



Library Board of Trustees Meeting
Monday, December 16, 2024
ImaginOn: The Joe & Joan Martin Center
300 East Seventh Street, Charlotte, NC 28202
4:00pm – 6:00pm

Trustees Present In-Person

Peggy Brookhouse
Jon Buchan
Joe Helweg
Dr. Kimmerly Martin
Tracy Montross
Charles Thomas, Chair
Dr. Ricky Woods

Trustees Present Virtually

Ailen Arreaza
Dr. Stacey Brown
Dr. Amy Hawn Nelson

Trustees Absent

Preethi Srinivasan

Staff Present

Tasha Bell
Michael Boger
Rachel Bradley
Barbara Cantisano
Chauna Carr
David Dillard
Michael Engelbrecht
Jenni Gaisbauer
Krystel Green
Eric Hartman
Angie Myers
Chantez Neymoss
John O'Connor
Emery Ortiz
Marcellus Turner

Staff Present Cont.

Teleia White
Martha Yesowitch

Others Present

Mark Kutny
Helen Hope Kimbrough
Allyson Beetham

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

Absence with Cause

Mr. Thomas requested a motion to approve absence with cause for Ms. Preethi Srinivasan. On a motion by Mr. Joe Helweg and seconded by Mr. Jon Buchan, the Trustees unanimously approved the absence with cause.
Seven Trustees voted in-person and three Trustees voted virtually.

Approval of Minutes

Mr. Thomas requested a motion to approve the minutes from November 18th. On a motion by Ms. Tracy Montross and Mr. Helweg, the Trustees unanimously approved the minutes.
Seven Trustees voted in-person and three Trustees voted virtually.

Public Comment

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

Chair Update

Mr. Thomas informed the Trustees of the following items:

- Mr. Thomas informed the Trustees about the meeting he had with Mr. Hugh McColl along with MT and Ms. Jenni Gaisbauer to discuss the CommonSpark campaign for New Main Library. Mr. Thomas explained they had a great meeting and Mr. and Mrs. McColl have pledged \$250,000 to the campaign.
- Mr. Thomas thanked all of the Trustees for their hard work on providing new ideas and leads to help raise funds for the New Main Library CommonSpark campaign.

Committee Reports

Finance Committee

Ms. Angie Myers provided the following updates:

FY2025 Budget Adjustments

- (\$3,070) – Decrease in annual State Aid based on final calculations for the year.
- \$153,644 – Funding provided from the Mary Louise Phillips North Carolina Room Endowment Fund in support of purchasing digitization equipment for the Robinson-Spangler Carolina Room.

Multi-Year Budget Adjustments

- \$13,920 – Foundation contributions for the next round of Flight Fund projects.

Budget Transfer

- \$150,000 – Budget transfer from contingency to professional services. An increase is needed for additional costs associated with sending collection notices to customers that have over \$50 in fees on their account, and contractor costs for American Sign Language (ASL) storytime programming at the Mint Hill Branch.

FY2025 Budget Adjustments					
Budget Adjustment Number	FY2025 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
241201	FY2025	State Aid Adjustment	Revenue: State of North Carolina	(3,070)	
241201	FY2025	State Aid Adjustment	Expenditure: Collections		(3,070)
241202	FY2025	Robinson-Spangler Carolina Room Digitization Equipment - Mary Louise Phillips North Carolina Room Endowment	Revenue: Foundation Contributions	153,644	
241202	FY2025	Robinson-Spangler Carolina Room Digitization Equipment - Mary Louise Phillips North Carolina Room Endowment	Expenditure: Technology & Equipment		153,644
			Total FY2025 Budget Adjustments	150,574	150,574
Multi-Year Budget Adjustments					
Budget Adjustment Number	FY2025 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
241203	Multi-Year	Flight Fund	Revenue: Foundation Contributions	13,920	
241203	Multi-Year	Flight Fund	Expenditure: Programming		13,920
			Total Multi-Year Budget Adjustments	13,920	13,920
Budget Transfers					
Budget Transfer Number	FY2025 or Multi-Year	Short Description	Budget Category	Budget Transfer Impact - Revenue	Budget Transfer Impact: Expenditure
241204	FY2025	Professional Services Transfer	Expenditure: Misc. General Operating		(150,000)
241204	FY2025	Professional Services Transfer	Expenditure: Professional Services		150,000
			Total FY2025 Budget Transfers	-	-
Grand Total Budget Adjustments				164,494	164,494

Mr. Thomas requested a motion to approve the FY25 Budget Adjustments for the month of December 2024. On a motion by Mr. Helweg and Seconded by Ms. Peggy Brookhouse, the Trustees unanimously approved the Budget Adjustments. Seven Trustees voted in-person and three Trustees voted virtually.

