



**Library Board of Trustees**  
**Library Board of Trustees Meeting**  
**Virtual Meeting**  
**Monday, March 11, 2024, 4:00pm – 6:00pm**

**Trustees Present**

Ailen Arreaza  
Peggy Brookhouse  
Dr. Stacey Brown  
Joe Helweg  
Tracy Montross  
Dr. Amy Hawn Nelson  
Preethi Srinivasan  
Charles Thomas, Chair

**Trustees Absent**

Dr. Kimmerly Martin  
Jon Buchan  
Dr. Ricky Woods

**Staff Present**

Darrell Anderson  
Karen Beach  
Rachel Bradley  
David Dillard  
Michael Engelbrecht  
Harold Escalante  
Jenni Gaisbauer  
Krystal Green  
Eric Hartman  
Saul Hernandez  
Christine Keitt  
Meryle Leonard  
Mario Lopez  
Tyler Mayser  
Caitlin Moen  
Angie Myers

**Staff Cont.**

John O'Connor  
Mark Olaley  
Emery Ortiz  
Keisha Portis  
Tommy Scott  
Hilary Swierc  
Marcellus Turner  
Martha Yesowitch

**Others Present**

Mark Kutny  
Gene Cochrane – CMLF Board Chair

Mr. Charles Thomas opened and welcomed everyone to the Board meeting at 4:00pm.

**Absence with Cause**

Mr. Thomas requested a motion to approve absence with cause for Dr. Kimmerly Martin, Mr. Jon Buchan and Dr. Ricky Woods. On a motion by Mr. Joe Helweg and seconded by Ms. Tracy Montross, the Trustees unanimously approved the absence with cause.

**Approval of Minutes**

Mr. Thomas requested a motion to approve the Minutes from February 12<sup>th</sup>. On a motion by Ms. Preethi Srinivasan and seconded by Mr. Helweg, the Trustees unanimously approved the minutes.

**Public Comment**

No members of the public signed up to speak during this meeting's public comment section.

**Chair Update**

Mr. Thomas expressed his gratitude to everyone who was able to participate in visiting the *Seeing Auschwitz* Exhibition on March 5<sup>th</sup> & 6<sup>th</sup>. Library Trustees, Foundation Board members, and staff were able to attend the event. Mr. Thomas also

recognized Ms. Jenni Gaisbauer and the Foundation for helping to organize everything. Mr. Thomas reminded the Trustees about the upcoming Project Shema training on April 10<sup>th</sup>.

**Committee Reports**

**Finance Committee**

Ms. Srinivasan and Ms. Angie Myers provided the following updates:

- Ms. Srinivasan informed the Trustees that the committee met on March 6<sup>th</sup> and have three items for the Trustees.
- Ms. Srinivasan updated the Trustees that March 4<sup>th</sup> was the submission date for the Library to have the FY25 budget to the County. This is a very detailed submission and includes the budget enhancements that have been previously discussed as well as a narrative for those requests. Ms. Srinivasan thanked Ms. Myers and Mr. Michael Boger for their hard work on submitting the FY25 budget.
- Ms. Myers and Mr. Boger met with a Budget Analyst from the County on March 6<sup>th</sup> and all questions have been answered. MT is set to present the FY25 Library Budget to the County Executive Committee on March 15<sup>th</sup>.
- Ms. Myers reviewed the FY24 Budget Adjustments with the Trustees. The budget is increasing \$26,100 this month and \$5,000 is current fiscal year funds which means that the money will be spent by June 30<sup>th</sup>. The \$5,000 comes from the Carolina Panthers for the National African American Read In Program. Charlotte FC is sponsoring Summer Break 2024 and has provided a \$10,000 gift for that program.
- There are \$3,600 in miscellaneous branch contributions from the Foundation and \$500 has been gifted specifically for South Boulevard Library programming.
- There is a \$7,500 gift from the Urban Libraries Council for the Barbershop Books program which brings books that have characters in color to local barbershops so that young boys, while they are getting their hair cut can see themselves in the books they are reading.

FY2024 Budget Adjustments					
Budget Adjustment Number	FY2024 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
240301	FY2024	Carolina Panthers - National African American Read In Program	Revenue: Foundation	5,000	
240301	FY2024	Carolina Panthers - National African American Read In Program	Expenditure: Collections		5,000
<b>Total FY2024 Budget Adjustments</b>				<b>5,000</b>	<b>5,000</b>
Multi-Year Budget Adjustments					
Budget Adjustment Number	FY2024 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
240302	Multi-Year	Urban Libraries Council Barbershop Books	Revenue: Other Contribution	7,500	
240302	Multi-Year	Urban Libraries Council Barbershop Books	Expenditure: Programming		7,500
240303	Multi-Year	Misc Branch Contributions	Revenue: Foundation	3,600	
240303	Multi-Year	Misc Branch Gift Fund Contributions	Expenditure: Misc. General Operating		3,100
240303	Multi-Year	South Blvd Programming Contributions	Expenditure: Programming		500
240304	Multi-Year	Charlotte FC for Summer Break 2024	Revenue: Foundation	10,000	
240304	Multi-Year	Charlotte FC for Summer Break 2024	Expenditure: Programming		10,000
<b>Total Multi-Year Budget Adjustments</b>				<b>21,100</b>	<b>21,100</b>
<b>Total FY2024 Budget Transfers</b>				<b>-</b>	<b>-</b>
<b>Grand Total Budget Adjustments</b>				<b>26,100</b>	<b>26,100</b>

