option.

Mr. Phillips also highlighted the new Summary & Conflict of Interest Policy. He also commented on the by-laws DRAFT that will be presented at the May meeting.

Ms. Branstrom announced that the next Library Board of Trustees meeting is scheduled for May 19th at noon.

It was suggested that the June 22nd meeting be rescheduled to accommodate those individuals who are traveling to Seattle with the Charlotte Chamber of Commerce.

Ms. Branstrom also reminded Board Members about the Carnegie Circle event on April 14th at ImaginOn. Sponsored by the Friends of the Library, members of The Future of The Library Task Force have been invited as well. Dr. Jim Woodward, Chair of the Mecklenburg Board of County Commissioners Jennifer Roberts, and County Manager Harry Jones will address guests from the stage of the Wachovia Theatre.

Ms. Branstrom asked about the total number of donors at the Carnegie Circle level. Ms. Beach said there were approximately 80 members, including

Page 4 of 4
Library Board of Trustees
April 6, 2011

individuals and corporate donors. She explained that corporate donors are also important to the Library.

Mr. Phillips added that with the support of Duke Mansion the cost of the today's Board Meeting & Retreat totaled \$1500 for 21 people. That includes two meals and all day room rental and service charges.

Mr. Sink requested information on revenue funding from various items such as book sale, grants and other sources. Ms. Beach agreed to bring this information to the next Board meeting on May 19th.

President of the Friends of the Library Amanda Anderson joined the meeting at 10:00 a.m. Ms. Anderson spoke to the 5K Race event being planned for September. She reminded the Board that on April 28th the Friends of the Library will sponsor the opening day for the book sale at Quail Corners Shopping Center (brochure attached).

The meeting adjourned at 10:10 a.m.

Respectfully submitted,

Vick Phillips
Secretary



Library Board of Trustees

Special Meeting

**Library Board of Trustees
Main Library, Dickson Boardroom
Monday, May 2, 2011**

4:00 p.m.

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Molly Griffin
Joan Martin*

TRUSTEES PRESENT via Telephone Conference

*Magdalena Maiz-Peña
Tami Simmons
Reneé Casali
Sally Robinson (joined the meeting
at 4:14 p.m.)*

TRUSTEES ABSENT (With Cause)

*Charles Bowman, Treasurer
Darrel Williams*

STAFF PRESENT

*Vick Phillips, Chief Executive Officer
Karen Beach, Director of
Communication Engagement
Frank Blair, Director of Research,
Innovation and Strategy
Linda Vitlar, Executive Assistant to
the Board
Cordelia Anderson, Deputy Director
of Marketing and Communications
Rick Ricker, Deputy Director of
Human Resources
Chuck Mallas, Director of Finance
Angela Haigler, Marketing and
Communications
Jenifer Daniels, Marketing and
Communications*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Sean Hogue, Library
Consultant
Ed Williams, Member of the
Future of the Library Task
Force
April Bethea, Charlotte
Observer*

MINUTES

Chair Robin Branstrom called the meeting to order at 4:00 p.m. and welcomed guests April Bethea from the Charlotte Observer and Ed Williams, former member of The Future of the Library Task Force and current nominee to become a member of the Board of Trustees.

Ms. Branstrom introduced Deputy Director of Human Resources Rick Ricker who explained the new ID/access cards distributed to each Board Member. The ID card system allows Board Members access to the employee entrance and the Administration Office. Mr. Ricker will mail the ID cards to Board Members who were not present.

Attorney Stephens confirmed a quorum has been established.

Chair Branstrom then turned the meeting over to Vice Chair Bob Sink to discuss the work group report. Mr. Sink described the work of this group, the two meetings held to review the 39 recommendations made by The Future of the Library Task Force, and the group's unanimous decisions. Mr. Sink mentioned that CEO Vick Phillips facilitated the meetings and put forth ground rules that were also unanimously agreed upon. Mr. Sink went on to review the report (Full Report Attached) Trustee Molly Griffin commented that there was a lot of discussion around the "fragile neighborhood" designation. Ms. Griffin also added the criteria are not listed in order of importance.

Trustee Sally Robinson joined the meeting at 4:14 p.m.

Chair Branstrom felt the work accomplished set the stage for a more compatible working relationship with Mecklenburg County going forward.

Trustee Griffin also thanked Mr. Phillips for organizing the meetings.

Ed Williams commented he felt there was a meeting of the minds between the Library Board and the Board of County Commissioners.

Chair Branstrom asked the Board of Trustees for approval and implementation of the recommendations of the Task Force work group. On a motion by Joan Martin, seconded by Bob Sink, the Trustees unanimously voted for approval and implementation of the recommendations of the Task Force work group.

Trustee Sally Robinson expressed her appreciation to Mr. Sink and Ms. Griffin for their service on the work group. Ms. Griffin commented that it was an honor to serve on the work group.

Mr. Phillips explained the Functional Consolidation plan and outcomes that affects the following areas of the Library;

1. Consistent with the Steering Committee's recommendations, continue to operate financial management functions separate, as they are currently operated.
2. Consistent with the Committee's recommendations, consolidate Public Library Human Resources within the County's Human Resources Department.
3. Consistent with the Committee's recommendations, consolidate several Public Library IT functions within the County's Information Services & Technology Department (IST). These functions are: helpdesk/desktop support; network,

server & telecommunications; a portion of applications support and development, and IT project management.

4. Consistent with the Committee's recommendations, consolidate Capital Projects Management within the County's Real Estate Services Department.
5. Do not consolidate the Public Library Communications/Marketing within Mecklenburg County Public Service & Information. Instead, build and enhance an intentional alliance/collaboration of mutual resource sharing and support.

Consolidation of these functions will result in the elimination of two Public Library positions, an annual savings of approximately \$137,500, and the transfer of 10 Public Library positions to Mecklenburg County (two in Human Resources; eight in IST). Although full implementation will require a transition period that varies by function, the consolidation will be effective July 1, 2011.

The Trustees asked many questions about cost saving, efficiencies and functionality; and whether this is a long-term solution for the Library. Mr. Sink commented on the positive aspects of the Functional Consolidation Plan. He pointed to the expertise of County staff and Library staff to address issues in technology. Mr. Sink further agreed with the recommendations about Finance, HR and Communications, and Capital Projects.

Chair Branstrom asked the Board of Trustees to approve the Functional Consolidation Plan and proceed without the necessity of convening the County-Library subcommittee to review functional consolidation. On a motion by Molly Griffin, seconded by Bob Sink, the Trustees unanimously approved the Functional Consolidation Plan and to proceed without the necessity of convening the subcommittee.

Chair Robin Branstrom asked Director of Finance Chuck Mallas to report on the Friends of the Library book sale in the absence of President Amanda Andersen. Mr. Mallas estimated that book sale will generate approximately \$25,000 in sales. Ms. Branstrom added that the community donated an overwhelming number of books. Ms. Branstrom also thanked Jane McNeary and all the members of the Friends and volunteers who worked so diligently on the book sale.

