

CHARLOTTE MECKLENBURG
LIBRARY

Library Board of Trustees Meeting
Monday, January 27, 2025
Library Administration Center
510 Stitt Road, Charlotte, NC 28213
4:00pm – 7:00pm

Trustees Present In-Person

Ailen Arreaza
Peggy Brookhouse
Dr. Stacey Brown
Jon Buchan
Dr. Amy Hawn Nelson
Joe Helweg
Dr. Kimmerly Martin
Tracy Montross (as of 4:14pm)
Preethi Srinivasan
Charles Thomas, Chair
Dr. Ricky Woods

Staff Present

Tasha Bell
Michael Boger
Rachel Bradley
David Dillard
Michael Engelbrecht
Jenni Gaisbauer
Krystel Green
Eric Hartman
Pamela McCarter

Staff Present Cont.

Angie Myers
Chantez Neymoss
John O'Connor
Emery Ortiz
Marcellus Turner

Others Present

Mark Kutny
Lisette Nimmons
LaShaun Carter

Trustees Present Virtually

Tracy Montross

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

Absence with Cause

Mr. Thomas requested a motion to approve absence with cause for Dr. Amy Hawn Nelson. On a motion by Mr. Joe Helweg and seconded by Dr. Stacey Brown, the Trustees unanimously approved the absence with cause.

Nine Trustees voted in-person, and one Trustee voted virtually.

Dr. Hawn Nelson arrived at 4:05pm

Approval of Minutes

Ms. Preethi Srinivasan requested the December 16th meeting minutes be corrected to reflect that Ms. Angie Myers provided the Finance Committee Update since she was absent.

Mr. Thomas requested a motion to approve the minutes from December 16th as corrected On a motion by Mr. Helweg and Dr. Ricky Woods, the Trustees unanimously approved the minutes as corrected.

Ten Trustees voted in-person, and one Trustee voted virtually.

Ms. Tracy Montross arrived in-person at 4:14pm

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 thanked Ms. Krystel Green and her team from the Marketing and Communications department for the speaking points for the Board of County Commissioner's January meeting and 1st Budget Public Hearing FY2026 held on January 22nd. The speakers were able to highlight their personal connection with libraries as well as the importance of staffing and collections for the Library.
- Mr. Thomas recognized Mr. Jon Buchan for his recent retirement and acknowledged the article that was written by Taylor Batten in The Charlotte Observer discussing Mr. Buchan's dedication to fighting for people's 1st amendment rights and freedom of expression.

Committee Reports

Finance Committee

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

FY2025 Q2 Financial Update

- Projection data is based on 6 months (50% of the year) of activity.
 - Internal revenue generation from Library sources continues to exceed budgeted projections:
 - Bank Interest: projected to collect 131% of \$425k budget
 - Print Management: projected to collect 111% of \$200k budget
 - Book Fees: projected to collect 156% of \$110k budget
 - Book Sales: projected to collect 112% of \$84k budget
 - Non-Resident Fees: projected to collect 99% of \$50k budget
 - Meeting Rooms: projected to collect 110% of \$22k budget
 - Proctoring: projected to collect 112% of \$4k budget
- County funded salaries and benefits are projected to be over budget by \$850k. 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.
- Final ARPA expenses and obligations have been recorded and grant closeout is underway with the Library fully spending the \$2,917,635 total grant budget. \$153,191 in remaining obligations will be paid in spring 2025 as items and services are received.

