

CHARLOTTE MECKLENBURG
LIBRARY

Library Board of Trustees Meeting
Virtual Meeting – Zoom
Monday, June 24, 2024, 4:00 pm – 5:30 pm

Trustees Present

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

Staff Present

Karen Beach
Tasha Bell
Michael Boger
Rachel Bradley
David Dillard
Michael Engelbrecht
Harold Escalante
Jenni Gaisbauer
Krystel Green
Eric Hartman
Jesse Isley
Mario Lopez

Staff Cont.

Caitlin Moen
Angie Myers
Chantez Neymoss
John O'Connor
Emery Ortiz
Amy Richard
Hilary Swierc
Tony Tallent
Marcellus Turner
Martha Yesowitch

Others Present

Mark Kutny

Mr. Charles Thomas welcomed everyone to the Board meeting at 4:00pm.

Absence with Cause

Mr. Thomas stated that every board member was in attendance and there was no need for a motion to approve the absence with cause.

Approval of Minutes

Mr. Thomas requested a motion to approve the minutes from May 20th. On a motion by Mr. Joe Helweg and seconded by Ms. Tracy Montross, the Trustees unanimously approved the minutes.

Approval of FY2025 Board Meeting Dates

- July 2024 - No Meeting
- August 2, 2024 - Retreat
- September 16, 2024
- October 21, 2024
- November 18, 2024
- December 16, 2024
- January 27, 2025 - Retreat (Optional Date: January 31st)
- February 17, 2025
- March 17, 2025
- April 21, 2025
- May 19, 2025
- June 16, 2025

Mr. Thomas requested a motion to approve the FY2025 Board meeting dates. On a motion by Dr. Ricky Woods and seconded by Dr. Stacey Brown, the Trustees unanimously approved the FY2025 Board meeting dates.

Approval of Chair and Vice Chair Assignments

Mr. Thomas requested a motion to approve the Chair and Vice Chair assignments for FY2025. On a motion by Dr. Woods and seconded by Ms. Ailen Arreaza, the Trustees unanimously approved Mr. Thomas as Chair and Dr. Amy Hawn Nelson as Vice Chair.

Public Comment

No member of the public signed up to speak during this meeting's public comment section.

Chair Update

Mr. Thomas requested a motion to approve the FY2025 Executive Committee members. On a motion by Ms. Montross and seconded by Ms. Preethi Srinivasan, the Trustees unanimously approved Mr. Thomas, Dr. Hawn Nelson, Mr. Joe Helweg, and Ms. Peggy Brookhouse as the FY2025 Executive Committee members.

<div>CHARLOTTE MECKLENBURG LIBRARY</div> <div>FY2025 CHARLOTTE MECKLENBURG LIBRARY BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS</div>				
BOARD COMMITTEES	SCOPE OF RESPONSIBILITIES	CHAIR	MEMBERS	STAFF LEAD
Executive	Make decisions on behalf of the Board of Trustees as needed. Manages agendas and properly timing of topics for the full BOT meetings. Review, consult, and advise the strategic direction and planning process.	Charles Thomas	Tracy Montross Dr. Amy Hawn Nelson Joe Helweg Peggy Brookhouse	Marcellus Turner
CML Foundation Board*	Consult, advise and oversee fundraising and awareness strategies and activities of the Library Foundation that support the Library.	Helen Kimbrough	Charles Thomas Marcellus Turner	Jenni Gaisbauer
Program of Service	Review, consult, advise and oversee the Library's programming and service offerings to ensure they improve lives and build a stronger community. Oversee prioritized actions in support of CML's Racial Equity Framework and Implementation Plan.	Dr. Stacey Brown	Aileen Arreaza	Caitlin Moen
Finance	Consult, advise and oversee Library financial practices, transactions, decisions, and funding sources and trends.	Preethi Srinivasan	Dr. Amy Hawn Nelson	Angie Myers
Governance	Recommend Library Trustee candidates based on regular review of the Board's and organization's current and future governance needs. Oversees and leads advocacy initiatives. Leads annual CML CEO Evaluation.	Tracy Montross	Joe Helweg Charles Thomas Amy Hawn Nelson	Marcellus Turner
ImaginOn Management	Oversee management and activities at ImaginOn jointly with our partner, Children's Theater of Charlotte.	Dr. Kimmerly Martin	N/A (contract calls for one representative from CML BOT)	Jenni Gaisbauer
Real Estate	Consult, advise and oversee Library real estate strategies, planning, practices, transactions, and decisions	Jon Buchan	Dr. Ricky Woods Peggy Brookhouse George Sistrunk, Ex Officio Walker Morris, Ex Officio	David Dillard

*Included Foundation Board to reflect linkage.

