



Library Board of Trustees

**Library Board of Trustees
Main Library, Francis Auditorium
Wednesday, June 29th, 2011**

Noon

TRUSTEES PRESENT

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

STAFF PRESENT

Vick Phillips, Chief Executive Officer
Charles Brown, Director of Libraries
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
Rick Ricker, Deputy Director of Human Resources
David Singleton, Director of Library Experiences
Linda Vitlar, Executive Assistant to the Board

OTHERS PRESENT

Bob Stephens, Hamilton, Moon, Stephens, Steele & Martin PLLC
Sean Hogue, Library Consultant
Rewards & Recognition Award Recipients
Channel 14 News
Gloria Kelley, Future of the Library Task Force Member
Chris Peek, Mecklenburg County, Director of Human Resources
Brian Cox, Mecklenburg County, Enterprise Manager
Carol Hickey, Mecklenburg County, Management Analyst

MINUTES

Chair Robin Branstrom called the meeting to order at 12:02 p.m. and welcomed everyone.

Ms. Branstrom asked the Trustees for approval of the minutes of the May 19th, 2011 Library Board of Trustees meeting. On a motion by Bob Sink, seconded by

Joan Martin, the Trustees unanimously approved the minutes of the May 19th, 2011 meeting.

Chief Executive Officer Vick Phillips introduced Mecklenburg County Human Resources Director Chris Peek; Mecklenburg County Interim Information Technology Director Brian Cox; and Vice President of the Friends of the Library Sharon Blalock. He also recognized Future of the Library Task Force Member Gloria Kelley. Mr. Phillips explained that Ms. Kelley had officially submitted an application to the BOCC for consideration to fill the vacant position on the Library Board after the resignation of Tami Simmons.

Darrel Williams and Charles Bowman joined the meeting.

Mr. Phillips then delivered a tribute to Director of Libraries Charles Brown through a pictorial retrospective of Charles' seven years at the Library. Chair Branstrom commented that Charles was a wonderful person to have by her side during the last 15 challenging months. She then presented Mr. Brown with a gift from Board Members. On behalf of the Friends of the Library, Vice President of the Friends Sharon Blalock stated that \$500.00 will be donated to the Library for the purchase of children's books in Charles' honor.

Director of Libraries Charles Brown proceeded to award the Charles M. Brown Service Excellence Awards to the following staff members:

- The Mountain Island Library staff; Helen McDowell, Gale Foust, Kate Engelbrecht, Alicia Finley, Linda Klocker, Vera Beers, and Linda Blackmon were recognized for their overall service excellence.
- The team of Julia Lanham, Main Library; Meryle Leonard, Main Library; Vonda Davis, Main Library; Peter Jareo, Plaza Midwood; Tara Flanagan, Morrison Regional Library; and Lino Scala, Main Library, were recognized for their excellence in developing and implementing a new performance management process for the library system.
- Charlie DiPerna, Morrison Regional Library, was recognized for his dedication in providing accurate reporting of the Library Task Force meetings to all employees via the employee blog.
- Debbie Gwinn, Morrison Regional Library, was recognized today for her activity last fall and early winter as she worked with the Salvation Army and arranged for collection points at multiple locations for the magical toy drive.

Sally Robinson commended Charles's on a stellar career.

Darrel Williams commented on the manner in which Charles cared about his staff and his passion for the Library. He also thanked Charles for his friendship.

Joan Martin reminisced about the luncheon the Library hosted for Joe Martin and his sister-in-law in front of the Martin "Doll House" on display at ImaginOn: The Joe & Joan Martin Center.

Mr. Phillips began his CEO report by reviewing the 39 Future of the Library Task Force Recommendations. He went on to review by area; Funding, Operations, Programming, Volunteer, Development/Fundraising, Main, ImaginOn and Governance, and the status of each category. He also said that of the 39 items the Library has completed or is well on the way to completing 36 items. (Report Attached). He explained that Mecklenburg County allocated \$2.0M specifically for expanded hours of operation at the Regional Library locations (NCO, UC, SOR, IB, MOR and BFR) and for the remaining Library locations to remain open. Mr. Phillips reminded the Board that the Library will be working with The Foundation For the Carolinas in July 2012 on an assessment of relationship between the Library and Mecklenburg County. He is also working with the Attorney on the Memorandum of Understanding between the Library and the County to outline improved processes for interactions between the two entities. He plans to bring this back to the Trustees at the September 15th meeting.