	FY 2025 - Current Budget	FY 2025 - YTD Actual Results @ 12/31/2024 (Pd 6)	% Collected or Spent	FY 2025 - Projection	% Variance: Projection vs. Budget
Revenues					
Revenue					
Intergovernmental:					
Mecklenburg County	\$ 47,865,842	\$ 24,391,974	51%	\$ 47,865,842	100%
State of North Carolina	\$ 791,226	\$ 396,695	50%	\$ 791,226	100%
ABC Board	\$ 930,883	\$ 232,721	25%	\$ 930,883	100%
Federal	\$ 1,424,786	\$ 825,224	58%	\$ 1,424,786	100%
City of Charlotte	\$ 2,500	\$ -	0%	\$ 2,500	100%
Total Intergovernmental Revenues	\$ 51,015,237	\$ 25,846,614	51%	\$ 51,015,237	100%
Library Fees	\$ 487,000	\$ 288,004	59%	\$ 583,008	120%
Foundation Contributions	\$ 1,571,183	\$ -	0%	\$ 1,532,023	98%
Other	\$ 677,000	\$ 346,264	51%	\$ 829,878	123%
Fund Balance & Reserves Appropriation*	\$ (87,746)	\$ -	0%	\$ -	0%
Total Revenues	\$ 53,662,674	\$ 26,480,883	49%	\$ 53,960,146	101%
Expenditures					
Current:					
Salaries & Benefits	\$ 37,451,708	\$ 18,372,260	49%	\$ 38,099,553	102%
Library Collections	\$ 7,239,226	\$ 3,745,428	52%	\$ 7,578,519	105%
Facility Related	\$ 3,781,556	\$ 2,124,704	56%	\$ 3,721,403	98%
Programming	\$ 633,583	\$ 289,867	46%	\$ 592,131	93%
Technology & Equipment	\$ 1,784,897	\$ 1,111,172	62%	\$ 1,732,400	97%
Professional Services	\$ 516,852	\$ 258,686	50%	\$ 401,124	78%
Personnel Related Expenses	\$ 386,600	\$ 150,646	39%	\$ 368,388	95%
Misc. General Operating Expenses	\$ 1,768,252	\$ 544,616	31%	\$ 1,214,651	69%
Interfund Transfer	\$ 100,000	\$ -	0%	\$ 100,000	100%
Total Expenses	\$ 53,662,674	\$ 26,597,378	50%	\$ 53,808,170	100%
Total					
(Revenue-Expenditures)	\$ -	\$ (116,495)		\$ 151,976	

*Includes inter-fund transfer of ABC \$100k to Community Camp.

FY2025 Budget Adjustments

- \$1,400 – Funding provided by the Charlotte Journalism Collaborative for one Library staff to attend the Knight Media Forum.

Budget Transfer

- \$338,616 – Budget transfer for final ARPA reconciliation to align budget with actual spending. With County approval, the Library spent more than anticipated for ARPA collections using savings from various budget line items.

FY2025 Budget Adjustments					
Budget Adjustment Number	FY2025 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
250101	FY2025	Charlotte Journalism Collaborative/Knight Media Forum Support	Revenue: Other Contributions	1,400	
250101	FY2025	Charlotte Journalism Collaborative/Knight Media Forum Support	Expenditure: Personnel Related		1,400
		Total FY2025 Budget Adjustments		1,400	1,400
Budget Transfers					
Budget Transfer Number	FY2025 or Multi-Year	Short Description	Budget Category	Budget Transfer Impact - Revenue	Budget Transfer Impact: Expenditure
250102	FY2025	ARPA Reconciliation	Expenditure: Library Collections		337,645
250102	FY2025	ARPA Reconciliation	Expenditure: Programming		971
250102	FY2025	ARPA Reconciliation	Expenditure: Salaries & Benefits		(164,006)
250102	FY2025	ARPA Reconciliation	Expenditure: Professional Fees		(110,424)
250102	FY2025	ARPA Reconciliation	Expenditure: Misc. General Operating		(26,765)
250102	FY2025	ARPA Reconciliation	Expenditure: Facility Related		(24,000)
250102	FY2025	ARPA Reconciliation	Expenditure: Technology & Equipment		(8,799)
250102	FY2025	ARPA Reconciliation	Expenditure: Personnel Related		(4,622)
		Total FY2025 Budget Transfers		-	-
Grand Total Budget Adjustments				1,400	1,400

Mr. Thomas requested a motion to approve the FY25 Budget Adjustments for the month of January 2025. On a motion by Dr. Hawn Nelson and seconded by Mr. Helweg, the Trustees unanimously approved the Budget Adjustments.

Eleven Trustees voted in-person.

Program of Service Committee Update

Dr. Stacey Brown provided the following updates:

- The committee met on January 9th to revisit goals for the committee and to confirm details for the second Lunch & Learn session.
- The committee hosted the second Lunch & Learn session at ImaginOn: The Joe & Joan Martin Center on January 14th from 12:00pm – 1:00pm. Trustees were able to have lunch and learn about Library programming from staff members from South Boulevard Library, Mountain Island Library, and University City Regional Library. Dr. Brown recognized the presenters for their great work and dedication to the programs they lead and the community they serve. The presentation was recorded and will be sent out to all Trustees at a later date. The committee is currently working to plan additional Lunch & Learn events in March and April.
- Dr. Brown informed the Trustees that the committee has been discussing asking Trustees to attend at least four Library events or activities a year. After reviewing the Board of Trustees' bylaws and speaking with Mr. Thomas, this request falls within the requirements for the Board. Trustees will work to attend at least four Library events each year and then have a chance to share their experience with the full Board at a future board meeting.