- Mr. Thomas reminded the Trustees that there will be a board retreat on August 2nd. This will serve as the August Board of Trustees meeting. Mr. Thomas also explained that Trustees Dr. Kimmerly Martin and Dr. Hawn Nelson were both reappointed for a second term by the Mecklenburg County Board of County Commissioners at their June 4th board meeting. The Governance Committee will be providing an update soon to the full Board about the board appointment process.

Updated Telework Policy

MT informed the Trustees The Library, as a part of the County's operations, has been working under a telework policy that was established countywide since the COVID-19 pandemic. However, the Library and some departments of the County were practicing telework policies prior to the pandemic. With the County Manager's declaration that all telework policies will end starting June 30th, the Library looked to determine whether we would align with the County's policies and practices. Over the

last couple of months, the Senior Leadership Team has been engaged with staff about the change, the proposed change in policy coming from the County, and also asking staff for their thoughts on such a policy. The Senior Leadership Team took all of that into consideration and brought forth a recommendation to the Board regarding the Library's telework policy. Ms. Angie Myers explained the changes that will be made to the policy.

- Telework Policy will be amended to align with Mecklenburg County's policy
- The updated telework policy will go into effect on September 1, 2024
- Policy will be amended to remove references to established schedules:
 - *Employees are permitted to work from a remote location within North Carolina or South Carolina for up to two days per week*
- Flexibility remains (grounded in business needs) through the Work Options Policy, including:
 - Flextime
 - Compressed Work Week
 - Telework

Mr. Thomas requested a motion to approve the updated telework policy. On a motion by Dr. Woods and seconded by Ms. Brookhouse, the Trustees unanimously approved the amendment to the Library's telework policy.

Committee Reports

Finance Committee

Ms. Srinivasan and Ms. Angie Myers provided the following updates:

- **FY 2024 Budget Adjustments & Transfers**
 - Ms. Myers informed the Trustees that the \$10,710 adjustment is for Flight Fund round 4. These funds from the Foundation allow a lot of staff driven projects across a variety of branches and outreach programs to be brought to fruition. This has been a tremendously successful initiative at the Library spurring innovation, great ideas, and exciting programs. There is also a \$2,200 gift for ImaginOn that will be provided to the branch for general operating purposes.
 - Ms. Myers informed the Trustees about the two budget transfers. The Library is requesting that \$50,000 be moved out of Miscellaneous and into Technology & Equipment to cover some printing overages. There is some underspending in Miscellaneous that can cover the overage. The Library is also requesting that \$150,000 be moved from Professional Services to Salaries & Benefits to cover the overage in that category. The Library is asking for a reclassification of \$390,000, the organization's Interest Revenue. It has historically been recorded in the Library Fees category, but the interest has grown over the years and so it makes sense to move these funds to the Other category. This is to ensure that it is in the proper category for budget and planning purposes. Interest Revenue will be recorded in the Other category in FY2025 as well.

FY2024 Budget Adjustments					
Multi-Year Budget Adjustments					
Budget Adjustment Number	FY2024 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
240601	Multi-Year	Flight Fund Round 4	Revenue: Foundation Contribution	10,710	
240601	Multi-Year	Flight Fund Round 4	Expenditure: Programming		10,710
240602	Multi-Year	ImaginOn Gifts	Revenue: Foundation Contribution	2,200	
240602	Multi-Year	ImaginOn Gifts	Expenditure: Misc. General Operating		2,200
Total Multi-Year Budget Adjustments				12,910	12,910
Budget Transfers					
Budget Transfer Number	FY2024 or Multi-Year	Short Description	Budget Category	Budget Transfer Impact - Revenue	Budget Transfer Impact: Expenditure
240603	FY2024	Printing Costs	Expenditure: Technology & Equipment		50,000
240603	FY2024	Printing Costs	Expenditure: Misc. General Operating		(50,000)
240604	FY2024	Salary and Benefit Costs	Expenditure: Salaries & Benefits		150,000
240604	FY2024	Salary and Benefit Costs	Expenditure: Professional Services		(150,000)
240605	FY2024	Interest Revenue Reclassification	Revenue: Library Fees	(390,000)	
240605	FY2024	Interest Revenue Reclassification	Revenue: Other	390,000	
Total FY2024 Budget Transfers				-	-
Grand Total Budget Adjustments				12,910	12,910

After some discussion, and on a motion from the Finance Committee, the board unanimously approved the FY2024 Budget Adjustments & Transfers.

