



**Library Board of Trustees Meeting  
Monday, April 28<sup>th</sup>, 2025  
Library Administration Center  
4:00pm – 5:30pm**

| <b><u>Trustees Present In-person</u></b> | <b><u>Staff Present</u></b> | <b><u>Staff Present Contin.</u></b> | <b><u>Others Present</u></b> |
|--|-----------------------------|-------------------------------------|------------------------------|
| Ailen Arreaza                            | Tasha Bell                  | Angie Myers                         | Mark Kutny                   |
| Peggy Brookhouse                         | Michael Boger               | Chantez Neymoss                     |                              |
| Dr. Stacey Brown                         | Rachel Bradley              | John O'Connor                       |                              |
| Jon Buchan                               | David Dillard               | Tracy Pizzi                         |                              |
| Dr. Amy Hawn Nelson                      | Michael Engelbrecht         | Jessica Schauble                    |                              |
| Joe Helweg                               | Harold Escalante            | Teleia White                        |                              |
| Dr. Kimmerly Martin                      | Jenni Gaisbauer             | Martha Yesowitch                    |                              |
| Tracy Montross                           | Krystel Green               |                                     |                              |
| Preethi Srinivasan                       | Eric Hartman                |                                     |                              |
| Charles Thomas, Chair                    | Emery McTindal              |                                     |                              |
| Dr. Ricky Woods                          | Caitlin Moen                |                                     |                              |

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

**Absence with Cause**

Mr. Thomas noted that all Trustees were present, and it was not necessary to approve any absences with cause.

**Ratification of March 17<sup>th</sup> BOT Meeting Motions**

Mr. Thomas requested a motion to ratify the votes from the March 17<sup>th</sup> Board of Trustees meeting due to a lack of in-person quorum. On a motion by Ms. Ailen Arreaza and seconded by Ms. Tracy Montross, the Trustees unanimously approved the ratification of the March 17<sup>th</sup> meeting votes.

**Approval of Minutes**

Mr. Thomas requested a motion to approve the meeting minutes from March 17<sup>th</sup>. On a motion by Mr. Joe Helweg and seconded by Ms. Montross, the Trustees unanimously approved the minutes.

**Public Comment**

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

**Chair Update**

Mr. Thomas informed the Trustees of the following items:

- Mr. Thomas informed the Trustees that MT has resigned his position as CEO & Chief Librarian and his last day will be May 2<sup>nd</sup>. Mr. Thomas announced that Ms. Angie Myers will be the Interim CEO and thanked Ms. Myers and Ms. Krystel Green for their work on communicating the news to staff and the public. The Senior Leadership Team will maintain their work as normal and Library programming and initiatives will continue without interruption.

- Mr. Thomas and Dr. Amy Hawn Nelson attended the Library Town Hall virtual meeting earlier today, April 28<sup>th</sup>, and were able to speak to staff and help answer questions that came up regarding MT's departure and the plan for leadership and the Library moving forward.
- Mr. Thomas informed the Trustees that the requested reappointments for Ms. Tracy Montross, Mr. Jon Buchan, and Ms. Preethi Srinivasan as well as the one-year extension for Mr. Thomas will be brought forward for approval at the May 6<sup>th</sup> Board of County Commissioners' meeting.

## **Committee Reports**

### **Finance Committee**

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

- Ms. Myers informed the Trustees about the contract with Cherry Bekaert for the FY2025 audit.
  - 2<sup>nd</sup> Year with Cherry Bekaert. The Library was happy with the services received last year for the FY24 audit.
  - Cost - \$72,000, plus \$5,000 for any additional major programs audit

**Mr. Thomas requested a motion to approve the FY2025 audit contract. On a motion by Dr. Ricky Woods and seconded by Dr. Stacey Brown, the Trustees unanimously approved the FY2025 audit contract.**

### **FY2025 Budget Adjustments**

- \$1,250 – Internet Archive is hosting a workshop in May and has contributed funds for staff to travel and attend.
- \$19,193 – The Town of Mint Hill has approved an External Agency Grant for the Mint Hill branch to purchase new meeting room furniture.
- \$2,500 – Support from NC IDEA to host a Small Business & Entrepreneurship Resource Fair in May at the University City Regional Library.

