



Library Board of Trustees

**ImaginOn: The Joe & Joan Martin Center
McGuire Woods Boardroom**

Wednesday, December 8th, 2010

10:30 a.m.

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Charles Bowman, Treasurer
Molly Griffin
Reneé Casali
Sally Robinson
Magdalena Peña
Darrel Williams
Joan Martin*

TRUSTEES ABSENT

*Belva Greenage
Tami Simmons*

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Angela Haigler
Rick Ricker
Jenifer Daniels
Chuck Mallas
Michael Engelbrecht
Linda Raymond*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Jim Woodward, Chair, Task
Force
Sean Hogue, Library
Consultant
Amanda Anderson, President
elect of the Friends of the
Library
Members of the Press*

MINUTES

Chair Robin Branstrom called the meeting to order at 10:30 a.m.

Ms. Branstrom expressed her appreciation to Vice Chair Bob Sink and Trustees Magdalena Maiz-Peña, Molly Griffin and Joan Martin for attending the Staff Awards & Recognition ceremony. The event, with almost 100 staff members in attendance, recognized employees with 5, 10, 15, 20, 25, and 30 years of service. Also honored were the recipients of the Nina Lyon Spirit Award (Paul DeVillo, Virtual Communications Developer in the Communications/Marketing Department) and the Carol B. Myers Leadership Award (Ellen Giduz, Manager of the Davidson and Cornelius branch library locations.) Chair Branstrom also expressed gratitude to Human Resources Deputy Director Rick Ricker for organizing the Awards Ceremony and breakfast on a very limited budget.

Chair Robin Branstrom asked the Board of Trustees for approval of the minutes of the November 18, 2010 Library Board of Trustees meeting. On a motion by Molly

Griffin, seconded by Magdalena Peña, the Trustees unanimously approved the minutes of the November 18, 2010 meeting.

Ms. Branstrom then acknowledged Dr. Jim Woodward, Chair of the Future of the Library Task Force.

Director of Libraries Charles Brown provided the first presentation, describing the development of the budget principles that will guide the Board in the FY 2012 planning process (draft copy attached). Director Brown presented the Library's Guiding Principles as a work in progress and encouraged input from the Library Board. Chair Branstrom commented on the thoughtful work of staff who worked on this project.

Dr. Woodward added that for the benefit of the Task Force, it was important to be able to relate an action taken by the Board to a guiding principle. Further it is critical that a consensus of the principles by the Board be adopted.

Vice Chair Bob Sink added that in addition to other criteria that "specialize service" provided by staff at the location be highlighted. Mr. Sink asked if there was some way to describe the important features of exceptional staff with the skills to deliver personal service.

Trustee Darrel Williams suggested that conversation occur with other community organizations in areas that are affected by the presence of a Library location. Mr. Williams also mentioned the possibility of providing library services in existing buildings and joint use projects.

Trustee René Casali questioned the concept of exceptional facilities and thought this guiding principle could be considered in the second tier of priorities.

Trustees Magdalena Peña and Sally Robinson pointed to the absence of literacy as a core service.

Director Brown explained that literacy is very important, but when you look at the very essential things that the Library provides, literacy is a wonderful and meaningful enhancement.

Vice Chair Bob Sink referenced the term "Reader's Advisory" and suggested the wording better describe this essential and important service.

Community Engagement Director Karen Beach commented that the core values and guiding principles of the library are the foundation on which to build from, with literacy development/enhancement being among the most important outgrowths.

Chair Robin Branstrom requested a motion to approve the Library's Guiding Principles. On a motion by Sally Robinson, seconded by Molly Griffin, the Trustees unanimously approved, in general, the principles and requested that the

Director further refine them according to the comments provided by the Trustees for guidance going forward.

Library Consultant Sean Hogue presented five potential FY 2012 budget scenarios. Mr. Hogue began with a review of each budget line item. He also offered a recap of the proposed consolidation of several Library departments.

Trustee Reneé Casali questioned the total amount of State funding.

Director Brown explained that state aid is determined by the number and size of a library system and represents a relatively small part of the Library's overall funding.

Trustee Molly Griffin asked what expense amounts were used for this analysis.

Mr. Hogue said that the figures were taken from the Library's current budget.

Dr. Woodward supported the \$21M beginning budget funding figure.

Mr. Hogue went on to show potential scenarios for a flat budget, a 10% and 20% reduction in funding from the county. Mr. Hogue described the effects on Library operations for each of the scenarios presented.

