

CHARLOTTE MECKLENBURG
LIBRARY

Library Board of Trustees Meeting
Monday, May 19th, 2025
Allegra Westbrooks Regional Library
4:00pm – 5:30pm

Trustees Present In-person

Ailen Arreaza
Peggy Brookhouse
Dr. Stacey Brown
Dr. Amy Hawn Nelson, Vice Chair
Dr. Kimmerly Martin
Tracy Montross
Preethi Srinivasan
Dr. Ricky Woods

Trustees Present Virtually

Jon Buchan
Joe Helweg

Trustees Absent

Charles Thomas, Chair

Staff Present

Michael Boger
Rachel Bradley
David Dillard
Michael Engelbrecht
Harold Escalante
Jenni Gaisbauer
Krystel Green
Eric Hartman
Saul Hernandez
Les Hutchens
Emery McTindal
Caitlin Moen
Angie Myers
John O'Connor

Others Present

Lauren Haring (Mode)
Zach Houston (Mode)
Helen Hope Kimbrough (CMLF Chair)
Mark Kutny
John Pietrafesa (Mode)

Board Vice Chair, Dr. Amy Hawn Nelson welcomed everyone to the Board meeting at 4:03pm.

Absence with Cause

Dr. Hawn Nelson requested a motion to approve absence with cause for Mr. Charles Thomas, Ms. Ailen Arreaza, Mr. Jon Buchan, Mr. Charles Thomas, and Ms. Tracy Montross. On a motion by Ms. Peggy Brookhouse and seconded by Dr. Ricky Woods, the Trustees unanimously approved the absence with cause.

Six Trustees voted in-person, and One voted virtually. Four Trustees were absent.

Mr. Charles Thomas was absent

Ms. Montross joined the meeting at 4:05pm

Ms. Arreaza joined the meeting at 4:26pm

Mr. Buchan joined the meeting virtually at 4:25pm

Approval of Minutes

Dr. Hawn Nelson requested a motion to approve the meeting minutes from April 28th. On a motion by Ms. Brookhouse and seconded by Dr. Stacey Brown, the Trustees unanimously approved the minutes.

Seven Trustees voted in-person, and One voted virtually. Three Trustees were absent.

Ms. Arreaza, Mr. Buchan, Mr. Thomas were absent.

Public Comment

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

Chair Update

Dr. Hawn Nelson informed the Trustees of the following items:

- Dr. Hawn Nelson acknowledged that there have been a lot of changes over the past month at the Library. She thanked Library leadership and staff for their flexibility and Ms. Angie Myers for stepping in as Interim CEO.
- **Dr. Hawn Nelson requested a motion to authorize the Board Chair to negotiate and execute an interim CEO contract with Angie Myers at the same terms and conditions as the prior CEO contract. On a motion by Ms. Montross and seconded by Dr. Brown, The Trustees unanimously approve the motion.**
Seven Trustees voted in-person, and One voted virtually. Three Trustees were absent.
Ms. Arreaza, Mr. Buchan, Mr. Thomas were absent.

Committee Reports

Finance Committee

Ms. Preethi Srinivasan and Mr. Michael Boger provided the following updates:

FY2025 Budget Adjustments

- \$3,700,000 – Recognition of Mecklenburg County in-kind payments related to Library facility maintenance and security.
- \$50,000 – Additional funds for Foundation Operations for remaining portion of FY2025.

Multi-Year Budget Adjustments

- \$14,587 – Various gifts received by over 90 donors that will benefit branches
- \$7,310 – Gifts provided to Outreach in memory of Elizabeth Merklein, who was a member of the Library team from 1997 to 2021, serving in roles at Independence, Plaza Midwood, & ImaginOn and many other Library events, team, and outreach efforts.
- \$3,500 – Funds received from the Cornelius Endowment Fund to purchase new shelving at the branch.
- \$25,000 – Funds received from the Hobbs Foundation to expand the Plaza Midwood Library children's reading area in memory of Jenner Wood.
- \$5,000 – Funds received from the Plaza Midwood Neighborhood Association for general branch support.

Budget Transfers

- \$1,250 – Transfer in revenue and expense to correctly account for Internet Archive's workshop support for one Library employee's travel to the organization's location.