Finance Policies & Procedures – December 2024 Updates

Mr. Michael Boger provided the following updates:

Item	Policy Change (Requires BOT Approval)	Procedure Updates (For Awareness Only)
Accounting, Auditing and Financial Reporting	N/A	Updated funds and timing of activities
Procurement Card	N/A	Clarifications around issuance, receipts, and reconciliation.
Accounts Payable and Check Processing	N/A	Location Updates (Main to Library Administration Center)
Gift Card	Language for Grants	N/A
Payroll	Check date language around holidays	Deadlines and job titles
Procurement	Clarified informal and formal procurement methods, alignment to state and federal laws, adjusted contract signature authority	

Summary of Policy Changes

Procurement Policy

- Specified compliance with North Carolina General Statutes and 2 CFR Part 200 (Federal Awards)
- Added that each employee is responsible for ensuring policy compliance
- Described methods of procurements:
 - \$0 - \$29,999: Informal process; employees are encouraged to obtain more than one quote for goods/services
 - \$30,000 - \$89,999: Informal process; employees are required to obtain at least three quotes for goods/services (sole source required if only one quote is provided)
 - \$90,000 and above: Formal process with Finance involvement
- Noted that splitting purchases to avoid either the formal bidding or Contract approval processes will constitute a violation of this policy
- Updated contract signature authority:
 - No Cost (MOU) – Branch Manager or Program Manager (after discussion/review with supervisor)
 - Less than \$1,000: Branch Manager or Program Manager (after discussion/review with supervisor)
 - \$1,000 - \$4,999: Senior Manager Level or Deputy Finance Director
 - \$5,000 - \$29,999: Senior Leadership Team (New Level)
 - \$30,000 - \$49,999: Library CEO, Chief Library Services Officer, or Chief Financial Officer
 - \$50,000 - \$89,999: Library CEO
 - \$90,000 and above: Library CEO with Board approval
- Added that any technology (hardware or software), that can or must be connected or installed to a PC, Laptop, Printer, or network, must go through the Library Technology/County ITS review process and obtain approval.
- Contract amount is an estimate of the total expense over the fixed term of the contract
- Clarified that procurement exemptions may occur when allowable. Examples include: Sole Source, State contract purchases, Federal contract purchases, previously bid, and emergencies

Mr. Thomas requested a motion to approve the policy changes. On a motion by Ms. Montross and seconded by Dr. Kimmerly Martin, the Trustees unanimously approved the policy changes.

Seven Trustees voted in-person and three Trustees voted virtually.

Sole Source Contract for ARPA-Funded Scanning Devices

Mr. Michael Engelbrecht provided the following information to the Trustees regarding the Sole Source Contract for ARPA-Funded Scanning Devices:

- The Library is planning to spend \$115,000 to purchase ScanEZ products. These are scanning stations that would allow Library customers to more easily scan and fax documents to a variety of different locations. The system also supports scanning and translating text to various languages as well as scanning text to audio.
- Equipment has been approved by Mecklenburg County Information Technology.
- Vendor Name: Today's Business Solution
- Funding: ARPA Funding (American Rescue Plan in support of the Library's project to reduce the digital divide.)



Mr. Thomas requested a motion to approve the Sole Source Contract for ARPA-Funded Scanning Devices. On a motion by Dr. Ricky Woods and seconded by Ms. Peggy Brookhouse, the Trustees unanimously approved the Sole Source Contract.

Seven Trustees voted in-person and three Trustees voted virtually.

Sole Source Contract Robinson-Spangler Carolina Room Digitization Platform Equipment

Mr. John O'Connor presented the following information about the Sole Source Contract for Robinson-Spangler Carolina Room Digitization Platform Equipment:

- The Robinson-Spangler Carolina Room is planning to spend over \$150,000 to purchase digitization scanning equipment. This department has a wide variety of materials in need of high-quality digitization, including maps, books, camera film, microfilm, microfiche, reflective materials (e.g., printed paper), and 3D objects. Digitization is necessary for the protection and preservation of fragile materials as well as an equity imperative to reduce barriers to access.
- Advertising and research revealed that there are no other service providers in the area for this equipment.
- Vendor Name: Digital Transitions, Inc.
- Funding: The Mary Louise Phillips North Carolina Room Endowment.

