



Library Board of Trustees

Library Board of Trustees Meeting Dickson Board Room Monday, October 21, 2013

Trustees Present

Charles Bowman, Chair
Molly Griffin, Vice-Chair
Jennifer Appleby
Robin Branstrom
Rob Harrington
Gloria Kelley
Joan Martin
Bob Sink
Ed Williams

Staff Present

Cordelia Anderson
Frank Blair
Shelley Book
Jenni Gaisbauer
Michele Gorman
Angela Haigler
Leonora Kaufmann
Lee Keesler
Lois Kilkka
Chuck Mallas
Rick Ricker
David Singleton

Others Present

Sean Hogue (Financial Consultant)
Bobbie Shields (Mecklenburg
County)
Carol Hickey (Mecklenburg County)

Trustees Absent (with cause)

Renee' Casali
Leland Park

MINUTES

Chair Charles Bowman called the meeting to order at 12:02 PM and greeted Interim County Manager, Bobbie Shields, County Manager's Office staff member Carol Hickey, and legal counsel Mark Kutny.

Mr. Bowman requested the Board of Trustees to approve an absence with cause for Leland Park and Renee' Casali. On the motion by Rob Harrington, seconded by Joan Martin, the Trustees unanimously approved an absence with cause from the Board meeting for Trustees Leland Park and Renee' Casali.

Mr. Bowman requested a motion to approve the minutes from the September 30, 2013 meeting that had been distributed previously via email. On the motion by Jennifer Appleby, seconded by Gloria Kelley, the Trustees unanimously approved the September 30, 2013 Board meeting minutes.

Committee Activity Report:

- Molly Griffin reviewed the proposed Fund Balance Policy with the Board. Ms. Griffin explained that the Finance Committee was recommending a fund balance of 12 times the Library's monthly expenditures in Library funds and that any accrued funds beyond that amount could be allocated as the Board decides.

Bob Sink commented that he was glad to see the amount of money we had in the fund balance because when the crisis hit several years ago he did not think we had a rainy day fund.

Lee Keesler added that during each fiscal year the required fund balance at fiscal year end would be projected. Mr. Keesler also stated that he was committed to communicating regularly with the County on the Library's fund balance status.

Bobbie Shields stated that this was similar to what CMS does as they do not return unused funds to the County.

Mr. Bowman asked the Board to approve the proposed Fund Balance Policy. On the motion by Molly Griffin, seconded by Ed Williams, the Trustees unanimously approved the Fund Balance Policy.

- Mr. Williams discussed the importance of advocacy work among all members of the Board and encouraged year-round communication between Trustees and the Board of County Commissioners. Mr. Williams reviewed a document that paired Trustees with Commissioners and asked that Trustees reach out to Commissioners by the end of the year. He also stated that he and Mr. Keesler were available for consultation regarding talking points if needed.

CEO Report: Mr. Bowman asked Mr. Keesler to present the CEO report.

County Relationship: Mr. Keesler thanked Interim County Manager, Bobbie Shields and County Manager's Office staff member Carol Hickey for attending the meeting. Mr. Keesler stated there were several upcoming meetings between the Library and County staff including a relationship review meeting with Business Support Services Agency Director, Brian Cox, regarding facilities and technology; a meeting with Interim County Finance Director, Wanda Reeves to discuss Library Foundation financial practices; and a presentation to the Board of County Commissioners.

CMS Relationship: Mr. Keesler briefly spoke about the CMS Strategic Plan roll-out event and noted he felt there were many opportunities to partner with CMS.

Strategic Plan Update Mr. Keesler reviewed the handout *A Library of Possibilities: Charlotte Mecklenburg Library in 2017*, highlighting the three strategic goals and four strategic themes in the plan.

Robin Branstrom asked if we were partnering with private schools and local universities in addition to CMS, to which Mr. Keesler and Michele Gorman explained the many ways that we currently partner with these organizations. Rob Harrington indicated that he felt there were opportunities to partner more with Johnson C. Smith University.

There were several other questions posed regarding what programs and services we are currently offering and Mr. Keesler replied that we would put a review of programming on a future agenda.

Mr. Keesler reviewed the elevator speech document and explained the acronym READS.

Ms. Branstrom stated that she frequently is asked two questions; how will the Library stay relevant in the digital age; and do you have money to sustain in fragile neighborhoods? David Singleton replied that he and his staff would work on provided the Board with succinct answers to these questions.

Cordelia Anderson asked the board to review the Strategic Plan communication roll-out document provided to them in their packets. Ms. Anderson stated that we were currently in Phase II of the roll-out and that the circle will continue to broaden as time goes on.

Mr. Keesler reviewed three strategic plan activities including a review of (1) the *Lunch at the Library* initiative, (2) the revenue generation meeting held recently and (3) the current work on the digital strategy.

Industry Update: Mr. Singleton gave an overview of the North Carolina Library Association conference explaining that the Library was well represented with 35 employees attending and conducting 14 programs. He also stated that the keynote speaker used our Operation College Launch program as a topic of her address.

FY 2013 Programming Final Report: Ms. Gorman reviewed the Programming Overview document noting that the Library provided 10,665 programs in 2013. Ms. Gorman drew attention to the four main programming areas; Literacy, Educational Success, Workforce Development and Humanities.

Jennifer Appleby asked if the Library had any workforce development partnerships and Ms. Gorman explained that we partnered with CPCC, Jacobs Ladder and Goodwill. Mr. Harrington noted that if we had space constraints we could develop partnerships to address that need as well.

Foundation Update: Jenni Gaisbauer reported on the recent trip she and Karen Beach made to St. Paul to experience the *Opus & Olives* event. Ms. Gaisbauer stated that the St. Paul group was incredibly gracious and more than willing to help the Foundation with its first event. Ms. Gaisbauer also reminded the Trustees of the upcoming Foundation launch event and asked for their participation.

Financial Report: The financial report was presented by Financial Director Chuck Mallas. He reviewed the FY 2014 End of Month statement for September 31, 2013. Current projections show a \$40,000 shortfall that he attributed mainly to timing issues such as the Library's market adjustments to employees salary and spending in the Collections area. Mr. Mallas stated that he expected the shortfall to balance out as we move through the fiscal year.

Budget Adjustments: Mr. Mallas presented three budget adjustments for Board approval; \$27,000 for the ImaginOn security system, \$18,000 for Staff Day expenses, and \$105,000 from the PNC grant. On the motion by Molly Griffin, seconded by Rob Harrington, the Board of Trustees unanimously approved the budget adjustments.

Other Business: Mr. Bowman stated that during the November board meeting there would be an executive session held to complete Mr. Keesler's performance review.

There being no further business, Mr. Bowman asked the Trustees for a motion to adjourn the meeting. On a motion by Jennifer Appleby, seconded by Robin Branstrom, the Trustees unanimously approved adjournment at 1:45 p.m.