- FY 2025 Budget**

- Total Budget: **\$53.5M**
- Lean year with some wins for employees (pay increases & training funds)
- Flat compared to FY2024
- Collections is down 10% driven by ARPA expiring & less one-time funds from County
- ABC/State funding remains strong with modest increases
- Budget includes start-up funding for new Equity division

	FY 2025 Adopted - General Fund	FY 2025 Adopted - Special Revenue Fund	FY 2025 Adopted Budget - Total	FY 2024 Adopted Budget - Total	Variance FY 2025 to FY 2024	% Variance FY 2025 to FY 2024
Revenues						
Revenue						
Intergovernmental:						
Mecklenburg County	\$ 47,865,842	\$ -	\$ 47,865,842	\$ 47,145,138	\$ 720,704	1.5%
State of North Carolina	\$ 794,296	\$ -	\$ 794,296	\$ 682,386	\$ 111,910	16.4%
ABC Board	\$ 930,883	\$ -	\$ 930,883	\$ 860,733	\$ 70,150	8.2%
Federal	\$ 1,424,786	\$ -	\$ 1,424,786	\$ 2,897,842	\$ (1,473,056)	-50.8%
City of Charlotte	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	0.0%
Total Intergovernmental Revenues	\$ 51,018,307	\$ -	\$ 51,018,307	\$ 51,588,599	\$ (570,292)	-1.1%
Library Fines	\$ -	\$ -	\$ -	\$ -	\$ -	-
Library Fees	\$ 480,000	\$ -	\$ 480,000	\$ 744,000	\$ (264,000)	-35.5%
Foundation Contributions	\$ -	\$ 1,377,539	\$ 1,377,539	\$ 1,312,531	\$ 65,008	5.0%
Other	\$ 677,000	\$ -	\$ 677,000	\$ 227,500	\$ 449,500	197.6%
Interfund Transfer	\$ (100,000)	\$ -	\$ (100,000)	\$ (100,000)	\$ -	-
Fund Balance & Reserves Appropriation	\$ -	\$ 12,254	\$ 12,254	\$ 19,500	\$ (7,246)	-37.2%
Total Revenues	\$ 52,075,307	\$ 1,389,793	\$ 53,465,100	\$ 53,792,130	\$ (327,030)	-0.6%
Expenditures						
Expenditure Categories:						
Salaries & Benefits	\$ 36,691,669	\$ 760,039	\$ 37,451,708	\$ 36,346,355	\$ 1,105,353	3.0%
Library Collections	\$ 7,202,296	\$ -	\$ 7,202,296	\$ 8,038,522	\$ (836,226)	-10.4%
Facility Related	\$ 3,781,556	\$ -	\$ 3,781,556	\$ 3,752,264	\$ 29,292	0.8%
Professional Services	\$ 366,852	\$ -	\$ 366,852	\$ 1,187,278	\$ (820,426)	-69.1%
Technology & Equipment	\$ 1,631,253	\$ -	\$ 1,631,253	\$ 1,610,590	\$ 20,663	1.3%
Programming	\$ 461,829	\$ 164,754	\$ 626,583	\$ 680,503	\$ (53,920)	-7.9%
Personnel Related	\$ 371,600	\$ 15,000	\$ 386,600	\$ 339,600	\$ 47,000	13.8%
Interfund Transfer	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	0.0%
Misc. General Operating	\$ 1,468,252	\$ 450,000	\$ 1,918,252	\$ 1,737,018	\$ 181,234	10.4%
Total Expenditures	\$ 52,075,307	\$ 1,389,793	\$ 53,465,100	\$ 53,792,130	\$ (327,030)	-0.6%
Total						
(Revenue-Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	-

After some discussion, and on a motion from the Finance Committee, the board unanimously approved the FY2025 budget.

CEO Report

Mr. Marcellus Turner provided the following updates:

- MT asked Ms. Myers to review the 2025 Holiday and Closure Calendar with the Trustees. Ms. Myers explained that this calendar aligns with Mecklenburg County's holiday and closure calendar except for October 13th, Indigenous Peoples' Day. The County is not closed on this day, but the Library is closed so that employees are able to participate in Staff Day, a day of fellowship and staff development. The Library closes at 5:00pm on two occasions, November 27th and December 31st. Summer hours began on May 23rd and conclude on September 2nd.