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Vick Phillips
Secretary



Library Board of Trustees

**Board Meeting
Main Library, Dickson Boardroom
Thursday, May 19, 2011**

Noon

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Charles Bowman
Magdalena Maiz-Peña
Tami Simmons
Reneé Casali
Darrel Williams
Ed Williams
Sally Robinson (joined the meeting
Via telephone)*

TRUSTEES ABSENT (With Cause)

*Joan Martin
Molly Griffin*

STAFF PRESENT

*Vick Phillips, Chief Executive Officer
Cordelia Anderson, Deputy Director
of Marketing and Communications
Karen Beach, Director of
Communication Engagement
Frank Blair, Director of Research,
Innovation and Strategy
Jenifer Daniels, Marketing and
Communications
Angela Haigler, Marketing and
Communications
Chuck Mallas, Director of Finance
Rick Ricker, Deputy Director of
Human Resources
Linda Vitlar, Executive Assistant to
the Board*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Sean Hogue, Library
Consultant
Channel 14 News*

MINUTES

Chair Robin Branstrom called the meeting to order at 12:05 p.m. and welcomed Ed Williams, newly appointed Member of the Library Board of Trustees.

Ms. Branstrom asked the Library Board of Trustees for approval of the minutes of the April 6th Regular/Retreat and May 2nd Special Library Board of Trustees meetings. On a motion by Bob Sink, seconded by Reneé Casali, the Trustees unanimously approved the minutes of the April 6th Regular/Retreat and May 2nd Special meetings.

Ms. Branstrom asked the Board of Trustees to approve an absence with cause due to business conflicts for both Trustees' Joan Martin and Molly Griffin. On a motion by Darrel Williams, seconded by Tami Simmons, the Trustees unanimously voted to approve an absence with cause for Trustees' Joan Martin and Molly Griffin Library Board of Trustees meeting.

Chief Executive Officer Vick Phillips welcomed Director of Real Estate Services Mark Hahn. He also shared with the Board that Mecklenburg County Security Deputy Chief of Police Mike Schoonmaker will be in charge of the outsourced contract security guards in every Mecklenburg County facility. Mr. Schoonmaker's office will be located at the Main Library and Mr. Hahn has assigned him to spend 90% of his time to become knowledgeable of the Library system.

Mr. Phillips presented the Inter-local Agreement between Mecklenburg County and the Library effective on June 30th, 2010. The resolution describes an agreement for services provided by Mecklenburg County to the Library for Facility Maintenance and Safety & Security (Copy Attached). Ms. Branstrom asked the Board of Trustees for approval of resolution. On a motion by Charles Bowman, seconded by Ed Williams, the Trustees unanimously voted to approve the Inter-local resolution.

Mr. Phillips then delivered the year to date Financial Summary Report as of April 30, 2011. On another financial matter, he requested approval of the contract with auditors Cherry, Bekaert & Holland, L.L.P. Trustee Charles Bowman mentioned that as a matter of governance the auditor's contract should be reviewed on a periodic basis. Mr. Phillips added that the Library will utilize the bid process in contracting for an auditor for next fiscal year. Ms. Branstrom asked the Library Board of Trustees for approval to enter into a contract not to exceed \$45,000 with Cherry, Bekaert & Holland for the purpose of implementing the yearly Library audit. On a motion by Charles Bowman, seconded by Ed Williams, the Trustees unanimously voted to approve entering into a contract not to exceed \$45,000 with Cherry, Bekaert & Holland, L.L.P. for the purpose of implementing the yearly Library audit.

Mr. Phillips requested the following motion from the Board; as of July 1, 2011, all signature cards for all financial institutions used by the Library be updated to

reflect account signers as James V. Phillips, CEO and Charles J. Mallas, Finance Director. On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously voted to approve as of July 1, 2011, all signature cards for all financial institutions used by the Library be updated to reflect account signers as James V. Phillips, CEO and Charles J. Mallas, Finance Director.

Mr. Phillips reviewed and highlighted the FY 2012 Budget Summary Proposal that was submitted to County Manager Harry Jones. (Copy of Proposal & Cover Letter Attached) Mr. Bowman commented on the accomplishments of the staff throughout the budget process and the positive outlook maintained by both Ms. Branstrom and Mr. Sink.

Mr. Phillips shared some background information with regard to the Library's Development Plan. He spoke to the recommendations of the Future of the Library Task Force and the limited time staff was given to prepare their respective plans based on the BOCC approval of the FY 2012 Budget. Mr. Phillips further explained that with feedback from Board Members updates to the development plan will be reported at the next meeting. In addition, staff will deliver a report to the Board on the Library's progress throughout the year.

Ms. Beach proceeded to detail the Library's 2012 Development Plan strategy (Copy Attached). She began by stating the Library's fundraising goal for FY 2012 is \$750,000. She also presented two options with regard to the formation and operation of a Library Foundation. The Trustees suggested an invitation be extended to the Foundation For the Carolinas President & CEO Michael Marsicano and Central Piedmont Community College President Tony Zeiss for their counsel on the formation of a Library Foundation. Trustees Charles Bowman, Tami Simmons, Robin Branstrom and Ed Williams volunteered to be part of this meeting.

Mr. Phillips explained briefly how programming supports delivery of basic services as stated in The Future of the Library Task Force recommendations. He also shared information procured from our peer libraries on usage and program funding at those libraries. Director of Library Experiences David Singleton then presented the Program Plan for FY 2012. (Copy Attached) He described many of the proposed Library programs including by age groups, self-driven programs, and humanitarian programs and the cost related to deliver those programs. Mr.

Singleton further explained some of the ways the Library will track outputs/outcomes achieved through programming. The Trustees expressed their support and belief in quantitative measures and in establishing a baseline to track progress. The Board also encouraged collaborations with other organizations' programs for example; Freedom Schools and Parent University. Mr. Phillips noted that staff had limited time to prepare this plan and had done excellent work.

Vice Chair Bob Sink presented the Library Board of Trustees' By-Laws (Copy Attached). He highlighted some of the changes with regard to the formation and the responsibilities of committees, the office of Treasurer and provisions added with regards to indemnities.

Mr. Phillips proceeded by presenting the proposed Library Board 2012/2013 "draft" schedule of meetings as requested at the Retreat in April.

Ms. Branstrom announced that at the next Library Board meeting on Wednesday, June 29th the Board will vote on the Library's FY 2012 Budget.

Ms. Branstrom then thanked Director of Real Estate Mark Hahn for attending the meeting.

The meeting adjourned at 2:04 p.m.