FY2025 Budget Adjustments					
Budget Adjustment Number	FY2025 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
250501	FY2025	FY2025 Building Maintenance & Security	Revenue: Mecklenburg County (In-Kind)	3,700,000	
250501	FY2025	FY2025 Building Maintenance	Expenditure: Facility Related		2,300,000
250501	FY2025	FY2025 Building Security	Expenditure: Personnel Related		1,400,000
250502	FY2025	Foundation Operations	Revenue: Foundation Contributions	50,000	
250502	FY2025	Foundation Operations	Expenditure: Misc General Operations		50,000
			Total FY2025 Budget Adjustments	3,750,000	3,750,000
Multi-Year Budget Adjustments					
Budget Adjustment Number	FY2025 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
250503	Multi-Year	Branch Gifts	Revenue: Foundation Contributions	14,587	
250503	Multi-Year	Branch Gifts	Expenditure: Misc General Operations		14,587
250504	Multi-Year	Outreach Gifts in Memory of Elizabeth Merklein	Revenue: Foundation Contributions	7,310	
250504	Multi-Year	Outreach Gifts in Memory of Elizabeth Merklein	Expenditure: Misc General Operations		7,310
250505	Multi-Year	Cornelius Endowment Fund	Revenue: Other Contributions	3,500	
250505	Multi-Year	Cornelius Endowment Fund	Expenditure: Misc General Operations		3,500
250506	Multi-Year	Plaza Midwood - Hobbs Foundation	Revenue: Foundation Contributions	25,000	
250506	Multi-Year	Plaza Midwood - Hobbs Foundation	Expenditure: Misc General Operations		25,000
250507	Multi-Year	Plaza Midwood Neighborhood Association	Revenue: Foundation Contributions	5,000	
250507	Multi-Year	Plaza Midwood Neighborhood Association	Expenditure: Misc General Operations		5,000
			Total Multi-Year Budget Adjustments	55,397	55,397
Budget Transfers					
Budget Transfer Number	FY2025 or Multi-Year	Short Description	Budget Category	Budget Transfer Impact - Revenue	Budget Transfer Impact: Expenditure
250508	FY2025	Internet Archive Workshop Support	Revenue: Foundation Contributions	(1,250)	
250508	FY2025	Internet Archive Workshop Support	Revenue: Other Contributions	1,250	
250508	FY2025	Internet Archive Workshop Support	Expenditure: Library Collections		(1,250)
250508	FY2025	Internet Archive Workshop Support	Expenditure: Personnel Related		1,250
			Total FY2025 Budget Transfers	-	-
Grand Total Budget Adjustments				3,805,397	3,805,397

Dr. Hawn Nelson requested a motion to approve the FY25 Budget Adjustments for the month of May 2025. On a motion from the Finance Committee and seconded by Ms. Montross, the Trustees unanimously approved the Budget Adjustments.

Eight Trustees voted in-person, and Two voted virtually. One Trustee was absent.

Mr. Thomas were absent.

Sole Source Vendor: Tech Logic Corporation

- Total Cost: \$80,783.24
- The Library is planning to purchase 14 StaffCirc Trak devices, which are handheld “wand” devices used by staff to find lost items on shelves or mis-shelved items. Tech Logic provides the RFID tags used in all Library books, and this device is their product for reading these RFID tags for inventory control.

Dr. Hawn Nelson requested a motion to approve the purchase of 14 StaffCirc Trak devices from Tech Logic Corporation as authorized by the sole source exemption G.S. 143-129(e)(6). On a motion from the Finance Committee and seconded by Dr. Woods, the Trustees unanimously approved the sole source purchase.

Eight Trustees voted in-person, and Two voted virtually. One Trustee was absent.

Mr. Thomas was absent.

FY2026 Budget Update

- **General Highlights**
 - County operating costs have grown while revenue growth has not kept pace
 - Departments were required to submit budget reduction options
 - While the Library's \$470k proposed reduction to collections was not accepted, the County has identified \$13.8M in reductions to other departments and organizations.
 - A proposed 0.96 cent property tax increase is recommended to balance the budget.
 - Total County budget of \$2.54B is a 1.6% increase from FY2025
 - Fully funds CMS operating request with an increase of \$28.3M and provides an additional \$1.7M to CPCC
 - 33 new positions recommended County-wide (fewest positions added since FY2021)

- 15 of these positions are for the Library.
- Fund balance appropriation of \$30M (lowest since FY2015)

- **County-Funded Library Budget by Expense Category**

Category	FY2025 Budget	FY2026 Recommended	Dollar Change	Percent Change
Salaries & Benefits	\$36,499,580	\$39,791,782	\$3,292,202	9.0%
Library Collections	5,442,438	5,442,438	0	0%
Facility Related	3,711,556	3,780,899	69,343	1.9%
Programming	424,732	424,732	0	0%
Technology & Equipment	1,012,899	1,034,018	21,119	2.1%
Professional Services	87,500	87,500	0	0%
Personnel Related Expenses	206,600	211,000	4,400	2.1%
Misc General Operating Expenses	480,537	461,441	-19,096	-4.0%
Total	\$47,865,842	\$51,233,810	\$3,367,968	7.0%