**After some discussion, and on a motion from the Finance Committee, the board unanimously approved the budget adjustments.**

- Ms. Myers provided the Trustees with an update on the Auditor Selection for fiscal year 2024. The Library goes out to RFP every 5 years on our audit services and this year was the year for that. Unfortunately, with no ill intent on anyone’s part, the Library was not included in the County’s RFP process. The County did quickly realize this error and added an amendment to their RFP process where the Library has the ability to piggyback on the contract selected by the County. Cherry Bekaert was selected again as the County’s auditor and that was approved at the Board of County

Commissioners meeting last week. Next month, the Finance Committee will be bringing the Trustees the contract from Cherry Bekaert for approval. It will be a three-year contract with 2 one-year extensions.

### **Real Estate Committee**

Mr. David Dillard provided the following updates:

- Mr. Dillard brought forth an action item for the Trustees to approve regarding the Library adoption of the Mecklenburg County BDI Policy. The Trustees discussed this last year in broader terms, but since that discussion, there have been two approved adoptions for specific contracts. The Library is an independent entity that is not a department of the County. However, the Library does try to align with County policy where it makes sense. The County's Asset and Facility Management Division has an obligation to follow the County's Business Diversity, and Inclusion program when they are handling the project management for capital projects for the Library. The Real Estate Committee can bring each contract to the Trustees to approve, or they can approve this action that would authorize the Library to adopt the County's BDI program provisions for the construction projects specific to the ones that Asset and Facility Management performs for the Library. This would not include separate contracts that the Library is entering into that are not construction related.

**After some discussion, and on a motion from the Real Estate Committee, the board unanimously approved the adoption of the Mecklenburg County BDI Policy for the Library's construction projects handled by the County's Asset and Facility Management Division.**

### **ARPA Update**

Ms. Emery Ortiz provided the following update:

- The Library received ARPA funding designated for digital literacy efforts, Spanish language collections, and a new Outreach vehicle.
- The Library went through the RFP process for the Outreach vehicle and received three bids. TechOps is the bid that is being brought forward for approval by the Trustees. The vehicle will house 4 to 5 classroom style desks or stations that will be designed for mobile classes, but specifically for technology or digital literacy classes. The vehicle will be wheelchair accessible and have a screen on the outside that can be used to project if needed. It will also serve as a mobile hotspot. The proposal does not include staff, which is needed to ensure that the vehicle can reach as many people in the County as possible. The budget allocation for this project is \$400,000 and two of the three bids did come in under budget.
- Ms. Ortiz brought forth an action item regarding the approval of the TechOps contract for the mobile technology classroom.

**After some discussion, Mr. Thomas requested a motion to authorize the CEO to execute the mobile technology classroom contract with TechOps. On a motion by Ms. Ailen Arreaza and seconded by Ms. Montross, the Trustees unanimously approved the action item.**

## ARPA Funding – Mobile Technology Classroom



- 3 bids received
- TechOps (Stevensville, MD) selected

\$318,988.51 - \$323,903.35 (approx)