Respectfully submitted,

Vick Phillips
Secretary



Library Board of Trustees

**Library Board of Trustees
Main Library, Francis Auditorium
Wednesday, June 29th, 2011**

Noon

TRUSTEES PRESENT

Robin Branstrom, Chair
Bob Sink, Vice Chair
Charles Bowman
Reneé Casali
Molly Griffin
Magdalena Maiz-Peña
Joan Martin
Sally Robinson
Darrel Williams
Ed Williams

STAFF PRESENT

Vick Phillips, Chief Executive Officer
Charles Brown, Director of Libraries
Cordelia Anderson, Deputy Director of Marketing and Communications
Karen Beach, Director of Communication Engagement
Frank Blair, Director of Research, Innovation and Strategy
Jenifer Daniels, Marketing and Communications
Angela Haigler, Marketing and Communications
Rick Ricker, Deputy Director of Human Resources
David Singleton, Director of Library Experiences
Linda Vitlar, Executive Assistant to the Board

OTHERS PRESENT

Bob Stephens, Hamilton, Moon, Stephens, Steele & Martin PLLC
Sean Hogue, Library Consultant
Rewards & Recognition Award Recipients
Channel 14 News
Gloria Kelley, Future of the Library Task Force Member
Chris Peek, Mecklenburg County, Director of Human Resources
Brian Cox, Mecklenburg County, Enterprise Manager
Carol Hickey, Mecklenburg County, Management Analyst

MINUTES

Chair Robin Branstrom called the meeting to order at 12:02 p.m. and welcomed everyone.

Ms. Branstrom asked the Trustees for approval of the minutes of the May 19th, 2011 Library Board of Trustees meeting. On a motion by Bob Sink, seconded by

Joan Martin, the Trustees unanimously approved the minutes of the May 19th, 2011 meeting.

Chief Executive Officer Vick Phillips introduced Mecklenburg County Human Resources Director Chris Peek; Mecklenburg County Interim Information Technology Director Brian Cox; and Vice President of the Friends of the Library Sharon Blalock. He also recognized Future of the Library Task Force Member Gloria Kelley. Mr. Phillips explained that Ms. Kelley had officially submitted an application to the BOCC for consideration to fill the vacant position on the Library Board after the resignation of Tami Simmons.

Darrel Williams and Charles Bowman joined the meeting.

Mr. Phillips then delivered a tribute to Director of Libraries Charles Brown through a pictorial retrospective of Charles' seven years at the Library. Chair Branstrom commented that Charles was a wonderful person to have by her side during the last 15 challenging months. She then presented Mr. Brown with a gift from Board Members. On behalf of the Friends of the Library, Vice President of the Friends Sharon Blalock stated that \$500.00 will be donated to the Library for the purchase of children's books in Charles' honor.

Director of Libraries Charles Brown proceeded to award the Charles M. Brown Service Excellence Awards to the following staff members:

- The Mountain Island Library staff; Helen McDowell, Gale Foust, Kate Engelbrecht, Alicia Finley, Linda Klocker, Vera Beers, and Linda Blackmon were recognized for their overall service excellence.
- The team of Julia Lanham, Main Library; Meryle Leonard, Main Library; Vonda Davis, Main Library; Peter Jareo, Plaza Midwood; Tara Flanagan, Morrison Regional Library; and Lino Scala, Main Library, were recognized for their excellence in developing and implementing a new performance management process for the library system.
- Charlie DiPerna, Morrison Regional Library, was recognized for his dedication in providing accurate reporting of the Library Task Force meetings to all employees via the employee blog.
- Debbie Gwinn, Morrison Regional Library, was recognized today for her activity last fall and early winter as she worked with the Salvation Army and arranged for collection points at multiple locations for the magical toy drive.

Sally Robinson commended Charles's on a stellar career.

Darrel Williams commented on the manner in which Charles cared about his staff and his passion for the Library. He also thanked Charles for his friendship.

Joan Martin reminisced about the luncheon the Library hosted for Joe Martin and his sister-in-law in front of the Martin "Doll House" on display at ImaginOn: The Joe & Joan Martin Center.

Mr. Phillips began his CEO report by reviewing the 39 Future of the Library Task Force Recommendations. He went on to review by area; Funding, Operations, Programming, Volunteer, Development/Fundraising, Main, ImaginOn and Governance, and the status of each category. He also said that of the 39 items the Library has completed or is well on the way to completing 36 items. (Report Attached). He explained that Mecklenburg County allocated \$2.0M specifically for expanded hours of operation at the Regional Library locations (NCO, UC, SOR, IB, MOR and BFR) and for the remaining Library locations to remain open. Mr. Phillips reminded the Board that the Library will be working with The Foundation For the Carolinas in July 2012 on an assessment of relationship between the Library and Mecklenburg County. He is also working with the Attorney on the Memorandum of Understanding between the Library and the County to outline improved processes for interactions between the two entities. He plans to bring this back to the Trustees at the September 15th meeting.

Mr. Phillips continued by reviewing new hours of operations at Regional libraries beginning September 6th, which will coincide with the start of the school year and allow time for the Library to fill new positions needed to support expanded hours at Regional Library locations. (New Library Hours Attached)

He then delivered the year-to-date Financial Summary Report as of May 31st, 2011.

Mr. Phillips also requested Board approval for Budget Adjustment #BT06-20; BT06-20B; BT06-20D and BT06-20E. On a motion by Darrel Williams, seconded by Charles Bowman, the Trustees unanimously approved the Budget Adjustments.

Mr. Phillips then proceeded to highlight the Library's proposed FY 2012 Budget that was presented at the May 19th, 2011 Board Meeting. Ms. Branstrom asked the Trustees for approval of the Library's FY 2012 Budget. On a motion by Sally Robinson, seconded by Molly Griffin, the Trustees unanimously approved the Library's FY 2012 Budget. (Summary, Adjustments & Budget Report Attached)

Director of Community Engagement Karen Beach reviewed the FY 2012 Development Plan with some changes from the report that was presented at the May 19th Board Meeting. She further explained that, based on responses from the Trustees, the decision to create a Library Foundation will be delayed until a later date (no later than January 2012). Ms. Branstrom asked Trustees for approval of the Library's FY 2012 Development Plan. On a motion by Darrel Williams, seconded by Charles Bowman, the Trustees unanimously approved the Development Plan. (Development Plan Attached)

Ms. Beach presented a draft YTD Contributions/ Grants and Sponsorships Report as of May 31, 2011, which was prepared in response to a request by Trustee Sink in previous meetings. Mr. Phillips explained that this report will be presented to the Library Board as frequently as Trustees desired. The consensus was that a quarterly basis would be sufficient.(Contributions/Grants/Sponsorship Report Attached)

Director of Library Experiences David Singleton delivered the revised FY 2012 Programming Plan and the *Definitions of Programming Terms*. Ms. Branstrom asked the Trustees for approval of the Library's FY 2012 Programming Plan. On a motion by Bob Sink, seconded by Sally Robinson, the Trustees unanimously approved the Programming Plan. (Programming Plan Attached)

Vice Chair Bob Sink reviewed the revised Library By-Laws that were distributed to Trustees prior to the meeting for their review. Ms. Branstrom asked the Trustees for approval of the Library's By-Laws. On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously approved the revised By-Laws. (By-Laws Attached)

Mr. Phillips then reviewed Library Board of Trustees' Meeting Schedule for 2012 – 2013. On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously agreed to the meeting schedule.

