



Library Board of Trustees

Library Board of Trustees Meeting

ImaginOn: The Joe and Joan Martin Center,

300 East Seventh Street, Charlotte

Monday, September 18, 2023, 4:00pm – 6:00pm

Trustees Present

Peggy Brookhouse
Dr. Stacey Brown
Jon Buchan
Joe Helweg
Dr. Kimmerly Martin
Tracy Montross
Dr. Amy Hawn Nelson
Preethi Srinivasan
Charles Thomas, Chair

Staff Present

Karen Beach
Rachel Bradley
David Dillard
Michael Engelbrecht
Harold Escalante
Jenni Gaisbauer
Krystel Green
Eric Hartman
Caitlin Moen
Angie Myers
John O'Connor
Emery Ortiz
Tommy Scott
Marcellus Turner

Others Present

Gene Cochrane, Foundation Board Chair
Mark Kahn
Mark Kutny
Gerecka Tate
Monifa Drayton, ABC Board Chair
Marcus Kimbrough, ABC Board Member
Julia Paul, ABC CE&ER Director
Dr. Wilhelmenia Rembert, ABC Board Member
Beverly Thorpe, ABC Board Member
Michael Tully, ABC Chief Financial Officer
Cherise Walker, ABC Project Manager
Keva Walton, ABC Chief Executive Officer

Absent

Ailen Arreaza
Dr. Ricky Woods

Joe Helweg opened and welcomed everyone to the Board Meeting at 4:00pm. Mr. Helweg addressed the board members and meeting attendees and spoke about his time as Board Chair. Mr. Helweg then recognized Charles Thomas as the new Board Chair and turned the meeting over to him. Mr. Thomas reviewed the proposed FY2024 Charlotte Mecklenburg officer slate.

FY 2024 CHARLOTTE MECKLENBURG LIBRARY OFFICER SLATE

Officer Position	Office Holder
Board Chair	Charles Thomas
Board Vice-Chair	Amy Hawn Nelson
Chief Executive Officer	Marcellus Turner
Library Director	Caitlin Moen
Secretary	Rachel Bradley
Treasurer	Angie Myers

Approval of Library Officers

Mr. Thomas requested a motion to approve the FY2024 Charlotte Mecklenburg Library slate of officers. On a motion by Mr. Helweg and seconded by Jon Buchan, the Trustees unanimously approved the minutes for the FY2024 Charlotte Mecklenburg Library slate of officers.

Absence with Cause

Mr. Thomas requested a motion to approve absence with cause for Ailen Arreaza and Dr. Ricky Woods. On a motion by Mr. Helweg and seconded by Jon Buchan, the Trustees unanimously approved the absence with cause.

Approval of Minutes

Mr. Thomas requested a motion to approve the Minutes from June 12th and June 28th. On a motion by Dr. Amy Hawn Nelson and seconded by Mr. Buchan, the Trustees unanimously approved the minutes.

Mr. Thomas requested a motion to approve the Minutes from the August 11th Board Retreat. On a motion by Mr. Helweg and seconded by Mr. Buchan, the Trustees unanimously approved the minutes.

Chair Update

Mr. Thomas provided the following updates:

- The resolution for Joe Helweg read:

WHEREAS, Joseph E. Helweg has accumulated a long legacy of service to the Charlotte Mecklenburg Library, having served seven and a half years as a member of the Board of Trustees beginning in 2017; and
WHEREAS, Joe has served with distinction as Library Board of Trustees Chair from arguably the strangest time in modern history, June 2020 to August 2023; and

WHEREAS, Joe so wonderfully filled the unexpired spot of our beloved Leland Park on the Board of Trustees; and

WHEREAS, Joe maximized the use of Zoom, asked us 2,218 times to unmute ourselves and proved wooden blinds in a sunroom/office makes the best Zoom background; and

WHEREAS, Joe's brain is built for banking, but it is clear that his heart is built for public service; and

WHEREAS, Joe is a devoted leader who makes others around him better and more productive; and

WHEREAS, Joe ushered in an exciting time during the library's journey including opening the new Pineville Branch and putting MoLi on the road;

WHEREAS, Joe is full of surprises such as learning he is a classically trained violinist who listened to Grandmaster Flash; and

WHEREAS, Joe's personal view of the democracy of libraries aligns perfectly with the Library's mission; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Charlotte Mecklenburg Library Board and staff thank Joseph E. Helweg for his many contributions as board chair to the success, achievements and reputation of the Library, and wish him well in his future endeavors.