Winnebago E450 Shell + Upfit

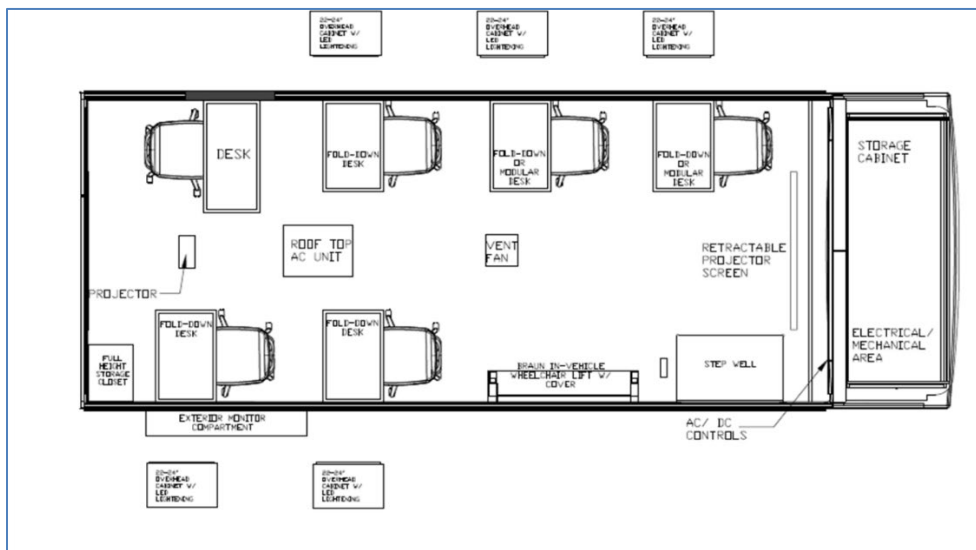
Standard Factory Warranty

Travel/Training/Transport

Delivery ~150 days after contract

\$10,000 graphics allowance

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### Strategic Direction Update

Ms. Emery Ortiz provided the following update:

- Ms. Ortiz updated the Trustees on the public engagement survey that is open currently. There were over 100 responses the first weekend it was open and now there are 415 responses, two of those are in Spanish. The survey is open for six weeks and the goal that was set internally, is 2,000 responses. This is comparable to the survey responses the County typically receives for surveys. They generally receive approximately 1,200 responses. There were 365 staff responses to the staff survey which is approximately 92% staff participation.
- Ms. Ortiz informed the Trustees that the Library has promoted the strategic direction public engagement survey through ads with WFAE Radio, Charlotte Post, Qué Pasa, Norsan, Pandora, Instagram, and Facebook.

### CEO Report

Mr. Marcellus Turner provided the following updates:

- MT informed the Trustees that 13 staff will be attending the 2024 PLA Conference in Columbus, Ohio the first week in April.

- Since the Library has a great working relationship with the Columbus Metropolitan Library, they have granted the Library an opportunity to host a partnership cohort at the Main Library in Columbus, Ohio. Ms. Ortiz and Ms. Martha Yesowitch will be leading this event on April 2<sup>nd</sup>. There are about 20 libraries joining the Library to talk about partnerships.
- MT updated the Trustees that Mr. Patrick Losinski, the CEO of the Columbus Metropolitan Library, came to the Library Administration Center on March 6<sup>th</sup> and presented on some of the great things their system is doing. Staff from two neighboring libraries joined us, Gaston County Library and Mooresville Public Library, and in total there were approximately 25 attendees.
- MT reminded the Trustees about the upcoming Project Shema training on April 10<sup>th</sup>. There will be a calendar invitation sent out to all board members with the agenda for the day and any other important details. Ms. Myers is working on solidifying a venue for this training since there will be about 100 participants.
- MT showed an updated drone video of the New Main Library construction to the Trustees. This video will be posted on the New Main Library page for the public to view.
- MT informed the Trustees about the upcoming Mecklenburg County Employee Climate Survey.
  - Mecklenburg County Employee Climate Survey
    - FY2023
      - Closed May 10th
      - 83% Response Rate
      - Up 6% from FY 2022
    - FY2024
      - Opens April 17th
      - No official closing date yet

### **Library Director Report**

Ms. Caitlin Moen provided the following updates:

- Ms. Moen shared with the Trustees a Story of Impact from a parent to a staff member at ImaginOn. One of the families that Becca Worthington, a storyteller at ImaginOn, served has moved to Germany but sent an email because they wanted to share an update about their daughter. She recently turned six and has been moved up in German Kita, which is their form of kindergarten, due to her academic performance, especially in reading. When the school asked about what helped her daughter, the mother said:
  - “I firmly believe that the impactful work of you [Becca Worthington] and the remarkable individuals at ImaginOn and the Plaza Midwood Library played a significant role in fostering her love for learning and reading. Your passion for your work, which seems more like a calling than a job is truly a gift and serves as an inspiration to others. I want to express my heartfelt gratitude to you and all the librarians for your dedication. The programs, story-times, silly songs, and the magic you infuse into them undeniably make a lasting impact. Thank you for all that you.”
- Ms. Moen updated the Trustees about Community Read which is happening during the month of March. The Signature Author event will be held at ImaginOn on Tuesday, March 19<sup>th</sup>. The author is Edward Lee and he will be speaking about his book, *Buttermilk Graffiti*.
- The Library will be hosting its first Naturalization ceremony on April 6<sup>th</sup> at South County Regional Library. Lonna Vines and Cameron Smith have been working diligently to plan this event. The event was made possible thanks to some funding from the Flight Fund managed by the Foundation. The Library is hopeful that there will be more Naturalization ceremonies in the future at Main Library.
- National Library Week is April 7<sup>th</sup> through 13<sup>th</sup>. Tuesday, April 9<sup>th</sup> is National Library Workers Day, so staff will be honored and the Library will be holding a service awards ceremony that afternoon. Wednesday, April 10<sup>th</sup> is Library Outreach Day, so the Library will be acknowledging the work and efforts that happen outside the library walls. Ms.