| FY2025 Budget Adjustments              |                      |  |                                   |                                  |                                      |
|--|----------------------|--|-----------------------------------|----------------------------------|--------------------------------------|
| Budget Adjustment Number               | FY2025 or Multi-Year | Short Description                            | Budget Category                   | Revenue Budget Adjustment Amount | Expenditure Budget Adjustment Amount |
| 250401                                 | FY2025               | Internet Archive Workshop Support            | Revenue: Foundation Contributions | 1,250                            |                                      |
| 250401                                 | FY2025               | Internet Archive Workshop Support            | Expenditure: Library Collections  |                                  | 1,250                                |
| 250402                                 | FY2025               | Town of Mint Hill External Agency Grant      | Revenue: Other Contributions      | 19,193                           |                                      |
| 250402                                 | FY2025               | Town of Mint Hill External Agency Grant      | Expenditure: Facility Related     |                                  | 19,193                               |
| 250403                                 | FY2025               | NC IDEA Grant - Small Business Resource Fair | Revenue: Other Contributions      | 2,500                            |                                      |
| 250403                                 | FY2025               | NC IDEA Grant - Small Business Resource Fair | Expenditure: Programming          |                                  | 2,500                                |
| <b>Total FY2025 Budget Adjustments</b> |                      |  |                                   | <b>22,943</b>                    | <b>22,943</b>                        |
| <b>Grand Total Budget Adjustments</b>  |                      |  |                                   | <b>22,943</b>                    | <b>22,943</b>                        |

**Mr. Thomas requested a motion to approve the FY25 Budget Adjustments for the month of April 2025. On a motion by Ms. Srinivasan and seconded by Ms. Peggy Brookhouse, the Trustees unanimously approved the Budget Adjustments.**

### **FY2025 Q3 Financial Update**

- Projection data is based on 9 months (75% of the year) of activity.
- Internal revenue generation from Library sources continues to exceed budgeted projections:
  - Bank Interest: projected to collect 118% of \$425k budget
  - Print Management: projected to collect 117% of \$200k budget
  - Book Fees: projected to collect 166% of \$110k budget
  - Book Sales: projected to collect 114% of \$84k budget
  - Non-Resident Fees: projected to collect 108% of \$50k budget
  - Meeting Rooms: projected to collect 112% of \$22k budget
  - Proctoring: projected to collect 98% of \$4k budget
- County funded salaries and benefits are projected to be over budget by \$1.3M. Budget methodology adjustments were implemented in FY2023 to account for position vacancies that have historically resulted in unspent funds

throughout the County. Due to the Library's low vacancy rate, position costs are projected to be higher than budgeted. County Budget and Library will continue to monitor and reconcile at year-end for audit purposes.

- FY2025 audit activities will begin in the fourth quarter.

|   | FY 2025 - Current<br>Budget | FY 2025 - YTD<br>Actual Results @<br>3/31/2025 (Pd 9) | % Collected<br>or Spent | FY 2025 -<br>Projection | % Variance:<br>Projection vs.<br>Budget |
|---|-----------------------------|---|-------------------------|-------------------------|---|
| <b>Revenues</b>                         |                             |   |                         |                         |   |
| <b>Revenue</b>                          |                             |   |                         |                         |   |
| <b>Intergovernmental:</b>               |                             |   |                         |                         |   |
| Mecklenburg County                      | \$ 47,865,842               | \$ 36,087,961   | 75%                     | \$ 47,865,842           | 100%                                    |
| State of North Carolina                 | \$ 791,226                  | \$ 647,080  | 82%                     | \$ 791,226              | 100%                                    |
| ABC Board                               | \$ 930,883                  | \$ 465,442  | 50%                     | \$ 930,883              | 100%                                    |
| Federal                                 | \$ 1,424,786                | \$ 1,665,700  | 117%                    | \$ 1,641,225            | 115%                                    |
| City of Charlotte                       | \$ 2,500                    | \$ -  | 0%                      | \$ 2,500                | 100%                                    |
| <b>Total Intergovernmental Revenues</b> | <b>\$ 51,015,237</b>        | <b>\$ 38,866,183</b>                                  | <b>76%</b>              | <b>\$ 51,231,676</b>    | <b>100%</b>                             |
| Library Fees                            | \$ 488,400                  | \$ 460,237  | 94%                     | \$ 612,716              | 125%                                    |
| Foundation Contributions                | \$ 1,573,609                | \$ 153,644  | 10%                     | \$ 1,526,125            | 97%                                     |
| Other                                   | \$ 677,000                  | \$ 570,153  | 84%                     | \$ 813,432              | 120%                                    |
| Fund Balance & Reserves Appropriation*  | \$ (87,746)                 | \$ -  | 0%                      | \$ -                    | 0%                                      |
| <b>Total Revenues</b>                   | <b>\$ 53,666,500</b>        | <b>\$ 40,050,216</b>                                  | <b>75%</b>              | <b>\$ 54,183,948</b>    | <b>101%</b>                             |
| <b>Expenditures</b>                     |                             |   |                         |                         |   |
| <b>Current:</b>                         |                             |   |                         |                         |   |
| Salaries & Benefits                     | \$ 37,287,702               | \$ 27,255,500   | 73%                     | \$ 38,529,364           | 103%                                    |
| Library Collections                     | \$ 7,579,297                | \$ 5,616,486  | 74%                     | \$ 7,230,746            | 95%                                     |
| Facility Related                        | \$ 3,757,556                | \$ 2,918,072  | 78%                     | \$ 3,702,983            | 99%                                     |
| Programming                             | \$ 634,554                  | \$ 406,535  | 64%                     | \$ 624,887              | 98%                                     |
| Technology & Equipment                  | \$ 1,776,098                | \$ 1,473,005  | 83%                     | \$ 1,776,097            | 100%                                    |
| Professional Services                   | \$ 406,428                  | \$ 329,453  | 81%                     | \$ 417,676              | 103%                                    |
| Personnel Related Expenses              | \$ 383,378                  | \$ 231,376  | 60%                     | \$ 314,342              | 82%                                     |
| Misc. General Operating Expenses        | \$ 1,741,487                | \$ 762,431  | 44%                     | \$ 1,145,840            | 66%                                     |
| Interfund Transfer                      | \$ 100,000                  | \$ -  | 0%                      | \$ 100,000              | 100%                                    |
| <b>Total Expenses</b>                   | <b>\$ 53,666,500</b>        | <b>\$ 38,992,857</b>                                  | <b>73%</b>              | <b>\$ 53,841,936</b>    | <b>100%</b>                             |
| <b>Total</b>                            |                             |   |                         |                         |   |
| <b>(Revenue-Expenditures)</b>           | <b>\$ -</b>                 | <b>\$ 1,057,359</b>                                   |                         | <b>\$ 342,012</b>       |   |