On a motion by Charles Bowman, seconded by Bob Sink, the Trustees unanimously approved to move into Closed Session - Pursuant to North Carolina General Statutes, Section 143-318.11(a) (6) for Board to consider a personnel matter.

On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously agreed to move into Open Session.

Mr. Sink began the open session by reading the following resolution:

“RESOLVED, that the following persons be, and they hereby are, appointed or confirmed as officers of the Library to serve as such until the date specified opposite their names or until their successors shall have been duly appointed and qualified:

Chair	Robin Branstrom	December 31, 2011
Vice Chair	Robert C. Sink	December 31, 2011
Director of Libraries	Charles M. Brown	July 1, 2011
Interim Director of Libraries	David W. Singleton	At will ¹
Chief Executive Officer	J. Vick Phillips	At will
Secretary	J. Vick Phillips	At will
Assistant Secretary	Linda Vitlar	At will
Treasurer	J. Vick Phillips	At will
Assistant Treasurer	Charles Mallas	At will

¹ Effective July 1, 2011.

Ms. Branstrom asked the Trustees for approval of the Library’s Resolution to Appoint Officers as stated above . On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously approved the Resolution of Officers to the Library Board of Trustees. (Resolution Attached)

Mr. Phillips then acknowledged the work of Library Consultant Sean Hogue and advised the Trustees that Mr. Hogue has agreed to extend his contract with the Library.

The meeting adjourned at 2:05 p.m.

Respectfully submitted,

Vick Phillips
Secretary



Library Board of Trustees

**Library Board of Trustees
Main Library, Dickson Boardroom
Thursday, September 15, 2011**

Noon

TRUSTEES PRESENT

Robin Branstrom, Chair
Bob Sink, Vice Chair
Gloria Kelley
Charles Bowman
Reneé Casali
Molly Griffin
Magdalena Maiz-Peña
Joan Martin
Darrel Williams
Ed Williams

Via TeleConference

Sally Robinson

STAFF PRESENT

Vick Phillips, Chief Executive Officer
Cordelia Anderson, Deputy Director of Marketing and Communications
Karen Beach, Director of Community Engagement
Frank Blair, Director of Operations & Technology
Jenifer Daniels, Marketing and Communications
Angela Haigler, Marketing and Communications
Rick Ricker, Deputy Director of Human Resources
David Singleton, Interim Director of Libraries
Linda Vitlar, Executive Assistant to the Board
Julia Lanham, HR
Jonita Edmonds, Library Manager
Michael Lambert, Library Manager

OTHERS PRESENT

Bob Stephens, Hamilton, Moon, Stephens, Steele & Martin PLLC
Harry Jones, County Manager
Jeff Vince, Technical Services Director, Mecklenburg County IST
Sean Hogue, Library Consultant

MINUTES

Chair Robin Branstrom called the meeting to order at 12:02 p.m. and welcomed Gloria Kelley newly appointed Library Board Member. She also introduced County Manager Harry Jones.

Mr. Jones spoke of the 2012 budget year and reported on the mid-year sales tax revenue for fourth quarter and noted no current concern. He also said that CEO Vick Phillips will know early on if there are any changes that relate to the Library's current budget.

Ms. Branstrom asked the Trustees for approval of the minutes of the June 29th, 2011 Library Board of Trustees meeting. On a motion by Darrel Williams, seconded by Joan Martin, the Trustees unanimously approved the minutes of the June 29th, 2011 meeting.

Chief Executive Officer Vick Phillips introduced Jeff Vince, Technical Services Director, Mecklenburg County IST. He praised Mr. Vince and his staff for the response to the Library's "blackout" several weeks ago. Mr. Phillips felt the County staff and Library staff worked together to solve the issues.

Mr. Phillips proceeded to recognize Excellence Awards to the following staff members:

- Deputy Director of HR Rick Ricker, HR Specialist Julia Lanham, Library Manager Jonita Edmonds, and Library Manager Michael Lambert for their work on hiring and facilitating the paperwork with new hires so that they would be at their post at the Regional Library locations.

Mr. Phillips began his CEO report by reviewing the 39 Future of the Library Task Force Recommendations. (Report Attached).

Director of Library Experiences David Singleton delivered the revised FY 2012 Programming Plan and the *Definitions of Programming Terms*. Specifically, Mr. Singleton addressed the Summer Reading Program, the purpose of which is the provision of pre-literacy skills and retention of academic gains. He emphasized the necessity of such a program in breaching the reading achievement gap between rich and poor children by encouraging reading during the summer months. Mr. Singleton went on to address the statistics of participation in the current year's summer reading program, as well as the success of the library's Teen Summer Volunteer program, which involved 100 teens providing several thousands of hours' volunteer support in the library, from shelving books to reading to younger children. Finally, Mr. Singleton spoke of the library's outreach efforts, particularly their success in reaching out to children who were unable to attend the summer reading program. He specifically commended the partnership with CMS, which allowed efforts to be focused on Reid Park elementary and

registering students there for the library's summer reading program to great success.

Ms. Beach spoke of the Volunteer Services Program Evaluation for FY 2012, explaining its function as an evaluation and research project that will begin in Fall 2011. The research will focus on the Charlotte Mecklenburg Library's use of volunteers during the past year. The projected date to initiate development of the evaluation's preliminary research project design is set for May 2011, with its results projected to be submitted to the library Board and executives in March of 2012. It was also mentioned that, as of FY 2011, the library had utilized 57,840 hours of volunteer time to help deliver basic library services and programs. The next topic broached by Ms. Beach was the creation of the Library Foundation. A Development Committee comprised of Ms. Branstrom, Ms. Robinson, Mr. Bowman and Mr. Darrel Williams is to convene on September 19th to review information on the creation of the Foundation, and to produce a recommendation to bring forth to the Board, along with further information, as soon as possible. With regards to fundraising, Ms. Beach brought the Board up-to-date on the number that had been reached so far as of August 30th, approximately \$92,000 of a \$750,000 goal, and assured everyone that this number is sure to pick up as new the fiscal year progresses from these first few months. She further expanded on the year's focus upon donor retention and stewardship, and the desire to build a firm base of support as we move forward to eventual endowment building. A number of local businesses have committed some support towards donor recognition activities, and further news of such will be relayed as October arrives. Regarding specific forthcoming fundraising events, there are 2 smaller community events that will be held in October, and Ms. Beach thanked Ms. Branstrom for her help in organizing them. Fundraising plans through to December will be primarily focused upon renewing support from individuals. Further, CMS will be highlighting the Library as an organization that they encourage their employees to consider for charitable contributions during their upcoming employee giving campaign, which will run from October through December.

Ms. Beach also mentioned that the Friends of the Library's 5K race the preceding Saturday was a great success, with approximately 300 runners and many more families in participation. There was also a great welcome speech provided by

Page 4 of 4
Library Board of Trustees
September 15, 2011

BOCC Chair Jennifer Roberts, who even led the crowd in a READ cheer before the race started.

