



**Library Board of Trustees**

**Library Board of Trustees Meeting  
Main Library, Francis Auditorium  
Monday, September 18, 2017, 12:00pm – 1:30pm**

**Trustees Present**

Jennifer Appleby, Chair  
Ailen Arreaza  
Molly Griffin  
Rob Harrington  
Joe Helweg  
Dr. Ellen McIntyre  
Brandon Neal  
Charles Thomas  
Ed Williams  
Hyong Yi

**Staff Present**

Cordelia Anderson  
Shelley Book  
Seth Ervin  
Sean Hogue  
Jenni Gaisbauer  
Deanna Griffin  
Peter Jareo  
Leonora Kaufmann  
Lee Keesler  
Susan McDonald  
Angie Myers  
David Singleton

**Others Present**

Leslie Johnson  
Mark Kutny  
Tanya Paterson  
Susan Patterson

**Trustees Absent (with cause)**

Gloria Kelley

**MINUTES**

Jennifer Appleby called the Board of Trustees meeting to order at 12:00 PM and welcomed guest Susan Patterson, the Library's Community Fellow.

Ms. Appleby requested a motion to approve absence with cause for Trustee Gloria Kelley. On a motion by Rob Harrington and seconded by Charles Thomas, the Trustees unanimously approved her absence with cause.

Ms. Appleby requested a motion to approve the minutes from the Board of Trustees meeting held on June 26, 2017. On a motion by Ed Williams and seconded by Ailen Arreaza, the Trustees unanimously approved the June 26, 2017 meeting minutes.

## **Chair Report**

### **Ann Clark Recognition**

Ms. Appleby provided an update on the recognition event held for Ann Clark at Wray Ward on her last day of work with Charlotte Mecklenburg Schools. Ms. Clark has been a library advocate and champion and we hope to continue to keep her close to the Library moving forward.

### **Library Naming Recognition**

CEO Lee Keesler explained that Commissioner Leake was approached about naming the large community room at Beatties Ford Road Regional Library after library champion, Allegra Westbrook, after the last Board meeting. Commissioner Leake requested that the Library consider some type of system-wide recognition for Ms. Westbrook and her significant contributions to the library and the community.

In thinking through this with the library staff, CEO Keesler said that the new Main Library might provide a good opportunity to recognize library champions in our community. People such as Ms. Westbrook and Dennis Rash are two that immediately come to mind.

Rob Harrington stated that the community on the west side of Charlotte may want to see her recognized in that community, such as in connection with the Beatties Ford Regional Library but agreed that in addition to that, a system-wide recognition would be appropriate in this situation. Mr. Harrington stated that it must be recognized that the west side of Charlotte has real issues and concerns and the Library should take this opportunity to raise up and honor the people who have made real change.

After some discussion the decision was made to put together a small group of board and staff members to work on a system-wide recognition strategy. CEO Keesler will initiate the first meeting.

## **Committee Activity**

### **Finance Committee Report**

#### **Year-to-Date Financial Report**

Ms. Myers presented a newly formatted financial report that includes a financial analysis of several key categories including, revenues, expenditures, KPI's and a compliance update.

Early projections indicate both revenues and expenditures will end the fiscal year in the desired 90-100% of budget range.

Mr. Keesler explained that the Sixth & Tryon group is not a legal entity and does not have a natural fiscal agent. At the request of the Sixty & Tryon stakeholders, the Library has served as fiscal agent until a legal entity is established. Pre-development expenditures in support of the project will therefore flow through the Library's financial reporting.

#### **Budget Adjustments**

Ms. Myers reported the following budget adjustments:

- \$12,000 from Foundation Contributions to Library Programming for branch programming
- \$480,000 from Mecklenburg County to Salaries & Benefits for merit and budget adjustments

- \$342,260 from Other to Professional Services for Sixth & Tryon predevelopment costs
- \$150,000 from Foundation Contributions to Programming for Active Reading
- \$18,000 from Library Fees to Technology Related for hotspot lending
- \$5,000 from Foundation Contributions to Programming for Active Reading
- \$5,000 from Foundation Contributions to Library Collections for historical preservation
- \$4,839 adjustment to Fund Balance & Reserves for PNC grant for FY 2018
- \$15,969 adjustment to Salaries & Benefits for PNC grant for FY 2018
- \$1,500 adjustment to Personnel Related for PNC grant for FY 2018
- \$9,254 adjustment to Programming for PNC grant for FY 2018
- \$376 adjustment to Facility Related for PNG grant for FY 2018
- \$3,000 from Foundation Contributions to Personnel Related for Staff Training

On a motion by Molly Griffin and seconded by Charles Thomas, the Board unanimously approved the budget adjustments listed above.