\*Includes inter-fund transfer of ABC \$100k to CommonSpark Campaign.

## Real Estate Committee

Mr. David Dillard provided the following updates:

- The lease agreement for the Founders Hall uptown location needs to be extended.
  - It has taken longer than originally envisioned to complete the design and construction of the new Main Library. Renewing this lease will provide time to complete the construction and occupancy of new Main Library to the point that it is open to the public and allow CML to continue to provide holds and popular collection check out service to the uptown community. The lease renewal will be on the same terms and conditions as the current lease except the Landlord will have an option to terminate with 60 days' notice.
  - The lease will be extended through July 31, 2027.

**Mr. Thomas requested a motion to authorize the Interim CEO to execute a lease amendment to extend the term of the Founders Hall lease through July 31, 2027. On a motion by Ms. Montross and seconded by Mr. Jon Buchan, the Trustees unanimously approved the motion to authorize the Interim CEO to execute the lease amendment for Founders Hall.**

- Mr. Dillard and the Trustees discussed the current parking issues at ImaginOn. There have been problems with the parking validation machine not working properly and causing staff and patrons to be stuck in the parking garage for long periods of time.
- Mr. Dillard plans to speak with Preferred Parking this evening, April 28<sup>th</sup>, to review the current problems and quickly find a solution so ImaginOn patrons and special event attendees are not experiencing parking issues.
- Ms. Myers, Mr. Dillard, and Ms. Garrette Smith will be meeting this week to discuss how to prevent any more problems with the gates and validation machines.

#### **New Main Library Update**

Ms. Jenni Gaisbauer provided the following updates:

- Hard Hat Tours
  - GOAL: To help take the CommonSpark campaign over the finish line
  - Begins Thursday, June 12 and will occur every other Thurs. at 1 pm
  - Ben McBain from Rodgers will lead all tours with the Foundation team
  - Library leaders invited when necessary
  - Maximum of 8 people per tour
  - Starts at Rodgers office on 7<sup>th</sup> St.
  - All participants must sign a waiver and wear protective gear
  - Tour will include the testing site, Spirit Square and new Main Library
  - Run of show and talking points for tour will be provided
  - Prospects receive brochure and follow-up virtual tour plus photo op experience as part of tour

#### **Closed Session (Board Only)**

At 4:47pm Mr. Thomas requested a motion to enter a closed session pursuant to NCGS § 143-318.11(a)(5) to establish the amount of compensation and other material terms of an employment contract or proposed employment contract.

**On a motion by Mr. Helweg and seconded by Dr. Hawn Nelson, the Trustees approved the motion to enter closed session.**

After some Board discussion, Mr. Thomas adjourned the board meeting at 5:45pm.

Respectfully submitted,  
 Angie Myers  
 Interim CEO