Mr. Phillips shared with the Library Board the Library's Organizational Chart. (Attached).

Mr. Phillips then delivered the year-to-date Financial Summary Report as of August 31st, 2011. (Report Attached)

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

Vick Phillips
Secretary



Library Board of Trustees

**Library Board of Trustees
Main Library, Dickson Boardroom
Thursday, October 20, 2011**

Noon

TRUSTEES PRESENT

Robin Branstrom, Chair
Bob Sink, Vice Chair
Gloria Kelley
Charles Bowman
Molly Griffin
Joan Martin
Darrel Williams
Ed Williams

VIA TELECONFERENCE

Sally Robinson

ABSENT WITH CAUSE

Reneé Casali
Magdalena Maiz-Peña

STAFF PRESENT

Vick Phillips, Chief Executive Officer
Cordelia Anderson, Deputy Director of
Marketing and Communications
Karen Beach, Director of Community
Engagement
Frank Blair, Director of Operations &
Technology
Jenifer Daniels, Marketing and
Communications
Angela Haigler, Marketing and
Communications
Chuck Mallas, Finance Director
Rick Ricker, Deputy Director of
Human Resources
Linda Vitlar, Executive Assistant to the
Board
Patrice Ebert, Senior Library Manager
Vanessa Ramseur, Senior Library
Manager
Jo Ann Rodgers, North County
Regional Library Manager
Helen McDowell, Mountain Island
Library Manager
Amy Richards, Collection
Management
Dale Carpenter, Librarian, South
County Regional
Holly Summers, Librarian, Beatties
Ford Road Regional

OTHERS PRESENT

Bob Stephens, Hamilton, Moon,
Stephens, Steele & Martin PLLCJ
Harry Jones, County Manager
Jon Davis, Friends of the Library
Sean Hogue, Library Consultant
Bruce LaRowe, Executive Director,
Children's Theatre of Charlotte

MINUTES

Chair Robin Branstrom called the meeting to order at 12:01 p.m. and extended her appreciation to Vice Chair Bob Sink for attending the meeting after his recent recovery.

Ms. Branstrom asked the Trustees for approval of the minutes of the September 15, 2011 Library Board of Trustees meeting. On a motion by Molly Griffin, seconded by Darrel Williams, the Trustees unanimously approved the minutes of the September 15th, 2011 meeting.

Chief Executive Officer Vick Phillips then introduced the following individuals: Jon Davis, Vice Chairman of the Friends of the Library Board attending on behalf of Sharon Blalock, newly named President of the Friends of the Library Board; Andy Fair, Mecklenburg County Public Service and Information Department; Jean Bennett, Administrative Coordinator; and Michael Schoonmaker, Mecklenburg County Security, G4S Deputy Chief of Police.

Trustee Sally Robinson then joined the meeting via telephone.

Mr. Phillips went on to introduce Vanessa Ramseur, Senior Library Manager, who announced the following staff members as recipients of the Director's Awards; Ellen McDowell, Mountain Island; Amy Richards, Main Library; Jo Ann Rodgers, North County Regional and Holly Summers, Beatties Ford Road Regional. Mr. Phillips also named Ms. Ramseur as a recipient of a Director's Award. He subsequently emphasized the unity of services these staff members had provided in response to the overwhelming reduction in staff experienced by their branches.

Deputy Director of Marketing and Communications Cordelia Anderson shared information about the Library Journal Star Rating, which will be released in November 2011. She described the Star Rating as the Library Journal's index of public library service based upon four indicators: visits, circulation, program attendance, and public internet computer use. She described that the index measured how quantities of these services from our library compared with other figures from a peer group, after which the library is ranked accordingly. Ms. Anderson further clarified that the measure of these outputs within their categories is only a comparison with peers, and is not a "true" picture of our services as a library system. Further, she explained that the rating is based on two-year-old data, and that as such, when a rating is announced, it is not necessarily a reflection of current statistics. Ms. Anderson then reiterated that Charlotte Mecklenburg Library ranking will be announced in November, based upon information from Fiscal Year 2009, during which the library was at its peak funding and hours.

Ms. Branstrom asked the Trustees for approval to excuse Trustees Reneé Casali and Magdalena Maiz-Peña with cause. On a motion by Darrel Williams, seconded by Charles Bowman, the Trustees unanimously approved to excuse Trustees Reneé Casali, and Magdalena Maiz-Peña.

Mr. Phillips then introduced Senior Library Manager Patrice Ebert who updated the Trustees on the Library's programming efforts. Ms. Ebert first announced that Trustee Ed Williams was the North Carolina Library Association conference's featured speaker, in

addition seven library staff members had presented workshops. She described that all workshops presented by library staff were very well received.

Ms. Ebert then explained that the Library's Program Portal, developed by Library Consultant Sean Hogue, is now functional, with staff beginning to learn how to use this tool. The portal was developed to detail information about each program, including cost, staff time, and attendance, with the intention to track the actual outcomes of programs versus the goals of their original proposals. She explained that the Programming Team was created in response to The Future of the Library Task Force's recommendation, and the members include: Michele Gorman (Teen Programming), Sam Shapiro (Adult Programming), Emily Nanney (Children's Programming), Meryle Leonard (Outreach and Development), Jenifer Daniels (Marketing and Communications), Amy Richards (Collection Management), and Chuck Mallas (Business Office). She described that the team had begun meeting last month and plans to meet weekly. Mr. Phillips then reiterated that it was the Task Force's recommendation to have a centralized point of approval for those newly proposed programs, which was the purpose of this new Programming Team and the Program Portal developed by Mr. Hogue. Trustee Molly Griffin then inquired whether the library had ever charged admission fees for programs, to which Ms. Ebert responded that the library is unable to do this, though in past events such as Novello, admissions fees had indeed been charged. Ms. Branstrom further responded that a discussion was once initiated upon charging a fee for computer classes, though the Director of Community Engagement, Karen Beach responded that this was never ultimately initiated.

Mr. Phillips next requested Ms. Beach to discuss the Library Foundation. Ms. Beach referred the Trustees to the appropriate handout (attached), which displayed the results of discussions by the Trustee Development Committee (comprised of Sally Robinson, Robin Branstrom, Charles Bowman, and Ed Williams). The recommendation of this committee focused upon improving fundraising infrastructure so that the library might be positioned for success in meeting the Task Force recommendation of raising \$1,000,000 each year. Specifically, the recommendation of the Trustee Development Committee was thus:

- 1) To create a new 501c organization supporting the Foundation and the library that would raise annual and endowment funds supporting library priorities. This organization might be called the Charlotte Mecklenburg Library Foundation, and would be responsible for soliciting annual gifts of \$1,000 or more from major individual donors, corporations, and foundations, characterized primarily through targeted personalized solicitations. The first-year goal of this Foundation would be \$900,000, a portion of which would be put towards general support, though the majority of which would be used on programming, initiatives, and incremental endowment building for FY 2013.
- 2) The Friends of the Library would raise unrestricted contributions. The Task Force's original annual fundraising recommendation for operational support had been \$200,000, though the Trustee Development Committee's fundraising recommendation is \$100,000 yearly, as categorized by a grassroots membership campaign as well as special events.