Mr. O'Connor reviewed how the Robinson-Spangler Carolina Room uses digitization and scanning.

- What?
 - Digitization is the conversion of physical media (books, maps, photographs, film, etc.) into a digital format.
- Why?
 - Adapting to modern landscape
 - Equity imperative
 - Unlocks collecting opportunities
 - Preservation need
- How?
 - Dedicated Digital Production Librarian
 - Scanners
 - Volunteers

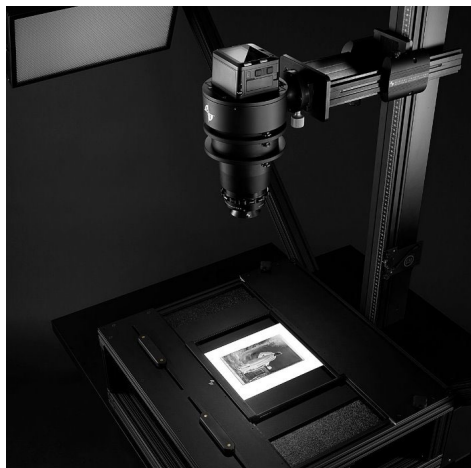
- Vendors

Digitization Challenges

- Scanning Multiple Material Types
 - Bound materials, loose papers, newsprint, photographic positives, film negatives, microfilm, microfiche, 3D objects, etc.
- Meeting Federal Agencies Digital guidelines Initiative Standards
 - Federal guidelines for digitization create 4 tiers of quality
 - 3-star and 4-star quality of digital image should be the standard
 - These are high bars to meet
- Space Constraints
 - Digitization Lab is 168 sqft
 - Must accommodate multiple scanners and staff/volunteers

Digitization Solution

- Digital Transitions
 - Leading digitization hardware/software company
 - Only US vendor of CaptureOne CH and IXH Cameras
 - Clients include UNC Chapel Hill, Yale, Library of Congress, Denver Public, etc.
- DT Atom
 - DT Atom is their compact, modular platform
 - Includes camera, lenses, column, lights, and tabletop
 - Adding X-Slide large format tabletop and DT Film Scanning Kit
 - Other scanning tabletops available
- Includes installation, training, and 3-year warranty
- Cost: \$153,643.70



Mr. Thomas requested a motion to approve the Sole Source Contract for Digitization Platform Equipment for the Robinson-Spangler Carolina Room. On a motion by Ms. Montross and Seconded by Dr. Woods, the Trustees unanimously approved the Sole Source Contract.

Seven Trustees voted in-person and three Trustees voted virtually.

Program of Service Committee Update

Dr. Stacey Brown provided the following updates:

- The committee hosted the first Lunch & Learn session at ImaginOn: The Joe & Joan Martin Center. Trustees were able to have lunch and learn about Library programming and outreach from staff in those departments. Dr. Brown stated the conversation was engaging and helpful because Trustees can use this information to help inform the Library's partners and the community about the work the Library is doing.
- Dr. Brown encouraged all Trustees to attend the second Lunch & Learn session that will be held at ImaginOn on January 14th from 12:00pm – 1:00pm.