- Mr. Thomas thanked the Board for the opportunity to lead as Board Chair.
- Mr. Thomas provided a recap of the August 11th board retreat, where the board discussed education and advocacy led by Tracy Montross, intellectual freedom led by Dr. Hawn Nelson, and strategic direction led by MT.
- Mr. Thomas expressed that as Board Chair for the next two years, he hoped to focus on diving deeper into advocacy for the library and racial equity with the addition of the new EDI Officer position. He also is excited about working on a new strategic direction with the Board, helping to ensure the achievement of the funding goals for the new Main Library, and stewarding the completion of the new Main Library.
- Mr. Thomas gave the Board an update regarding the strategic direction process. The Executive Committee met with the Senior Leadership Team regarding next steps in the process of retaining a consultant to provide guidance on the creation of a new strategic direction for the library. He also informed board members that they should send any suggestions for consultants to MT and Emery Ortiz who will be taking the lead on the strategic direction planning process. Mr. Thomas stated that there is a \$55,000 budget for the consultant that comes from a \$250,000 grant awarded to the Library by the Knight Foundation.

Mecklenburg County Alcoholic Beverage Control Board Presentation

Mrs. Moen introduced the board members and staff from the Mecklenburg County ABC Board. Mrs. Moen noted that the ABC Board is basically the largest unrestricted revenue source for the Library. The funds received from the ABC Board allow the Library to create and implement impactful programming and resources for the community. Mrs. Moen stated that some of these funds helped create the new Student Success Centers and supports the New Main Library project including the CommonSpark campaign. Mrs. Moen recognized Keva Walton, ABC Chief Executive Officer, who gave a presentation to the Board on the history and mission of the ABC Board along with its impact on the library and the community. Mr. Walton informed the Board about the ABC Board Community Health & Wellness grants with awards ranging from \$25,000 to \$75,000 that support programs that help with substance misuse, education, treatment, and prevention. Mr. Walton explained that the 11 sworn law enforcement officers employed by ABC are committed to protecting their customers, people, and property and are also very engaged in the community. He also went over some of the major North Carolina Legislative Actions that have taken place regarding alcohol sales and the major Mecklenburg County ABC Board actions that have been put into place over the last 75 years. Mr. Walton informed the Board that ABC is part of a larger Hospitality and Tourism industry for the County. Mr. Walton introduced Monifa Drayton, ABC Board Chair, and gave a brief overview of the organization's culture and leadership that cultivate a supportive and familial environment. Mr. Walton then presented a \$157,894.74 check for additional funding for FY2023 to the Library Board.

Approval of Executive Committee

Mr. Thomas requested a motion to approve the FY2024 Executive Committee members. On a motion by Mrs. Srinivasan and seconded by Mr. Buchan, the Trustees unanimously approved the FY2024 Executive Committee members.

ImaginOn Committee Update

Dr. Kimmerly Martin provided a brief update on ImaginOn. The committee has been focused on overhauling the agreement ImaginOn has with the Children's Theatre of Charlotte, the partner for the facility. The agreement centers on parking, signage, and detailing the shared responsibilities. The committee has also been working through the hiring process to obtain a permanent ImaginOn Manager for the facility.

Ad Hoc Intellectual Freedom Committee

Dr. Hawn Nelson gave the following updates on the intellectual freedom statement:

- Dr. Hawn Nelson read the statement and informed the Board of the parameters the committee came up with for what to include in the statement.
 - DRAFT - Library's Intellectual Freedom Statement
The Charlotte Mecklenburg Library is committed to protecting the First Amendment's guarantee of free and open access to information and ideas – a principle vital to our democracy and to each individual's search for knowledge. We seek to provide our diverse community a comprehensive collection of material and programs providing a wide range of fact-based knowledge and points of view.
- Board members and leadership discussed the statement and agreed to edit the statement to delete the phrase "fact-based".
- Library staff will review the statement and the final statement will be provided to the full board by October 16th, and approval of the official intellectual freedom statement will occur at the October 23rd Board Meeting.