- 3) Library Trustees will establish the fundraising and focus priorities each year, and will work with the Foundation and the Friends to ensure that fundraising reflects these priorities.
- 4) Development staff will coordinate prospects for both the Friends and the Foundation, in order to prevent duplicate solicitation of donors.

Ms. Beach suggested a timeline for a Foundation chairperson and board members to be recruited and legal status established between November and April, so that the Foundation is positioned to be functioning by July 1, 2012.

After Ms. Beach's explanation of these recommendations, County Manager Jones inquired as to how the Trustee Development Committee had arrived at these fundraising goals (of \$900,000 for the Foundation and \$100,000 for the Friends of the Library). Ms. Beach responded that much discussion had occurred as to what other Friends organizations had raised historically and, more specifically, in where they believed funding would be coming from. She added that she believed these numbers were a starting point in what they believed was a realistic breakdown of funding. Mr. Phillips then affirmed that the \$1,000,000 annual fundraising target was a number suggested by the Task Force, after looking to other libraries around the country. Comments were then made regarding the specifics of the process and policy for joining the Friends of the Library, to which Ms. Beach responded that there would exist a \$25 minimum to join the Friends, with additional benefits awarded at each succeeding level of donation.

Ms. Branstrom then requested a motion to accept the Development Committee's recommendations. On a motion by Darrel Williams, seconded by Molly Griffin, the Trustees unanimously approved the Development Committee's to form a Library Foundation.

Ms. Beach continued by announcing the upcoming fundraiser, initiated partly by Ms. Branstrom, which was to take place at the Zink restaurant. She commented that, as a result of this event, another restaurant had contacted them requesting to provide their services in accomplishing a similar fundraiser.

Mr. Phillips followed with an update to the Trustees on the Main Library Committee. He described that he and Harry Jones, County Manager, had been successful in recruiting a team to take on the Task Force's recommendation of inspecting Main Library's building and establishing a firm understanding of its space and use. The newly appointed Main Library Committee is made up of the following individuals: Jim Palermo (Chair), Carol Hull (former Task Force member), Izzy Sanchez, John Saclarides, Stoney Sellars, Tim Jarman, and Wanda Towler. The first meeting of this committee is to take place in mid-November, with monthly meetings thereafter. It is hoped that the committee will have their recommendations by April of 2012.

Mr. Phillips then introduced Executive Director of the Children's Theatre of Charlotte Bruce LaRowe to discuss the forthcoming Democratic National Convention, set to take

place in Charlotte in September 2012. Mr. LaRowe described that Mr. Phillips had requested the Children's Theatre Board to provide feedback upon several different scenarios regarding the Democratic National Convention. Mr. LaRowe described those scenarios as follows:

- 1) To keep ImaginOn open to the public and to programming during the Democratic National Convention
- 2) To close ImaginOn to the public entirely during the Democratic National Convention
- 3) To close ImaginOn to the public during the Democratic National Convention, but to allow its facilities available for rental events related to the Democratic National Convention

In looking at the first option, Mr. LaRowe first described that he had spoken directly to various Democratic National Convention staff members, asking them specifically if they thought there would be a market for youth and family services amongst conventioners, to which the Democratic National Convention staff had unequivocally answered "no." From this response itself, Mr. LaRowe voiced his thoughts that it would be wise not to remain open to the public during the time the DNC. He then discussed the option of closing ImaginOn to the public while allowing facility rental for the DNC. He emphasized the need to evaluate the costs and benefits of this option, including the scale of interruption the facility would face, along with the possible cost of additional security, wear and tear upon the facility, restoration, and other liabilities. He further emphasized that ImaginOn lacks adequate catering and storage facilities that might be required by those renting its facilities for the DNC. Mr. LaRowe's recommendation is the option of closing ImaginOn to the public, but allowing rental of its facilities.

Mr. Phillips proceeded to ask Mecklenburg County Security, G4S Deputy Chief of Police Michael Schoonmaker for advice upon the matter, as Mr. Schoonmaker has had previous experience providing security for the Republican National Convention in New York City. Mr. Schoonmaker agreed with Mr. LaRowe's suggestion of closing the facility to the public while allowing rental of its rooms. He stressed that, the "winners" were those organizations who planned exhaustively and communicated with their client base thoroughly and in a timely manner. He also stressed that any plans should be made sooner than later. Mr. Phillips agreed, stating that nearby Central Piedmont Community College had already announced their own decision to close their facilities during the convention. He went on to propose that the library announce soon to close both ImaginOn and Main Library to the public, while deploying staff to nearby branches so that patrons might still access library services close to the city center with increased staff available to aid them there. He added that the library should, however, hold in abeyance any decisions regarding facility rentals during the convention, so that further evaluation of the details of it might be accomplished.

Trustee Darrell Williams voiced his support on this recommendation, adding that he thought more questions should be asked and details worked out thoroughly. A question

was then raised whether the library had contacted previous host cities to these conventions, specifically with regards to how facilities similar to our own had handled matters. Mr. LaRowe responded that the library had received interest in facility rental from The Daily Show, and had subsequently been in touch with the University of Denver Performing Arts Center, who had themselves hosted The Daily Show at the Democratic National Convention four years ago. The University had commented that the group had performed extensive wiring, phone work, television work, and stage building, and had required a great amount of advance time to prepare all of this. Mr. LaRowe questioned whether it was ultimately worth the eventual restoration time and security measures that would be required to accommodate such a group. Harry Jones, County Manager, then added that a very deliberate analysis of what type of use would be allowed in the building should be considered, as certain groups might require retro-fitting, rekeying, extensive wiring, et cetera. This would require a great deal of coordination and scheduling with local building inspectors, who would themselves likely be busy completing similar tasks at other city buildings at this time. Mr. Jones additionally commented that Mecklenburg County and the City of Charlotte are still undecided on whether their own facilities will close and are continuing to decide upon how they will be impacted. Board Members commented that Mr. Jones made a valid point in regards to facility and technology issues and expectations that need to be assessed, specifically to the requirements of a renter and what the library could realistically provide for them.

Mr. Phillips then remarked that answers to such questions will not arrive in the near future, only during the months closer to the Democratic National Convention itself, but that perhaps the Trustees may want to announce that ImaginOn and Main Library will be closed to the public during the event and take under advisement opportunities to rent its facilities.

Ms. Branstrom then asked the Trustees for a motion to close Main Library and ImaginOn to the public and deploy staff to nearby Library locations, while taking the option of facility rental under advisement until further answers and clarification are received. On a motion by Charles Bowman, seconded by Molly Griffin the Trustees unanimously approved to close both facilities and re-deploy staff, and take under advisement facilities rental opportunities.