- **FY2026 Library Budget Request**

Item	Amount	Funded/Not Funded
Employee Salary/Benefits (Annual Pay and Benefit Increases)	\$2.0M	Funded
Contractual Increases (Real Estate/Risk Insurance)	\$60k	Funded
Main Library Core Positions (30 FTE)	\$241k	Partially Funded (Main Library Manager approved)
Carolina Room Positions (7 FTE)	\$143k	Not Funded
Main Library Specialty Positions (5 FTE)	\$183k	Not Funded
Branch Staffing (14 FTE)	\$478k	Funded
Outreach Positions (5 FTE)	\$267k	Not Funded
Support Staff (4 FTE)	\$347k	Not Funded
Part-Time Conversion (0 FTE, 29 LPT to 14 FT for decrease of 15 positions)	\$119k	Partially Funded (12 FT positions approved to maintain cost neutrality)
Library Collections	\$1.8M	Partially Funded (\$1M approved - \$750k added to base and \$250k in one-time funds)

- **Next Steps/Key Dates**

- 5/21/25 - Detailed Budget Overview
- 5/22/25 - Budget Public Hearing #2
- 5/29/25 - Straw Vote
- 6/3/25 - BOCC Budget Adoption
- 6/4/25 - Distribution & Posting of Consolidated Library Budget
- 6/16/25 - Board of Trustees Adoption of Library Budget

Real Estate Committee

Mr. Jon Buchan and Mr. David Dillard provided the following updates:

- **New West Boulevard library design and construction authorizations**

- The 13,000-sf library at 2157 West Boulevard was built in 1996. Funding in the amount of ~\$21.6 million was approved in the 2024-2028 Capital Improvement Plan to design and build a new 20,000-sf library to serve the needs of the west side community. In Fall 2022, Mecklenburg County acquired two parcels of land on West Boulevard adjacent to the Stratford-Richardson YMCA to house the new West Boulevard library.

Dr. Hawn Nelson requested a motion to approve authorization to follow approved policies and processes to select and contract with vendors necessary for the design and construction of the new West Boulevard library.

1. **Authorize the selection of an architectural and engineering firm for the referenced capital project following CML Board approved processes including authorizing Mecklenburg County Asset and Facility Management to prepare and advertise the Request for Qualifications (RFQ), review the responses, prepare a short list of qualified firms, and interview those firms, select on the appropriate firm for the project, and negotiate the contract. Authorize the CML CEO or designee to execute said contract.**
2. **Authorize the use of the Construction Management @ Risk (CM @ Risk) contract methodology for the referenced capital project, which requires CML to conclude that construction management at risk services is in the best interest of the project, and that CML has compared the advantages and disadvantages of using the construction management at risk method for a given project in lieu of the delivery methods designated in the NC General Statutes [NCGS 143-128(a1)(1) through 143-128(a1)(3)].**
3. **Authorize the selection of the Construction Management firm for the referenced capital project following CML Board approved processes including authorizing Mecklenburg County Asset and Facility Management to prepare and advertise the Request for Qualifications (RFQ), review the responses, prepare a short list of qualified firms, and interview those firms, select on the appropriate firm for the project, and negotiate the contract. Authorize the CML CEO or designee to execute said contract.**
4. **Authorize the selection of a Commissioning Agent (Cx), Building Envelope Commissioning firm (BECx), and other Third-Party Engineer Testing (Materials Testing, Geotech and Environmental Engineering, Special Inspections) and other consultants as needed for the referenced capital project following CML Board approved processes including authorizing Mecklenburg County Asset and Facility Management to prepare and advertise the Request for Qualifications (RFQ), review the responses, prepare a short list of qualified firms, and interview those firms, select on the appropriate firm for the project, and negotiate the contract. Authorize the CML CEO or designee(s) to execute said contracts.**

On a motion from the Real Estate Committee and seconded by Dr. Woods, the Trustees unanimously approved the motion.

Eight Trustees voted in-person, and Two voted virtually. One Trustee was absent.

Mr. Thomas was absent.

- **ImaginOn Update**

- The validation equipment has been installed. It is working as designed and this has eliminated about 95% of the difficulties that were occurring with the validation stickers.
- Have asked Preferred Parking to have some staff down in the parking garage, especially during special events and regular busy times. The additional assistance has also helped alleviate some of the parking issues.

