

**Library Board of Trustees**

**Library Board of Trustees Meeting**

**Main Library, Dowd Learning Studio**

**Monday, October 19, 2015, 11:00am – 11:30am**

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| **Trustees Present** | **Staff Present** | **Others Present** |
| Molly Griffin, ChairJennifer ApplebyCharles BowmanDr. Eric FreedmanRob HarringtonGloria KelleyJoan MartinDr. Leland ParkBob SinkCharles ThomasEd Williams | Shelley BookLee KeeslerAngie Myers | Mark Kutny (Legal)  |
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**Trustees Absent (with cause)**

**MINUTES**

Molly Griffin called the meeting to order at 11:00 AM.

Ms. Griffin turned over the meeting to Lee Keesler. Mr. Keesler thanked everyone for their time and for meeting on short notice. He explained that there are two items needing Board action before the regularly scheduled November Board meeting and turned the meeting over to Angie Myers to elaborate.

**Financial Report**

Angie Myers explained that we are faced with two unfunded mandates:

1. Main Library Reinvention--- It is time for the 6th and Tryon steering committee to engage a real estate firm to provide a market analysis, financial feasibility study and model for what a public/private mix might look like on this block. At this moment we will be splitting the bill with Mecklenburg County and Blumenthal Performing Arts. The Board is asked to approve up to $50,000 to be used for this purpose.
2. Point-of-Sale Upgrade--- The Library is moving to a new point-of-sale system that is greatly needed. We expected that the system would cost around $50,000, however we did not anticipate is that it would cost an additional $30,000 to upgrade the self-checkout system. $80,000 is a significant investment but is needed at this time. A budget transfer of $30,000 is recommended from Contingency to Technology and Equipment, and a $50,000 budget transfer is recommended from Professional Services to Technology & Equipment to cover these costs.

On a motion by the Finance Committee, seconded by Joan Martin, the Board unanimously approved the requested budget adjustments.

Ms. Myers reported to the Board that she found a formula error in the budget that is causing revenues to be slightly higher than expenses. Ms. Myers asked the Trustees for a motion to correct the formula in the budget.

On a motion by Bob Sink, seconded by Rob Harrington, the Board unanimously approved to correct the formula in the budget.

Ms. Myers reported that in the approved Fund Balance Policy, the required fund balance was set at the level of an average of the last three years of Library funded expenses. Next year the Library will be faced with a $3.2MM required fund balance as the effect of a much smaller FY 2013 dissipates. This was an unintended consequence of our policy and needs to be amended by next year’s budget cycle. The Finance Committee will work on a solution and present options to the Board soon.

Lee Keesler updated the Board on the Board of Trustee’s appointment/nomination process. Highlights include:

* Ann Clark has withdrawn her self-nomination to be appointed to the library Board of Trustees.
* Beth Hardin may not be able to serve on our Board because of a job opportunity that is out-of-town. She was expected to be the Board of Education nominee. The alternative plan is to ask the Board of Education to reappoint Leland Park. Mr. Park has graciously agreed to continue to serve on the Board if the need arises.
* The Board of County Commissioners will most likely have to open the window again for nominees.

Ms. Griffin asked the Trustees for a motion to adjourn the meeting to attend the Blueprint All-Work Team Meeting. On a motion by Charles Thomas, seconded by Joan Martin, the meeting was adjourned at 11:30 p.m.

Respectfully Submitted,

Lenoir C. Keesler, Jr.

CEO