



## **Library Board of Trustees**

**Board Meeting  
Main Library, Dickson Boardroom  
Thursday, May 19, 2011**

**Noon**

### **TRUSTEES PRESENT**

*Robin Branstrom, Chair  
Bob Sink, Vice Chair  
Charles Bowman  
Magdalena Maiz-Peña  
Tami Simmons  
Reneé Casali  
Darrel Williams  
Ed Williams  
Sally Robinson (joined the meeting  
Via telephone)*

### **TRUSTEES ABSENT (With Cause)**

*Joan Martin  
Molly Griffin*

### **STAFF PRESENT**

*Vick Phillips, Chief Executive Officer  
Cordelia Anderson, Deputy Director  
of Marketing and Communications  
Karen Beach, Director of  
Communication Engagement  
Frank Blair, Director of Research,  
Innovation and Strategy  
Jenifer Daniels, Marketing and  
Communications  
Angela Haigler, Marketing and  
Communications  
Chuck Mallas, Director of Finance  
Rick Ricker, Deputy Director of  
Human Resources  
Linda Vitlar, Executive Assistant to  
the Board*

### **OTHERS PRESENT**

*Bob Stephens, Hamilton,  
Moon, Stephens, Steele &  
Martin PLLCJ  
Sean Hogue, Library  
Consultant  
Channel 14 News*

## **MINUTES**

Chair Robin Branstrom called the meeting to order at 12:05 p.m. and welcomed Ed Williams, newly appointed Member of the Library Board of Trustees.

Ms. Branstrom asked the Library Board of Trustees for approval of the minutes of the April 6<sup>th</sup> Regular/Retreat and May 2<sup>nd</sup> Special Library Board of Trustees meetings. On a motion by Bob Sink, seconded by Reneé Casali, the Trustees unanimously approved the minutes of the April 6<sup>th</sup> Regular/Retreat and May 2<sup>nd</sup> Special meetings.

Ms. Branstrom asked the Board of Trustees to approve an absence with cause due to business conflicts for both Trustees' Joan Martin and Molly Griffin. On a motion by Darrel Williams, seconded by Tami Simmons, the Trustees unanimously voted to approve an absence with cause for Trustees' Joan Martin and Molly Griffin Library Board of Trustees meeting.

Chief Executive Officer Vick Phillips welcomed Director of Real Estate Services Mark Hahn. He also shared with the Board that Mecklenburg County Security Deputy Chief of Police Mike Schoonmaker will be in charge of the outsourced contract security guards in every Mecklenburg County facility. Mr. Schoonmaker's office will be located at the Main Library and Mr. Hahn has assigned him to spend 90% of his time to become knowledgeable of the Library system.

Mr. Phillips presented the Inter-local Agreement between Mecklenburg County and the Library effective on June 30<sup>th</sup>, 2010. The resolution describes an agreement for services provided by Mecklenburg County to the Library for Facility Maintenance and Safety & Security (Copy Attached). Ms. Branstrom asked the Board of Trustees for approval of resolution. On a motion by Charles Bowman, seconded by Ed Williams, the Trustees unanimously voted to approve the Inter-local resolution.

Mr. Phillips then delivered the year to date Financial Summary Report as of April 30, 2011. On another financial matter, he requested approval of the contract with auditors Cherry, Bekaert & Holland, L.L.P. Trustee Charles Bowman mentioned that as a matter of governance the auditor's contract should be reviewed on a periodic basis. Mr. Phillips added that the Library will utilize the bid process in contracting for an auditor for next fiscal year. Ms. Branstrom asked the Library Board of Trustees for approval to enter into a contract not to exceed \$45,000 with Cherry, Bekaert & Holland for the purpose of implementing the yearly Library audit. On a motion by Charles Bowman, seconded by Ed Williams, the Trustees unanimously voted to approve entering into a contract not to exceed \$45,000 with Cherry, Bekaert & Holland, L.L.P. for the purpose of implementing the yearly Library audit.

Mr. Phillips requested the following motion from the Board; as of July 1, 2011, all signature cards for all financial institutions used by the Library be updated to

reflect account signers as James V. Phillips, CEO and Charles J. Mallas, Finance Director. On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously voted to approve as of July 1, 2011, all signature cards for all financial institutions used by the Library be updated to reflect account signers as James V. Phillips, CEO and Charles J. Mallas, Finance Director.

Mr. Phillips reviewed and highlighted the FY 2012 Budget Summary Proposal that was submitted to County Manager Harry Jones. (Copy of Proposal & Cover Letter Attached) Mr. Bowman commented on the accomplishments of the staff throughout the budget process and the positive outlook maintained by both Ms. Branstrom and Mr. Sink.

Mr. Phillips shared some background information with regard to the Library's Development Plan. He spoke to the recommendations of the Future of the Library Task Force and the limited time staff was given to prepare their respective plans based on the BOCC approval of the FY 2012 Budget. Mr. Phillips further explained that with feedback from Board Members updates to the development plan will be reported at the next meeting. In addition, staff will deliver a report to the Board on the Library's progress throughout the year.

Ms. Beach proceeded to detail the Library's 2012 Development Plan strategy (Copy Attached). She began by stating the Library's fundraising goal for FY 2012 is \$750,000. She also presented two options with regard to the formation and operation of a Library Foundation. The Trustees suggested an invitation be extended to the Foundation For the Carolinas President & CEO Michael Marsicano and Central Piedmont Community College President Tony Zeiss for their counsel on the formation of a Library Foundation. Trustees Charles Bowman, Tami Simmons, Robin Branstrom and Ed Williams volunteered to be part of this meeting.

Mr. Phillips explained briefly how programming supports delivery of basic services as stated in The Future of the Library Task Force recommendations. He also shared information procured from our peer libraries on usage and program funding at those libraries. Director of Library Experiences David Singleton then presented the Program Plan for FY 2012. (Copy Attached) He described many of the proposed Library programs including by age groups, self-driven programs, and humanitarian programs and the cost related to deliver those programs. Mr.

Singleton further explained some of the ways the Library will track outputs/outcomes achieved through programming. The Trustees expressed their support and belief in quantitative measures and in establishing a baseline to track progress. The Board also encouraged collaborations with other organizations' programs for example; Freedom Schools and Parent University. Mr. Phillips noted that staff had limited time to prepare this plan and had done excellent work.

Vice Chair Bob Sink presented the Library Board of Trustees' By-Laws (Copy Attached). He highlighted some of the changes with regard to the formation and the responsibilities of committees, the office of Treasurer and provisions added with regards to indemnities.

Mr. Phillips proceeded by presenting the proposed Library Board 2012/2013 "draft" schedule of meetings as requested at the Retreat in April.

Ms. Branstrom announced that at the next Library Board meeting on Wednesday, June 29<sup>th</sup> the Board will vote on the Library's FY 2012 Budget.

Ms. Branstrom then thanked Director of Real Estate Mark Hahn for attending the meeting.

The meeting adjourned at 2:04 p.m.

Respectfully submitted,

Vick Phillips  
Secretary