Mr. Phillips continued by reviewing new hours of operations at Regional libraries beginning September 6th, which will coincide with the start of the school year and allow time for the Library to fill new positions needed to support expanded hours at Regional Library locations. (New Library Hours Attached)

He then delivered the year-to-date Financial Summary Report as of May 31st, 2011.

Mr. Phillips also requested Board approval for Budget Adjustment #BT06-20; BT06-20B; BT06-20D and BT06-20E. On a motion by Darrel Williams, seconded by Charles Bowman, the Trustees unanimously approved the Budget Adjustments.

Mr. Phillips then proceeded to highlight the Library's proposed FY 2012 Budget that was presented at the May 19th, 2011 Board Meeting. Ms. Branstrom asked the Trustees for approval of the Library's FY 2012 Budget. On a motion by Sally Robinson, seconded by Molly Griffin, the Trustees unanimously approved the Library's FY 2012 Budget. (Summary, Adjustments & Budget Report Attached)

Director of Community Engagement Karen Beach reviewed the FY 2012 Development Plan with some changes from the report that was presented at the May 19th Board Meeting. She further explained that, based on responses from the Trustees, the decision to create a Library Foundation will be delayed until a later date (no later than January 2012). Ms. Branstrom asked Trustees for approval of the Library's FY 2012 Development Plan. On a motion by Darrel Williams, seconded by Charles Bowman, the Trustees unanimously approved the Development Plan. (Development Plan Attached)

Ms. Beach presented a draft YTD Contributions/ Grants and Sponsorships Report as of May 31, 2011, which was prepared in response to a request by Trustee Sink in previous meetings. Mr. Phillips explained that this report will be presented to the Library Board as frequently as Trustees desired. The consensus was that a quarterly basis would be sufficient.(Contributions/Grants/Sponsorship Report Attached)

Director of Library Experiences David Singleton delivered the revised FY 2012 Programming Plan and the *Definitions of Programming Terms*. Ms. Branstrom asked the Trustees for approval of the Library's FY 2012 Programming Plan. On a motion by Bob Sink, seconded by Sally Robinson, the Trustees unanimously approved the Programming Plan. (Programming Plan Attached)

Vice Chair Bob Sink reviewed the revised Library By-Laws that were distributed to Trustees prior to the meeting for their review. Ms. Branstrom asked the Trustees for approval of the Library's By-Laws. On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously approved the revised By-Laws. (By-Laws Attached)

Mr. Phillips then reviewed Library Board of Trustees' Meeting Schedule for 2012 – 2013. On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously agreed to the meeting schedule.

On a motion by Charles Bowman, seconded by Bob Sink, the Trustees unanimously approved to move into Closed Session - Pursuant to North Carolina General Statutes, Section 143-318.11(a) (6) for Board to consider a personnel matter.

On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously agreed to move into Open Session.

Mr. Sink began the open session by reading the following resolution:

“RESOLVED, that the following persons be, and they hereby are, appointed or confirmed as officers of the Library to serve as such until the date specified opposite their names or until their successors shall have been duly appointed and qualified:

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|--------------------------------------|--------------------|----------------------|
| Chair | Robin Branstrom | December 31, 2011 |
| Vice Chair | Robert C. Sink | December 31, 2011 |
| Director of Libraries | Charles M. Brown | July 1, 2011 |
| Interim Director of Libraries | David W. Singleton | At will ¹ |
| Chief Executive Officer | J. Vick Phillips | At will |
| Secretary | J. Vick Phillips | At will |
| Assistant Secretary | Linda Vitlar | At will |
| Treasurer | J. Vick Phillips | At will |
| Assistant Treasurer | Charles Mallas | At will |

¹ Effective July 1, 2011.

Ms. Branstrom asked the Trustees for approval of the Library’s Resolution to Appoint Officers as stated above . On a motion by Bob Sink, seconded by Darrel Williams, the Trustees unanimously approved the Resolution of Officers to the Library Board of Trustees. (Resolution Attached)

Mr. Phillips then acknowledged the work of Library Consultant Sean Hogue and advised the Trustees that Mr. Hogue has agreed to extend his contract with the Library.

The meeting adjourned at 2:05 p.m.

Respectfully submitted,

Vick Phillips
Secretary