Facilities Update

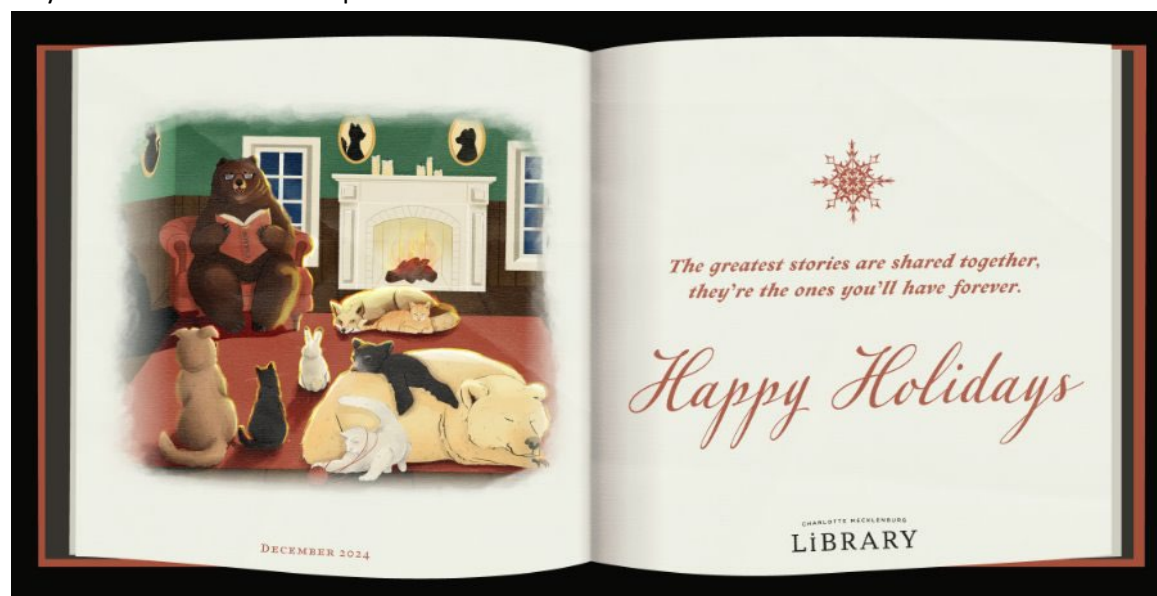
- MT informed the Trustees that Ms. Caitlin Moen will be sending out a briefing email to all Trustees, providing them more detailed information on the renovations at Plaza Midwood Library, ImaginOn, and Myers Park Library.
- MT reminded the Trustees that the new University City Regional Library ribbon cutting ceremony will be held on February 7th and encouraged all Trustees to attend if their schedules allow.

BoCC Retreat Presentation Update

- MT reminded the Trustees that on November 6th Mr. Thomas presented the Library's Annual Report to the Mecklenburg County Board of County Commissioners. As a result of this presentation, the Library was invited to present at the BoCC Budget Retreat which is scheduled for January 29th – 31st. The Library was informed last week that due to the high volume of retreat topics, some invited presenters were being rescheduled for other BoCC meetings. The Library has now been invited to the February 11th BoCC Budget/Public Policy Workshop. The presentation will be given by MT, Ms. Moen, and Ms. Myers.

CEO Report

- MT presented this year's Charlotte Mecklenburg Library holiday card. This card will be sent out to County and City leaders before the holidays to wish everyone a happy holiday season. The card will also be emailed to Trustees so they can send it out to their personal contacts if the desire.



- MT reminded the Trustees about the January 27th Board of Trustees Retreat that will be held at the Library Administration Center from 4:00pm – 7:00pm. MT also informed the Trustees that the Senior Leadership Team will be having a retreat on December 17th to finalize the Strategic Direction.
- MT informed the Trustees about the Captured Memories event that is in partnership with The Charlotte Observer and will take place on January 21st.
- MT updated the Trustees about the Impact Report which should be sent to print in early January.

Library Director Update

Ms. Moen was unable to attend the meeting, so MT provided the Trustees with updates during the CEO Report.

Foundation Update

Ms. Jenni Gaisbauer provided the following updates:

- Ms. Gaisbauer informed the Trustees that the Foundation raised over \$30,000 from 180 donors on Giving Tuesday, which was on December 2nd. This amount is \$1,000 below last year's amount; however, it is still a significant amount to raise in one day.
- Ms. Gaisbauer announced that Ms. Teleia white will be taking over Ms. Karen Beach's position as the new Deputy Director for the Foundation. Ms. White is the former Director of Individual Giving for the Foundation.



- Ms. Gaisbauer spoke to the board about the Foundation's Faith Community Appeal. She recognized Trustee Dr. Ricky Woods for working with the Foundation to come up with ideas on how to reach out to Charlotte's faith community and get them involved in supporting the great work of the Library. Dr. Woods and Dr. James Howell of Myers Park United Methodist Church joined together with the Foundation to send out letters to many churches within the County. Ms. Gaisbauer informed the Trustees that several churches have responded and agreed to donate funds to the Library. The goal is to raise \$50,000 for the outreach department.

Closed Session (Board Only)

At 5:33pm Mr. Thomas requested a motion to enter closed session pursuant to NCGS § 143-318.11(a)(6) to discuss personnel matters. On a motion by Mr. Helweg and seconded by Ms. Montross, the Trustees approved the motion. The Board returned to open session at 6:00pm.

Seven Trustees voted in-person and three Trustees voted virtually.

After some Board discussion, Mr. Thomas adjourned the board meeting at 6:00pm.

Respectfully submitted,
Marcellus Turner
CEO