Governance Committee Update

Ms. Tracy Montross provided the following updates:

- Ms. Montross presented an ex officio policy to the Trustees. This policy is meant to help with recruitment of future Trustees by helping identify people in the community who are willing to serve in an ex officio capacity on various board committees. These ex officio members would gain experience working with the Trustees and could apply through the County to officially join the Library Board when vacancies arise.

- The Trustees reviewed the policy presented and discussed how to define the role of ex officio members. This policy is meant to help ex officio members understand their contributions to the committee they are on while clearly explaining that they cannot cast a vote since they are not official Trustees of the board.
- The Trustees discussed editing the policy to take out the portion that states that ex officio committee members are not to exceed 25% of the total committee membership. The Trustees suggested updating the language to state that where there are concerns of interest or undue influence regarding ex officio members, the Board of Trustees has the ability to restrict the number of ex officio members on a committee. This updated language will appear under public expectations and limitations of ex officio members in the policy.
- The Trustees discussed editing the policy to clarify that potential ex officio committee members can be recommended by a committee chair, but the Board Chair will bring the final committee selections to the full board for awareness.

Mr. Thomas requested a motion to approve the ex officio policy with changes as discussed. On a motion by Dr. Hawn Nelson and seconded by Ms. Ailen Arreaza, the Trustees unanimously approved the ex officio policy with changes.

Eleven Trustees voted in-person.

- Ms. Montross reminded the Trustees that three Trustees have terms that expire in 2025, Mr. Thomas, Mr. Buchan and Ms. Montross. Both Mr. Buchan and Ms. Montross are eligible for a second term and will follow the process to request reappointment in June. Mr. Thomas is currently serving his second full term. Ms. Montross also reviewed the expiring terms for Trustees coming up over the next few years.

Staffing Needs/FY26 Budget Presentation Review

MT, Ms. Caitlin Moen, and Ms. Angie Myers provided a review of the staffing needs and FY26 budget presentation that will be presented to the Board of County Commissioners on February 11th.

- MT reminded the Trustees that the Board of County Commissioners requested that the Library present at their upcoming budget retreat, but due to the number of topics at the retreat, the Library was asked to present instead at the February 11th BoCC Budget/Public Policy workshop from 2:30pm – 4:30pm.
- Ms. Moen and Ms. Myers worked to develop the presentation from the one presented to the Trustees at their August 2nd board retreat. Ms. Moen and Ms. Myers reviewed their plan for the presentation and presented some of the updated slides regarding collections and staffing along with necessary data to the Trustees.
- The Trustees and staff discussed the most effective way to arrange the presentation and what data is crucial to show the Board of County Commissioners to reflect the importance of the Library and its current and future needs.
- Ms. Moen and Ms. Myers will utilize the Trustees' suggestions and work on revising the presentation for the dry run with the County's Executive Team on February 5th prior to the official presentation to the Board of County Commissioners on February 11th.

Strategic Direction Update

Due to meeting time restrictions, the Strategic Direction update was cut and will be presented at a future board meeting.

Rebranding Update

- Ms. Krystal Green Provided the following update on the rebranding RFP process for the Library.
- The selection committee heard presentations from the four finalists on December 10th.
- After reviewing each presentation, the committee voted to sign a contract with Mode.
- Mode is a rebranding firm and well known in the Charlotte area. They have done local work in South End as well as global work for Wendy's.
- Ms. Green thanked Ms. Peggy Brookhouse for her participation and valuable insight on the selection committee.
- Ms. Brookhouse stated that the response the Library received on the RFP was great given the budget and all four finalists were passionate about the Library. Ms. Brookhouse reiterated that Mode is well-respected in the region, and she is confident about the work they will do for the Library.

Impact Report

Ms. Krystel Green announced the completion of the FY2024 Charlotte Mecklenburg Library Impact Report.

- Ms. Green sent the Trustees a digital copy of the Impact Report last week.
- The 2024 Impact Report is posted on the Library's website for the public to view and there are hard copies available if Trustees would like to have some on hand to give out when needed.
- Hard copies will be sent to the Board of County Commissioners and City Council with a letter from MT.
- Ms. Green discussed how the 2024 Impact Report will be disseminated to the media

CEO Report

Due to meeting time restrictions, the CEO Report was cut, and any updates will be emailed to the Trustees.