Trustee Molly Griffin asked if we have heard from the community regarding all the changes in library hours of operation. Chair Branstrom replied that money has been allocated as part of the Task Force to perform a community survey.

Director Brown recapped the work of the Functional Consolidation Re-structuring Committee, which included Finance, IT, Human Resources, Marketing/Communications, and Capital Projects. A report from the Committee has been delivered to all members of the committee, County Manager Jones and himself.

Mr. Brown began by stating the moderate savings of approximately \$250K - \$300K that would initially result from the consolidation process. Director Brown further explained that the initial purpose of the team was cost savings, but it has now expanded into the expectation of enhance efficiencies. Mr. Brown highlighted the recommendations described in the report. County Manager Jones and Director Brown will meet to further discuss the report and its findings/recommendations. A subcommittee comprised of Mecklenburg Board of County Commissioners Karen Bentley, Dumont Clark and Harold Cogdell and Library Board of Trustees members Molly Griffin, Bob Sink and Darrel Williams will then jointly review the report and make any final decisions regarding its recommendations. Mr. Brown stated that in a prior meeting, County Manager Jones expressed confidence that the County will support the needs of the Library and will make every effort toward a smooth transition if and when the proposed consolidations occur.

Chair Branstrom asked what level of support is staff recommending.

Director Brown referred to the Library staff recommendations included in the report. Mr. Brown said he will provide the Board with this information.

Consultant Sean Hogue replied by stating that there are some cost savings to consider and efficiencies that could be achieved. Mr. Hogue believes a decision is essential to decide what core services have the most meaning to the Library.

Vice Chair Bob Sink reiterated the process of the project agreed upon by the Mecklenburg Board of County Commissioners and the Library Board.

Chair Branstrom asked if, the County is responsible for managing the performance of staff whose responsibility is to the Library, such as the case of Human Resource. For example, will that impair the Director's ability to manage the operations of the Library in any way?

Director Brown clarified that because we are a separate entity, the Board will continue to oversee and make personnel policy. Mr. Brown shared with the Board that in a past experience as Director, there were three HR staff members, housed at the Library, who worked closely with the County's Human Resources department. Chair Darrel Williams thought that the Library might propose that idea as the Library continues discussions with County Manager Jones.

Director Brown mentioned that he would be meeting with County Manager Jones the next morning.

Trustee Sally Robinson asked the Director what he hoped the outcome would be from that meeting.

Mr. Brown replied that he would like a clear understanding and further expression of some of the concerns, issues and clarifications in general as well as further discussion regarding issues in the Marketing/Communications area.

The Trustees asked if the pros and cons of the recommendation could also be part of the forthcoming subcommittee discussion.

Director of Organizational Resources Brian Beavers delivered the FY 2010 – 2011 end of November Financial Report. Director Beavers also requested Board approval for Budget Adjustments #11-30 A, 11-30 B, 11-30 C and 11-30 D. On a motion by Darrel Williams, seconded by Molly Griffin, the Trustees unanimously approved the Budget Adjustments.

Mr. Beavers reported that in accordance with local government policy, it is advised the Library's Finance Director increase the value of fidelity bond. On a motion by Bob Sink, seconded by Charles Bowman, the Trustees unanimously approved a \$50 K value fidelity bond for the Finance Director.

Chair Robin Branstrom presented the Library Board of Trustees' proposed 2011 meeting schedule. Ms. Branstrom advised the Board that there may be some revisions based on Mecklenburg County's budget timeline.

Director Brown delivered the Director's Report, highlighting the media coverage the Library has received. A link to full media coverage can be found at http://www.plcmc.org/about_us/in_the_news/press.asp

Mr. Brown shared with the Board some of the follow-up on the Safety and Security Inter-local agreement with Mecklenburg County. Director Brown explained that both staff and Attorney Mark Kutny are working to ensure the questions and concerns of the Board are being addressed.

Vice Chair Bob Sink asked if the Inter-local agreement has been signed.

Attorney Robert Stephens said that it has not been.

Chair Branstrom requested a motion to move into Executive Session – **Personnel Matter (Pursuant to GS 143-318.11(a)(6))**. On a motion by Bob Sink, seconded by Charles Bowman, the Trustees unanimously approved a \$50 K value fidelity bond for the Finance Director.

The regular session of the Board meeting adjourned at 11:40 a.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board