- Passes have been issued to ImaginOn so that the manager on duty can use them to let patrons out of the parking garage if the validation machine malfunctions.

Rebrand Update

Ms. Krystel Green introduced Lauren Harring, Zach Houston, and John Pietrafesa from Mode, the brand agency that is working on the Library's rebrand. Lauren, Zach, and John presented to the Trustees the Library's reimagined brand Identity.

- The Mode representatives walked through who they are as a brand agency, the process of getting to a new brand for the Library and showed the Trustees the latest draft of the logo and color palette.
- They also provided some mock images of how the brand logo and colors can be incorporated into the Library app, website, and merchandise.
- The rollout will be a phased approach and be implemented over multiple years.
- Mode will be sending out a survey to all Library staff to gather feedback regarding the logo and other brand components.



CEO Update

Ms. Myers provided the following updates:

- Ms. Myers informed the Trustees that due to her new role as Interim CEO, she is redistributing some of her CFO Workload.
 - Human Resources and IT will be moving under Library Director, Ms. Caitlin Moen
 - Logistics will be moved under Assistant Director of Collections & Access, Mr. Harold Escalante
 - Deputy Finance Director, Mr. Michael Boger, will be leading the Finance committee and taking on some expanded duties within Finance, including Treasury
 - Data will be moving under Chief Strategy and Innovation Officer, Emery McTindal
 - Library Administrative Coordinator, Ms. Elesha Roupp will be moving under Chief Marketing Officer, Ms. Krystel Green
- Ms. Myers informed the Trustees about the WelcomeCLT training that occurred last week at the Library Administration Center. The WelcomeCLT team focuses on providing resources and programming welcoming newcomers to Charlotte and Mecklenburg County. She acknowledged the critical work the team does in the community. The training was very informative and had a great turnout for both sessions.
- Ms. Myers met with the incoming County Manager, Mike Bryant, earlier today at the Library Administration Center. She was asked to share three to five things about the Library with Mr. Bryant during their conversation. The meeting was positive and focused on the following items.
 - Strategic Direction
 - Data
 - County Priorities
 - Workforce Development
 - Education
 - Health Equity & Wellness
 - Senior Services
 - ARPA Success
 - Floating Collections in Action

Library Director Update

Ms. Caitlin Moen provided the following updates:

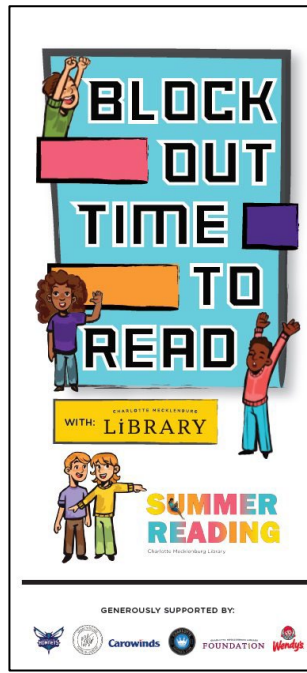
- The Plaza Midwood Library will reopen on June 9th.
- The new Sugar Creek Library project is continuing to move forward. There is a major community engagement session on May 20th. After this session, the architects will work on bringing some design ideas to the Library for consideration.
- The May 13th Coffee and Learn event has been rescheduled for June 17th. It will be held at ImaginOn at 8:30am.
- Ms. Moen shared that Spring programming was underway, with events such as Dia, Frontline Puppeteers' shows, and Storyvine. All have been well attended.



- Storyvine is a Library program in partnership with Charlotte Mecklenburg Schools where traditional storytellers are invited to various schools across the County. This year there were 33 storytellers, 45 participating schools, and 122 traditional storytelling sessions. This year's program reached over 5,900 students.



- The Library's Summer Reading program begins June 14th and will go through August 16th. This year there will be paper trackers for those who are participating in the program. These trackers will be distributed to every CMS student and will be available at all library locations. This initiative helps to prevent the summer slide in students and gets people re-engaged in actively reading throughout the summer.



- The Library held their second annual bookmark contest for children and teens in Kindergarten through Grade 12. The contest was held in March as part of the Community Read initiative. There were over 1,100 entries and the winners were selected by two local artists, Melody Cassen and Chris Georgalas.



- The Curious George: Let's Get Curious! Summer exhibit opened on May 17th at ImaginOn. The exhibit has taken over the Story Jar section on the first floor of ImaginOn and will be in place through August 23rd.



After some Board discussion, Dr. Hawn Nelson adjourned the board meeting at 5:34pm.

Respectfully submitted,

Angie Myers

Interim CEO