Library Director Update

- Ms. Moen provided the following updates to the Trustees.
- PuppetPalooza will be held on Saturday, February 1st at ImaginOn. This is a public festival done in partnership with the Library and the Children's Theatre of Charlotte along with various puppetry troops. The event is funded through the Library Foundation's Flight Fund and is in its second year.
- A ribbon cutting ceremony for MoLi's new wrap will be held on Wednesday, February 5th at 3:00pm at First Baptist Church West. Trustees are encouraged to attend if their schedule allows.
- The ribbon cutting ceremony for the new University City Regional Library will be held on Friday, February 7th at 10:00am and the official grand opening of the new location will be the next day, Saturday, February 8th.
- The New Main Library Topping Out Celebration is scheduled for Wednesday, February 12th at 11:00am.
- Ms. Moen invited the Trustees to attend Parasols & Petticoats: A Conversation with Julia Quinn event on Saturday, February 15th at 11:00am.
- The Trustees were provided with a copy of *Portrait of a Thief* by Grace D. Li, this year's Community Read title, and invited to attend the signature event on Wednesday, March 12th at the Mint Museum's Randolph location at 5:30pm.

Foundation Update

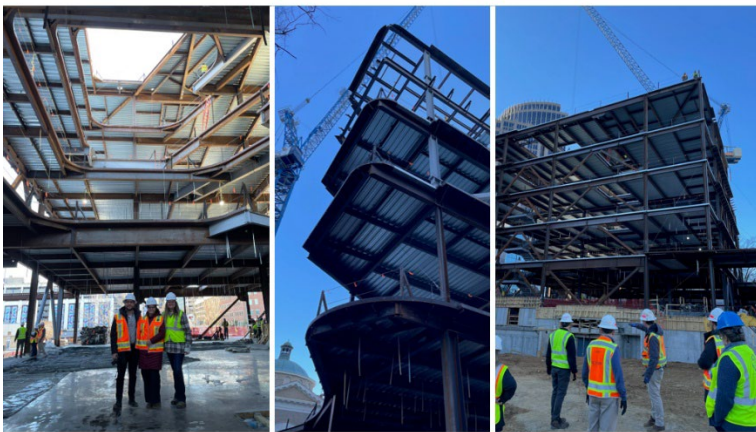
Ms. Jenni Gaisbauer provided the following updates:

- Ms. Gaisbauer informed the Trustees that the Foundation just received confirmation of a \$1 million dollar gift from Senator Joyce Waddell. The 5th floor event space at the New Main Library will be named in her honor. It will be called the Joyce Davis Waddell Event Space.
- Ms. Gaisbauer informed the Trustees about the latest numbers for the CommonSpark Campaign for New Main Library as of January 16th.

- \$11 million dollars left to raise.

	New Main Library Building	Support Service Center	Technology, Programs & Innovation	Endowment	Annual Support	Total
County Investment	\$72,330,000	\$15,000,000				\$ 87,330,000
Private Investment	\$65,000,000		\$7,000,000	\$1,000,000	\$5,000,000	\$ 78,000,000
Total	\$137,330,000	\$15,000,000	\$7,000,000	\$1,000,000	\$5,000,000	\$165,330,000
Raised to Date	\$126,300,085 92%	\$15,000,000 100%	\$3,239,259 46%	\$1,291,054 129%	\$10,452,510 209%	\$156,282,907 95%

- Additional funding support will be needed for opening events, technology and collections.
- The Foundation is working to get a new State legislative bill for \$5million sponsored for this budget cycle.
- Beginning in Spring, hard-hat tours will be offered for prospective donors and donors who have potential to give a second gift.



- The final component of the campaign will be to fill the shelves of New Main Library. The approximate cost to complete this is \$1 million dollars.
- The Foundation continues to host donor events to raise money for the CommonSpark Campaign.

State of Libraries Under New Administration

MT introduced Ms. Lisette Nimmons, the County's Intergovernmental Affairs Manager, and Mr. LaShaun Carter, the County's Chief Equity and Inclusion Officer, and thanked them for attending the meeting to help facilitate a discussion regarding the state of Libraries under the new presidential administration. The Trustees, along with MT, Ms. Nimmons, Mr. Carter, Ms. Moen, and Ms. Tasha Bell, discussed the challenges that the Library and community at large could face following the recent orders and changes coming from the new administration.

The discussion included:

- Board involvement in addressing any challenges
- The Advocacy Committee's role during this time
- Staff's role in national discussions
- Potential day-to-day concerns.
- North Carolina legislation

After some Board discussion, Mr. Thomas adjourned the board meeting at 7:17pm.

Respectfully submitted,
Marcellus Turner
CEO