### **Joint New Main Library Advisory Committee Report**

Ms. Appleby reported the committee met for the first time on September 1, 2017 and reviewed the following items:

- Purpose, roles and responsibilities of committee
- Meeting dates and locations for next 12 months
- Sixth & Tryon update
- Main Library timeline
- Trip to Boston and Cambridge public libraries
- Foundation/Campaign activity

### **Real Estate Committee Report**

Rob Harrington reviewed six action items for the Board's consideration:

- Authorize the use of the Construction Management @ Risk contract methodology for the Main Library Project
- Appoint Rob Harrington as Chair of the Construction Manager @ Risk Selection Committee for the Main Library Project
- Authorize Lee Keesler to renew an existing lease or enter into a new lease for the Scaleybark Library
- Authorize Lee Keesler to renew and existing lease or enter into a new lease for the Library's storage facility, currently on South Tryon
- Authorize the use of the Construction Management @ Risk contract methodology for the South County Regional Library Renovation & Expansion Project
- Appoint Rob Harrington as Chair of the Construction Manager @ Risk Selection Committee for the South County Regional Library Renovation & Expansion Project

After discussion and on a motion by the Real Estate Committee and seconded by Ellen McIntyre, the Board unanimously approved the action items listed above.

## **CEO Report-Lee Keesler**

### **2018 Library Closing Calendar**

Lee Keesler presented the proposed 2018 Library closing calendar.

On a motion by Ellen McIntyre and seconded by Hyong Yi, the Board unanimously approved the 2018 Library closing calendar.

### **2017 County Community Survey Results**

Cordelia Anderson thanked Mecklenburg County for including the Library in its annual community survey. She presented a PowerPoint (see attached) on the results of the survey and highlighted the following:

- Very positive trendline in visits and perception as a top institution
- Preference for “physical materials only” going down; preference for both, or digital only, going up
- Once a month frequency of use is going up
- Perceptions about Early Literacy, Economic Opportunity and Digital Inclusion remain strong in 2<sup>nd</sup> year

### **Sixth & Tryon Project**

Lee Keesler provided an update on the 6<sup>th</sup> & Tryon project. Highlights include:

- The stakeholders --- City, County, Library, Charlotte Housing Authority and Bank of America --- have agreed on a mechanism for sharing pre-development expenses
- The master developer will be responsible for designing the parking strategy
- An RFQ will be released in early 2018 for a master developer
- The Sixth & Tryon group will be presenting to the North Tryon Advisory Committee soon

### **Organizational Culture Initiative**

Deanna Griffin explained that the Library is well underway with an initiative to examine and plan its organizational culture. The culture initiative consists of a series of steps that lead to the development of a target culture for 2025 and beyond. Currently the library is gathering staff input through surveys, conference calls and face-to-face interviews. After the input is collected, there will be follow-up sessions with the Library Operating Committee and the Culture Initiative project team. Those two groups will evaluate the data and create a draft of the targeted future state of organizational culture.

Several board members noted that it is important to include in this initiative how our organizational culture is perceived by people outside the organization such as customers and potential employees.

### **FY 2017 Programming Recap and FY 2018 Programming Plan**

Dana Eure provided the board with an FY 2017 Programming recap (see attached). Highlights included:

- 241 unique programs were delivered 29,654 times, reaching 405,408 attendees
- The average number of attendees to a program is 14
- The average cost per program is \$29.77 with an average cost of \$2.18 per attendee
- The Library’s Summer Break program was transformed to incorporate a wider variety of learning experiences
- Program evaluation continues to evolve in an effort to measure the impact of programming on lives
- Test results released by CMS continued to show a correlation between students participating in the Library’s 2016 Summer Break program and higher test scores

Dana Eure provided the board with an overview of the FY 2018 Programming Plan (see attached). Highlighted priorities included:

- 98% of the Library's programs will be in the areas of Literacy, Educational Success, Economic Opportunity and Humanities.
- Continue to build on the relationship with CMS through ONE Access expansion.
- Continue to partner with READ Charlotte on Active Reading.
- The evaluation of the FY 18 program plan will include outputs, outcomes and stories of impact.

### **Summer Break Recap**

Dana Eure reported that registrations were up 0.7%, active readers were up 18.8%, program completers were up 59.6%, minutes read were up 32.7% and activities completed were up 19.9% over last year. Our Summer Break Project Outcome scores were also high with most people expressing they had increased their knowledge and confidence, applied new skills and were aware of the resources available to them.

### **Library Foundation Campaign Update**

Jenni Gaisbauer updated the Board on the progress of the campaign. Highlights included:

- We are currently working on the creation of the campaign cabinet and securing our lead gift
- We are currently in the "quiet phase". The "public phase" will begin at Verse & Vino in 2018 and the campaign will be completed by 2023.

At 1:30 p.m., pursuant to N.C.G.S. 143-318.11(a)(5), on a motion of Molly Griffin, seconded by Hyong Yi, the trustees unanimously voted to go into closed session to discuss the material terms of the Library CEO's employment contract. At 1:40 p.m. the trustees returned to the open session. The trustees briefly discussed aligning Library trustee terms to coincide with the Library's fiscal year. Mark Kutny discussed the relevant statutory requirements and the bylaws of the Library Board of Trustees. On a motion by Brandon Neal, seconded by Rob Harrington, the trustees unanimously voted to adjourn at 1:46 p.m.

Respectfully submitted,

Lenoir C. Keesler, Jr.  
CEO