Mr. Phillips next announced a brief report on financials, detailing the Library to be ahead on State funding for the year, though such funding is still based upon the previous year's allocations.

He then introduced Rick Ricker, Deputy Director of Human Resources, who shared with Board Members the Library's schedule of Holiday closings for the 2012 calendar (attached).

He went on to extend invitations to Board Members to the Service Awards Breakfast, taking place on December 6th to recognize employees who hold between five and thirty-five years of services with the Library.

Chair Branstrom requested that the Trustees call for a motion to move into closed session. On a motion by Charles Bowman, seconded by Ed Williams the Trustees unanimously approved to move into a closed session pursuant NCGS 143- 318.11(a)(6). The regular meeting adjourned into closed session at 1:30 p.m.

The closed session moved into regular session.

There being no further business the meeting adjourned at 2:00 p.m.

Respectfully submitted,

Vick Phillips
Secretary



Library Board of Trustees

Library Board of Trustees Main Library, Dickson Boardroom Thursday, November 17, 2011

Noon

TRUSTEES PRESENT

Robin Branstrom, Chair
Bob Sink, Vice Chair
Gloria Kelley
Charles Bowman
Molly Griffin
Joan Martin
Darrel Williams
Ed Williams
Sally Robinson
Reneé Casali

TRUSTEES ABSENT

Magdalena Maiz-Peña

STAFF PRESENT

Vick Phillips, Chief Executive Officer
Cordelia Anderson, Deputy Director
of Marketing & Communications
Karen Beach, Director of Community
Engagement
Jenifer Daniels, Marketing and
Communications
Chuck Mallas, Finance Director
Rick Ricker, Deputy Director of
Human Resources
Linda Vitlar, Assistant Secretary to the
Board
Catherine Haydon, Library Manager,
Independence Regional Library
Sarah Goldstein, Marketing &
Communications
Lois Kilkka, Library Manager,
ImaginOn: The Joe & Joan Martin
Center
Joel Manning, Financial Analyst

OTHERS PRESENT

Mark Kutny, Hamilton, Stephens,
Steele & Martin PLLCJ
Chris Peek, Human Resources
Director, Mecklenburg County
Sean Hogue, Library Consultant
Bruce LaRowe, Executive Director,
Children's Theatre of Charlotte

MINUTES

Chair Robin Branstrom called the meeting to order at 12:05 p.m. and welcomed Children's Theatre of Charlotte Executive Director Bruce LaRowe and Library Manager Lois Kilkka.

Ms. Branstrom asked the Trustees for approval of the minutes of the October 20, 2011 Library Board of Trustees meeting. On a motion by Darrel Williams, seconded by Bob Sink, the Trustees unanimously approved the minutes of the October 20, 2011 meeting.

Chief Executive Officer Vick Phillips advised Board Members that Interim Director of Libraries David Singleton and Director of Technology & Operations Frank Blair will be absent from the meeting. Both are attending the National Public Library Digital Strategy Conference in Los Angeles hosted by the Los Angeles Public Library and sponsored by the Institute of Museum & Library Services.

He then introduced Senior Manager Collin Hill of Cherry, Bekaert & Holland, L.L.P., the Library's Certified Public Accountants & Consultants. Mr. Hill presented a review of the audit process for the Library, which includes an audit of the Library's financial statements and the performance of a compliance audit required by NC Statute. (Audit Report Attached)

Mr. Phillips distributed the Library's Annual Report and introduced Sarah Goldstein, editor of the report. He commended Ms. Goldstein's efforts in producing the document, and further added that it would be available on the Library's Web Site www.cmlibrary.org (Annual Report Attached)

Deputy Director of Human Resources Rick Ricker recognized the following Service Excellence Award recipients; Ms. Goldstein, Barbara Case, Greg Ellis, Debora Gwinn, and Aubri McIntyre, for their efforts in producing and distributing a successful brochure on the downloading and use of e-books within the Library. He remarked that the brochure was now readily accessible online and in hard-copy.

Mr. Phillips asked Teen Services Coordinator Michele Gorman to announce the selection of Interim Children's Services Manager Catherine Haydon as an Emerging Leader by the American Library Association. Chosen from several hundred applicants nationwide, Ms. Haydon will now receive the opportunity to attend two library conferences, learning more about the library profession while enabling her own leadership skills. Ms. Gorman commended Ms. Haydon on her work and wished her well in her future as a library leader.

To clarify an inquiry about programming costs from the November 2011 Board meeting, Mr. Phillips itemized the cost to the Library to offer the "Teen Writer" program. Mr. Phillips further remarked that the Library's approach to programming directly correlates to The Future of the Library Task Force recommendations and priorities.

Director of Community Engagement Karen Beach summarized the creation of a Library Foundation, a supporting organization of the Foundation For the Carolinas (FFTC) and the Library, with hopes to launch by July 2012. Ms. Beach detailed the recent meetings involving herself, Mr. Phillips, and several fundraising consultants, seeking professional advice and input as it relates to the proposed structure and timeline of the proposed Foundation. The Library's Administration and consultants have agreed on the structure and plan to move forward on the creation of the Library's Foundation. Ms. Beach also

explained that she and the Director of Finance Chuck Mallas had met with FFTC's Holly Welch Stubbing and Deb Watts to determine next steps for the Foundation. The initial steps will be drafting bylaws and applying for tax-exempt status by the end of the year, followed by a review and presentation to the Board of Trustees for approval. The Library will continue to work with FFTC staff on recommendations for back-office functions, and will report to the Development Committee at their January 2012 meeting. Ms. Beach then proceeded to update the Trustees on the status of current fundraising efforts and a follow-up report at the January 19th, 2012 meeting.

Trustee Sally Robinson commented that it would be essential to select the right Chair for the Library Foundation, for which she nominated Ms. Branstrom. Ms. Branstrom followed by a nomination of Ms. Robinson as Vice Chair.

On a motion by Bob Sink, seconded by Joan Martin, the Trustees unanimously approved Robin Branstrom to serve as Chair and Sally Robinson to serve as Vice-Chair of the Charlotte Mecklenburg Library Foundation.

Mr. Phillips updated the Trustees on the inaugural meeting of the Main Library Committee, a team created on the recommendation of The Future of the Library Task Force. After detailing the members that make up the Committee and commending their combined experience and expertise, Mr. Phillips described this first meeting as largely an information deluge, presented by Library Administration and Main Library Managers that included information on each area, their functions, space allocation and cost of operations of Main Library. (Attached Copy of Committee Member Names/Contacts)

Mr. Phillips continued with information on the 2012 Democratic National Convention and its impact upon the Library. At the October meeting, the Trustees had voted to close Main Library during the convention. Discussion was then had over what sort of monetary figure would be acceptable for Main Library or ImaginOn to open their doors to renters, as it was unanimously decided that to simply break even would be impractical. Trustee Darrell Williams remarked that coming to a decision among the whole Board might be difficult, and that having a small group of trustees meet to discuss this might be the wisest route to take. Ms. Branstrom then asked Mr. Williams if he would volunteer to lead this group with Renee Casali and Molly Griffin. Mr. Phillips added that a decision on renting out Library facilities during the convention should be made within the coming weeks. Mr. Phillips further pointed out that current library policy prohibits any political party activity within library buildings, and that a formal exception to such policy would need to be approved for the duration of the convention should the Trustees indeed decide to lease out library facilities.