Holiday	Date	Day	Library	Mecklenburg County
New Year's Day	January 1, 2025	Wednesday	Holiday	Holiday
Martin Luther King, Jr. Day	January 20, 2025	Monday	Holiday	Holiday
Good Friday	April 18, 2025	Friday	Holiday	Holiday
Easter	April 20, 2025	Sunday	Closed	Closed
Memorial Day	May 26, 2025	Monday	Holiday	Holiday
Juneteenth	June 19, 2025	Thursday	Holiday	Holiday
Independence Day	July 4, 2025	Friday	Holiday	Holiday
Labor Day	September 1, 2025	Monday	Holiday	Holiday
Indigenous Peoples' Day/Staff Development Day	October 13, 2025	Monday	Closed	N/A
Veteran's Day (Observed)	November 11, 2025	Tuesday	Holiday	Holiday
Thanksgiving	November 27, 2025	Thursday	Holiday	Holiday
Thanksgiving	November 28, 2025	Friday	Holiday	Holiday
Christmas	December 24, 2025	Wednesday	Holiday	Holiday
Christmas	December 25, 2025	Thursday	Holiday	Holiday
Christmas	December 26, 2025	Friday	Holiday	Holiday

• Note: All Libraries will close at 5PM on 11/27/25 & 12/31/25
 • Summer Hours (impacting Sundays at regional branches) for the Library begin Friday, May 23 and conclude Tuesday, September 2.

Mr. Thomas requested a motion to approve the 2025 Holiday & Closure Calendar. On a motion by Mr. Helweg and seconded by Ms. Brookhouse, the Trustees unanimously approved the 2025 Holiday & Closure Calendar.

- MT asked Mr. David Dillard to inform the Trustees about the RFQ for the new Sugar Creek Library location. Mr. Dillard explained that the Library had previously received approval to relocate and expand Sugar Creek Library. The funding for this project has been approved and so the next step in the process is to have Mecklenburg County prepare and advertise the RFQ.

Mr. Thomas requested a motion to approve the Charlotte Mecklenburg Library CEO or designees to work with Mecklenburg County Asset & Facility Management to prepare, advertise, and review Requests For Qualifications (RFQ) for the selection of the Architectural and Engineering firm necessary to complete the new Sugar Creek Library project pursuant to the Selection Policy, to negotiate the terms of such contract, and to execute the successfully negotiated contracts. On a motion from Mr. Helweg and seconded by Ms. Montross, the Trustees unanimously approved the action item.

- Mr. Dillard informed the Trustees that another step in the Sugar Creek Library relocation & expansion project is the selection of the construction manager. Mr. Dillard explained the differences between the Competitive Bid (Design-Bid-Build) and Construction Management At Risk contract methodologies. With the Construction Management at Risk (CM@Risk) project delivery method, the construction manager will assist the Library with scheduling, constructability, and budget control prior to construction and the CM is accountable for delivering the project on-schedule and within budget during construction. Mecklenburg County, Charlotte Mecklenburg Schools, Central Piedmont Community College and the City of Charlotte have all successfully utilized the Construction Management @ Risk methodology. The recommendation to the Board is to approve the Construction Management At Risk contract methodology for the Sugar Creek Library relocation and expansion project.

Mr. Thomas requested a motion to authorize the use of the Construction Management @ Risk (CM @ Risk) contract methodology for the Sugar Creek Library relocation & expansion project and authorize the Charlotte Mecklenburg

Library CEO or designees to work with Mecklenburg County Asset & Facility Management to prepare, advertise, and review Requests For Qualifications (RFQ) for the selection of the Construction Manager for the new Sugar Creek library pursuant to the Selection Policy, to negotiate the terms of such contract and to execute the successfully negotiated contracts. On a motion from Dr. Woods and seconded by Ms. Montross, the Trustees unanimously approved the action item.

- MT asked Mr. Tony Tallent to inform the Trustees about the new artwork installed at the Plaza Midwood Library. Mr. Tallent explained that the Library is currently completing an initiative to add artwork to three libraries in the system, Plaza Midwood, Pineville, and South Boulevard. The first piece of artwork was installed at Plaza Midwood on Sunday, June 23rd. The painting is directly behind the Access Services Desk and the artist is Nico Amortegui. Mr. Amortegui is originally from Bogotá, Columbia but has lived in Charlotte for many years. His art style is described as neo-expressionism and this piece embraces urban philosophy while also honoring the natural world. Mr. Amortegui does projects locally as well as internationally.