Moen encouraged Trustees to share any social media posts that the Library puts out to help promote National Library Week.

### Living Archives update

Ms. Gaisbauer provided the following update:

- The Library has been involved in a partnership since pre-Covid, and as a result of Covid, this partnership has evolved into something much bigger. The partnership is between the Center for Documentary Studies at Duke University, Levine Museum of the New South, Johnson C. Smith University, and the Library. It's an initiative to document Covid stories of underrepresented groups in our community, and Mecklenburg County.
- The original goal was to gather 200 stories, create this archive and go from there, but the team gathered 340 stories and got multiple community organizations involved. This turned into an actual physical exhibit that tells the stories of 18-20 individuals that were in the 340 stories. The traveling exhibit will be stopping at various library locations through May 13<sup>th</sup> and then end with a celebration at Discovery Place on May 16<sup>th</sup>. The physical archive will be housed by the Robinson-Spangler Carolina Room.



## Upcoming Dates

Traveling Exhibit and Launch Events



<b>February 27 - April 1</b> Traveling Exhibit at Johnson C. Smith University	<b>April 11 - 11:00 - 1:00 pm</b> Mural Unveiling at Lions Services
<b>March 3 - March 14</b> Traveling Exhibit at Allegra Westbrooks Library	<b>April 12 - 1:00 - 3:00 pm</b> Launch Event at Independence Library
<b>March 11 - 5:30 - 7:30 pm</b> Launch Event at Allegra Westbrooks Library	<b>April 16 - April 28</b> Traveling Exhibit at University City Library
<b>March 14 - 5:00 - 7:00 pm</b> Launch Event at Johnson C. Smith University	<b>April 19 - May 13</b> Traveling Exhibit at South Boulevard Library
<b>March 18 - 5:00 - 7:00 pm</b> Launch Event at North County Library	<b>April 21 - 2:00 - 4:00 pm</b> Launch Event at University City Library
<b>March 18 - April 5</b> Traveling Exhibit at North County Library	<b>April 30 - May 13</b> Traveling Exhibit at Marion Diehl Center
<b>April 2 - April 15</b> Traveling Exhibit at West Boulevard Library	<b>May 1 - 11:30 - 12:30 pm</b> Launch Event at Marion Diehl Center
<b>April 6 - 1:30 - 3:30 pm</b> Launch Event at West Boulevard Library	<b>May 4 - 10:30 - 12:30 pm</b> Launch Event at South Boulevard Library
<b>April 5 - April 18</b> Traveling Exhibit at Independence Library	<b>May 16 - 6:00 - 9:00 pm</b> Celebration Event at Discovery Place

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### Foundation Update

Ms. Gaisbauer provided the following update:

- The Foundation is busy with events and programs coming up. The next Around the World event is at Allegra Westbrooks Regional on Saturday, March 23<sup>rd</sup>. The April 26<sup>th</sup> Around the World will be held at ImaginOn and is in partnership with the Library's celebration of Dia. The May 5<sup>th</sup> and June 2<sup>nd</sup> Around the World events will be adult-focused.
- On April 23<sup>rd</sup>, The Foundation is hosting *A Conversation with Tommy Tomlinson*, an author talk and book launch. There are about 200 people already signed up to attend. This will be hosted at ImaginOn and is in partnership with WFAE. On May 9<sup>th</sup>, The Foundation is hosting *A Conversation with Dr. Judy Butler*, a planned giving virtual seminar.
- There are quite a few Whistlestop events in the month of April that help support the CommonSpark Campaign.



CHARLOTTE MECKLENBURG LIBRARY  
FOUNDATION

**AROUND THE WORLD IN 21 BRANCHES**

GENEROUSLY SPONSORED BY **LOWE'S**

Allegra Westbrooks Regional  
March 23

ImaginOn  
April 26

Myers Park  
May 5

SouthPark Regional  
June 2

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**DOGLAND**  
PASSION. GLORY.  
and Lives of SLOBBER at the  
WESTMINSTER DOG SHOW  
Tommy Tomlinson

A CONVERSATION WITH  
**Tommy Tomlinson**  
FEATURING THE LAUNCH OF HIS LATEST BOOK **DOGLAND**

A Conversation with  
Tommy Tomlinson  
Author Talk &  
Book Launch  
April 23

A Conversation with  
Dr. Judy Butler  
Planned Giving  
Virtual Seminar  
May 9

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After some Board discussion, Charles Thomas adjourned the board meeting at 5:21pm.

Respectfully submitted,

Marcellus Turner  
CEO