On a motion by Molly Griffin, seconded by Joan Martin, the Trustees unanimously approved an exception to Charlotte Mecklenburg Library Meeting Room policy regarding political affiliates during the 2012 Democratic Convention.

Mr. Phillips briefly spoke of his and Mr. Singleton's recent presentation to the Axiell Symposium in London, England. (See the link to the symposium and presentation: http://us.vocuspr.com/Newsroom/Query.aspx?SiteName=cmlibrary&Entity=PRAsset&SF_PRAsset_PRAssetID_EQ=74854&XSL=PressRelease&Cache=

Trustee Reneé Casali discussed the recent anniversary of ImaginOn: The Joe & Joan Martin Center, remarking that the Future of the Library Task Force's final report had featured many wonderful comments about the facility and its status as a model for other children's facilities. She then introduced Bruce LaRowe, Executive Director of the Children's Theatre of Charlotte (CTC), who briefed Trustees on the strategic planning that will be undertaken by CTC so as best to maximize the strengths and opportunities of both organizations. Mr. LaRowe also explained that a management committee would be convening annually to review the future of ImaginOn, including its strengths, possible modifications, and how to best utilize staff time and finances in a climate of reduced resources. ImaginOn Library Manager Lois Kilkka followed by describing a particular program in which CTC and ImaginOn had overlapped with marked success.

Mr. Phillips then updated the Board on Library finances. He provided a brief summary of the current state of revenues and expenses. He also requested Board approval for the following Budget Adjustments; #10-27B, #10-27C, #10-27E, #10-27L, #10-31 and #10-27. On a motion by Molly Griffin, seconded by Sally Robinson, the Trustees unanimously approved the Budget Adjustments.

Ms. Branstrom shared with the Board her discussions with Paula Singer of the Singer Group in particular of the executive model the Library is currently using. Ms. Singer affirmed that the Library's present CEO-COO model was not uncommon among other library systems. Ms. Branstrom requested the Trustees move forward with the search for the next Library Chief Executive Officer, primarily using its current CEO-COO model as a foundation. On a motion by Darrel Williams, seconded by Molly Griffin, the Trustees approved moving forward with the search for the next Library Chief Executive Officer, primarily using its current CEO-COO model as a foundation.

Ms. Branstrom then introduced Mecklenburg County Director of Human Resources Chris Peek. Mr. Peek expressed a potential method to begin the search that would involve requesting from the Members of the Library Board to generate an initial pool of candidates. These names would then be vetted by Mecklenburg County Human Resources Consultant Shelley Book. He further added that the benefit would save the fees associated with hiring an external firm (approximately 30-35% of the position's salary) and be less of a burden to the tax-payer. Mr. Peek concluded that if the first method yields no viable results, employing an external hiring firm is always an option. Ms. Branstrom requested a motion to approve the strategy to begin the search for the Chief Executive Officer utilizing the recommendation of Mecklenburg County Human Resources Director Chris Peek. On a motion by Bob Sink, seconded by Molly Griffin, the Trustees unanimously approved the strategy to begin the search for the Chief Executive

Officer utilizing the recommendation of Mecklenburg County Human Resources Director Chris Peek.

Ms. Robinson broached the subject of the Library Board of Trustees' 2012 Officers and recommended Trustee Charles Bowman for the role of Chair and Trustee Molly Griffin proposed as vice-chair. Ms. Branstrom thanked these Trustees warmly for allowing her to put forth their names, and requested a motion to approve. On a motion by Sally Robinson, seconded by Joan Martin, the Trustees unanimously approved Library Board of Trustees' 2012 Officers as follows; Chair Mr. Bowman and Vice Chair Ms. Griffin.

Several Trustees commended Ms. Branstrom for her work and dedication to the Board as chairperson the past year.

Ms. Branstrom adjourned the meeting at 2:00 p.m.

Respectfully submitted,

Vick Phillips
Secretary



Charlotte Mecklenburg Library

Executive Committee Meeting

December 16, 2011

10:00 A.M.

Dickson Boardroom

Present: Robin Branstrom, Chair (*via telephone*)
Charles Bowman, Finance & Audit Committee Chair
Bob Sink, Vice Chair
Darrel Williams, Immediate Past Chair

Vick Phillips, Chief Executive Officer
Cordelia Anderson, Deputy Director of Communications
Frank Blair, Director of Operations and Technology
Lois Kilkka, Manager of ImaginOn: The Joe and Joan Martin Center
Bruce LaRowe, Executive Director of the Children's Theatre
Maryann O'Keeffe, Planning and Partnerships Coordinator
Celeste Smith, Charlotte Observer

The meeting was called to order at 10:00 A.M. by Robin Branstrom, Chair. Mr. Phillips noted that the single item on the agenda was a report and recommendation from the trustee workgroup that has been discussing use of Library facilities during the Democratic National Convention in Charlotte next September.

Mr. Williams, who leads the workgroup, made the following points regarding the activities of the group:

- At the November 17 Board of Trustees meeting, Mr. Williams agreed to convene a group to talk about use of Library facilities during the DNC.
- In addition to Mr. Williams, Bob Sink, Joan Martin and Reneé Casali also volunteered to work on this.
- The group met a couple of times and were recently presented with an expression of interest regarding DNC week, as follows:
 - An organization is interested in whether or not the Library would allow a single-evening reception in the open spaces of ImaginOn for about 600 people. If they choose to use ImaginOn, they may also ask to use a theater for a presentation to their guests.
 - If the Library would consider such a request, they would like to know what might be the charge such a rental.
- The workgroup discussed the various pros and cons of allowing use of ImaginOn, and the staff of the Library, ImaginOn and the Children's Theatre analyzed the costs and appropriate pricing for such a request.

Mr. Williams then made the following recommendation:

- That the Executive Committee, on behalf of the Board, approve the following:
 1. Allow a single-evening reception for 600 people in ImaginOn.
 2. If a reception only, charge a rental fee of \$7,500. If a reception and a presentation in a theater, charge \$9,500.

Mr. Williams reiterated that this organization has not decided if ImaginOn is its choice at this point. They are merely asking for an indication of the Library's willingness to rent and a suggested rental fee.

After some discussion among the Executive Committee, upon motion by Mr. Williams, seconded by Mr. Sink, the Committee unanimously approved the recommendation of the DNC workgroup.

The meeting adjourned at 10:20 A.M.

Respectfully submitted,

Jean Bennett
Charlotte Mecklenburg Library