- MT requested that Mr. Dillard provide an update on the EV charging stations that were previously proposed to be installed at some of the library branches. Mr. Dillard reminded the Trustees that the Library was previously approached by a group who had funding for installation of EV charging stations, and the Library was exploring 3 locations in Charlotte, Allegra Westbrooks Library, South County Regional Library, and Steele Creek Library. The Board had asked the Real Estate Committee to do a deeper in-depth dive on the impact, and whether it is part of the core mission of the organization. As the Real Estate Committee was completing this research, the funding for this project dried up. Since the commitment was to consider installation at appropriate locations if the funding was not coming from the library, the committee did not move forward with the project. Mr. Dillard informed the Trustees that the Library could potentially continue this EV charging station project if new funding was found. The Real Estate committee would then make a formal recommendation for the inclusion of the EV charging stations at appropriate branch locations.
- MT reminded the Trustees that the raw data collected by Karen Dash, the Strategic Direction Consultant, was emailed out to all Trustees for review prior to the August 2nd Board retreat.

Foundation Update

Ms. Jenni Gaisbauer provided the following updates:

- Ms. Gaisbauer informed the Trustees about the three new Foundation Board prospects and requested approval for them to join the Charlotte Mecklenburg Library Foundation Board.
 - **Jess Dienna** is a banking professional with over 15 years of experience; primarily focused within Compliance. She has spent most of her career at Ally with a concentration in Financial Crimes Compliance - Anti-Money Laundering (AML) and Fraud. Jess graduated from Clemson University and is a Certified Anti-Money Laundering Specialist (CAMS) and a Certified Fraud Examiner (CFE). She received Ally's highest honor, the LEAD Award, in 2023. Jess grew up going to the local library and spending hours getting lost in the rows of books. Her mom was a librarian who taught her that a good book isn't just good for your brain, but it can ignite a part of your soul that needed a nudge. She is currently based in Charlotte, North Carolina where she is active and gives back to the Charlotte Mecklenburg Library Foundation, Alzheimer's Association, and various mental health awareness campaigns.
 - **George F. Spencer** is currently Chief Innovation and Growth Officer for Thurgood Marshall College Fund (TMCf), the only national organization to provide scholarships, programmatic and capacity building support to the 47 public Historically Black Colleges and Universities (HBCUs). To date, TMCf has awarded more than \$500 million in such assistance to its students and member- schools. Mr. Spencer is a founding board member of the Executive Council of New York University's Metropolitan Center for Urban Education and currently serves on the board of The Center of the Future Academy. He earned his MBA from the McColl School of Business at Queens University of Charlotte and holds a Bachelor of Science in Computer Science from Norfolk State University. In 2016, he completed his Executive Certification in International Business Management from Georgetown University. Mr. Spencer is a member of Omega Psi Phi Fraternity, Inc. He is married to Dr. Shawanda L. Spencer and proud parent of one daughter, Harper Jean Spencer.
 - **Sharon G. Portwood, J.D., Ph.D.**, is Professor Emeritus of Public Health Sciences at the University of North Carolina at Charlotte. Dr. Portwood received her J.D. from the University of Texas School of Law, and after more than ten years as a practicing trial attorney, received her Ph.D. in Psychology from the University of Virginia. Dr. Portwood has conducted training sessions on program evaluation and research at the invitation of the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA); the Missouri Department of Mental Health; and the American Professional Society on the Abuse of Children. From 2005-2012, she served as the first Executive Director of The University of North Carolina at Charlotte Institute for Social Capital, Inc., which was created to serve as a link between government and non-profit agencies and university researchers, with the broader goal of fostering research and data-based community decision-making through data sharing and integration. Dr. Portwood is a fellow of the American Psychological Association (APA), Past-President of APA's Section on Child Maltreatment, and Past-President of Division 37 of APA, the Society for Child and Family Policy and Practice.

Mr. Thomas requested a motion to approve the board prospects Jess Dienna, Sharon Portwood and George Spencer's nominations to join the Charlotte Mecklenburg Library Foundation. On a motion by Dr. Hawn Nelson and seconded by Dr. Woods, the Trustees unanimously approved three Foundation board prospects.

After some Board discussion, Dr. Amy Hawn Nelson adjourned the board meeting at 5:05pm.

Respectfully submitted,

Marcellus Turner

CEO