Committee Reports

Finance Committee

Angie Myers presented the following:

FY2024 Budget Adjustments					
Budget Adjustment Number	FY2024 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
240901	FY2024	Young Researchers Fellowship	Revenue: Reserves	148	
240901	FY2024	Young Researchers Fellowship	Expenditure: Programming		148
			Total FY2024 Budget Adjustments	148	148
Multi-Year Budget Adjustments					
Budget Adjustment Number	FY2024 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
240902	Multi-Year	PNC Grow Up Great	Revenue: Foundation Contributions	500,000	
240902	Multi-Year	PNC Grow Up Great	Expenditure: Programming		333,711
240902	Multi-Year	PNC Grow Up Great	Expenditure: Professional Services		161,250
240902	Multi-Year	PNC Grow Up Great	Expenditure: Personnel Related		5,039
240903	Multi-Year	Living Archives	Revenue: Foundation Contributions	290,000	
240903	Multi-Year	Living Archives	Expenditure: Salaries & Benefits		165,000
240903	Multi-Year	Living Archives	Expenditure: Programming		105,000
240903	Multi-Year	Living Archives	Expenditure: Misc. General Operating		20,000
240904	Multi-Year	Knight Foundation	Revenue: Foundation Contributions	250,000	
240904	Multi-Year	Knight Foundation	Expenditure: Professional Services		165,000
240904	Multi-Year	Knight Foundation	Expenditure: Programming		60,000
240904	Multi-Year	Knight Foundation	Expenditure: Personnel Related		20,000
240904	Multi-Year	Knight Foundation	Expenditure: Misc. General Operating		5,000
240905	Multi-Year	Staff Org Contributions	Revenue: Other	4,194	
240905	Multi-Year	Staff Org Contributions	Expenditure: Misc. General Operating		4,194
			Total Multi-Year Budget Adjustments	1,044,194	1,044,194
			Grand Total Budget Adjustments	1,044,342	1,044,342

- Angie Myers presented the budget adjustments to the Board. Mrs. Myers informed the Board that there was \$148 of FY2024 budget that must be spent by June 30, 2024. She then reviewed the multi-year budget which encompasses funding that is to be spent over a period of 2, 3, 4, or 5 years and will total \$1,044,194.

After some discussion, and on a motion from the Finance Committee, the board unanimously approved the budget adjustments.

Real Estate Committee

David Dillard gave the following updates:

- Mr. Dillard provided an update on the second interim uptown library location at First United Presbyterian Church. Mr. Dillard informed the Board that the Library will be terminating the lease, although CML has not occupied the space. The termination is due to ADA compliance matters that could not be fixed without causing issues for the church and its congregation. The church has been notified and the Library will continue to search for a second interim location that can help meet the needs of patrons while the new Main Library is under construction.
- Mr. Dillard provided an update on the 7th and Tryon Project. The primary shareholder, Bank of America, Mecklenburg County and Charlotte Mecklenburg Library have reached an impasse regarding negotiations with master developer and have terminated that relationship. This does not affect construction of new Main Library or Spirit Square. The Mid-Block Plaza will now be a part of the Library's project. Mr. Dillard explained that they will continue to look for another developer. This termination could cause some parking issues but finding a solution to this is a high priority.
- Mr. Dillard informed the board of the recommendation to dispose of the property at 2324 LaSalle Street. Library leadership has determined that CML has no program need for the property that meets the mission of the library system, nor the resources to support additional programming by the library or others using the property. Mr. Dillard explained that there are several steps to take to dispose of the property and that one possible recipient would be Mecklenburg County.
 - MT also noted that the community feedback received about the possible uses of the property has been provided to the County Manager for future reference if Mecklenburg County is the recipient of the property.

After some discussion, and on a motion from the Real Estate Committee, the board unanimously approved to Authorize CEO Marcellus Turner to direct the staff to dispose of the property at 2324 LaSalle Street, obtain all necessary approvals for the sale or other disposition of real property (including approval from the Board of County Commissioners) and execute all necessary documents to achieve the disposal. Such disposal could be accomplished by means of transferring the deed to another government entity or by public sale.

Governance Committee Update

Mrs. Montross and Mr. Thomas provided the following updates:

- Mr. Thomas reviewed CML's Advocacy Goals.
 - Ensure CML is considered “essential” and supports other community needs.
 - Demonstrate that the CML organization is an effective steward of tax-payer resources.
 - Steward relationships with elected officials to deliver on constituent expectations for CML and its branches.
 - Advocate for increased funding to meet the needs of a growing community in operations and staffing, collections, programming, broadband, digital inclusion, etc.
 - Promote New Main Library and its value proposition as public commons in center city. Secure federal/state appropriation (one-time capital) for New Main Library construction.
 - Defend CML and its staff against legislative threats to intellectual freedom, Librarian liability, fair use of copyrighted materials, etc.
 - Prepare to mobilize stakeholders ahead of future bond or ballot referendums.
 - Improve CML's visibility and reputation as a leader among peers and trade associations.
- Mr. Thomas updated the Board on the next steps.
 - For FY24, the Trustee's Governance and Finance Committees will approve advocacy initiatives to advance CML's FY25 budget priorities with the Board of County Commissioners before Spring 2024.
 - The Governance Committee will also work to identify members of the CML Board of Trustees and Foundation Board to form an Ad Hoc Advocacy Committee, whose role will be to develop the strategy, design the pitch packet and develop talking points, maintain internal timelines, and recruit supporters to accomplish the strategies. These strategies will be informed by CML's new Strategic Direction and future funding priorities.
 - Each Trustee has been assigned to a member of the County Commission to ensure alignment with CML's strategic direction. Krystel Green provided some talking points for the Board to use when meeting with their assigned member of the County Commission. The goal is to have each CML board member reach out and introduce themselves to their assigned member of the County Commission and set up a meeting by October.

CEO Update

Caitlin Moen provided the following updates on MT's behalf:

- Mrs. Moen informed the Board about the passing of Mint Hill Library employee, Chris Spradlin, and his contributions to the library. South County Regional Adult Services Librarian, Eric Hartman, spoke to the Board about his time working closely with Mr. Spradlin. Mrs. Moen also informed the Board about the upcoming celebration of life ceremony that will be held at the Mint Hill Library on September 29th in Chris's honor.
- Mrs. Moen reminded the Board of Staff Day which will be on October 9th at the UNC Charlotte Cone Center. Mrs. Moen also announced the theme for the event is Unique Yet United and invited any interested board members to reach out for more information if they desired to come to Staff Day.

Library Director Update

Mrs. Moen provided the following updates:

- Mrs. Moen reviewed the 2024 Holiday Schedule with the Board. She explained this schedule aligns with Mecklenburg County's holiday schedule for their employees. Mrs. Moen also noted the summer library schedule for the upcoming year.

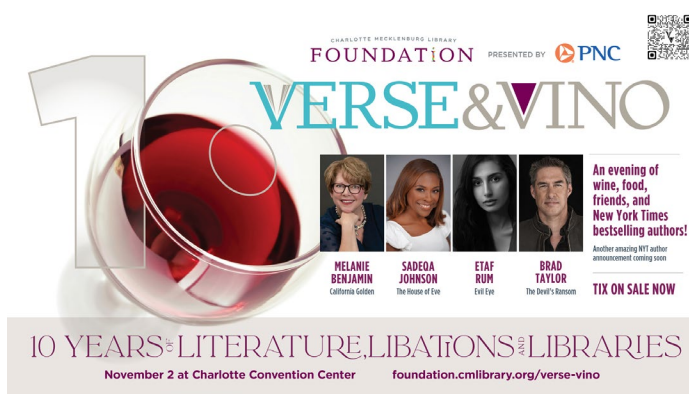
Mr. Thomas requested a motion to approve the FY2024 Holiday Schedule. On a motion by Mr. Buchan and seconded by Ms. Brookhouse, the Trustees unanimously approved the FY2024 Holiday Schedule.

- Library Program Coordinator, Elyse Berrier, provided an overview of the Student Success Center program that is currently being launched at 6 pilot branch locations. These pop-up centers provide targeted and structured support for students in grades Kindergarten through fifth grade. These centers are designed to promote student success through assignment completion, skills practice, and connection to Library resources. The Library provides training to volunteers who are able help run the centers and provide assistance to students. Every semester more library locations will be added until every branch has a Student Success Center.

Foundation Update

Karen Beach and Jenni Gaisbauer provided the following updates:

- Ms. Gaisbauer announced that 90 tables have been sold so far for the 10th annual Verse & Vino event that will be held on November 2nd. She also acknowledged that Mr. Thomas and his wife will be the honorary Chairs for the evening along with Library Foundation Board Chair, Gene Cochrane, and his wife.
- Ms. Beach provided an update on the five New York Times Bestselling authors who will attend Verse & Vino. She reviewed the four authors that were previously announced and then revealed the fifth author is Roxanne Gay.



New Releases at Verse & Vino The New York Times Best-Selling Authors



After some Board discussion, Charles Thomas adjourned the board meeting at 5:52pm.

Respectfully submitted,

Marcellus Turner
CEO