



**Library Board of Trustees Meeting
Monday, March 17, 2025
Allegra Westbrooks Regional Library
4:00pm – 5:30pm**

Trustees Present Virtually

Dr. Stacey Brown
Jon Buchan
Dr. Amy Hawn Nelson
Joe Helweg
Dr. Kimmerly Martin
Preethi Srinivasan

Trustees Present In-Person

Ailen Arreaza
Tracy Montross
Charles Thomas, Chair

Trustees Absent

Peggy Brookhouse
Dr. Ricky Woods

Staff Present

Tasha Bell
Rachel Bradley
David Dillard
Michael Engelbrecht
Jenni Gaisbauer
Timothy Gibson
Krystal Green
Eric Hartman
Saul Hernandez
Les Hutchens
Emery McTindal
Caitlin Moen
Angie Myers
John O'Connor
Marcellus Turner

Others Present

Mark Kutny

Board Chair, 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 Ms. Peggy Brookhouse, Ms. Preethi Srinivasan, and Dr. Ricky Woods. On a motion by Ms. Ailen Arreaza and seconded by Ms. Tracy Montross, the Trustees unanimously approved the absence with cause.

Three Trustees voted in-person and five voted virtually. Three Trustees were absent.
Ms. Srinivasan joined the meeting virtually at 4:40pm

Approval of Minutes

Mr. Thomas requested a motion to approve the minutes from February 24th. On a motion by Ms. Arreaza and seconded by Ms. Montross, the Trustees unanimously approved the minutes.

Three Trustees voted in-person and five voted virtually. Three Trustees were absent.

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 briefly recapped his trip to Washington D.C. with Ms. Montross, Dr. Amy Hawn Nelson, and Ms. Caitlin Moen for Voices for Libraries. The group spent March 5th & 6th meeting with legislators about the importance of libraries and advocating for support. Mr. Thomas felt the trip was very educational and was grateful for the opportunity to advocate for libraries.
- Mr. Thomas informed the Trustees that Dr. Hawn Nelson emailed a letter approved by the Governance Committee to Board of County Commissioners Chairman Mark Jerrell requesting the reappointments of Ms. Montross, Mr. Jon Buchan, and Ms. Srinivasan and requesting a one-year extension for Mr. Thomas.
- Mr. Thomas reminded the Trustees of the Islamophobia training scheduled for March 24th at the UNC Charlotte Dubois Center. This training is part of the Library's commitment to understanding all members of the Mecklenburg County community and the challenges they face. Staff members from the County and City will be in attendance and are joining members of the Library Board, Foundation Board, and Library leadership for the training.
- Mr. Thomas informed the Trustees that MT will be speaking at the Sarah Stevenson Tuesday Forum on Tuesday, April 8th. The discussion will provide an overview of what the Library offers and information about the new main library.
- The Trustees will be receiving name tags. Ms. Rachel Bradley will be sending out an email to confirm preferred names.

Committee Reports

Finance Committee

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

HR Policy Amendment: Prohibition on Pornography

Purpose & Scope

- To comply with the requirements of N.C.G.S. § 143-805, the Library prohibits the viewing of pornography by employees on County/Library networks and prohibits the viewing of pornography by employees, elected officials and appointees on devices owned, leased, maintained, or otherwise controlled by the County/Library.

Definitions

1. Device. - Any cellular phone, desktop or laptop computer, or other electronic equipment capable of connecting to a network. N.C.G.S. § 143-805 (g)(1).
2. Material. - Pictures, drawings, video recordings, films or other visual or physical depictions or representations, including digital or computer-generated visual depictions or representations created, adapted, or modified by technological means, such as algorithms or artificial intelligence, but not material consisting entirely of written words. N.C.G.S. § 143-805 (g)(2); N.C.G.S. §14-190.13(2) (emphasis added).
3. Network. - Any of the following, whether through owning, leasing, maintaining, or otherwise controlling:
 - a. The interconnection of communication systems with a computer through remote or local terminals, or a complex
 - b. consisting of two or more interconnected computers or telephone switching equipment.
 - c. Internet service.
 - d. Internet access. N.C.G.S. § 143-805 (g)(3).
4. Pornography. - Any material depicting sexual activity. N.C.G.S. § 143-805 (g)(4).
5. Sexual activity. - Any of the following acts:
 - a. Masturbation, whether done alone or with another human or an animal.
 - b. Vaginal, anal, or oral intercourse, whether done with another human or with an animal.

- c. Touching, in an act of apparent sexual stimulation or sexual abuse, of the clothed or unclothed genitals, pubic area, or buttocks of another person or the clothed or unclothed breasts of a human female.
- d. An act or condition that depicts torture, physical restraint by being fettered or bound, or flagellation of or by a nude person or a person clad in undergarments or in revealing or bizarre costume.
- e. Excretory functions.
- f. The insertion of any part of a person's body, other than the male sexual organ, or of any object into another person's anus or vagina, except when done as part of a recognized medical procedure.
- g. The lascivious exhibition of the genitals or pubic area of any person. N.C.G.S. § 143-805 (g)(6); N.C.G.S. §14-190.13(5).

Policy

1. Prohibition:

The Library prohibits the viewing of pornography by employees on County/Library networks and prohibits the viewing of pornography by employees, elected officials and appointees on devices owned, leased, maintained, or otherwise controlled by the County/Library. This policy shall not apply to employees, elected officials, or appointees who is engaged in any of the following activities in the course of that person's official duties:

- a. Investigating or prosecuting crimes, offering or participating in law enforcement training, or performing actions related to other law enforcement purposes.
- b. Identifying potential security or cybersecurity threats.
- c. Protecting human life.
- d. Establishing, testing, and maintaining firewalls, protocols, and otherwise implementing this N.C.G.S. § 143-805.
- e. Participating in judicial or quasi-judicial proceedings.
- f. Conducting or participating in an externally funded research project at one of the constituent institutions of The University of North Carolina.
- g. Researching issues related to the drafting or analysis of the laws of this State as necessary to fulfill the requirements of the employee's official duties.

It will not be deemed a violation of this policy for Library employees, elected officials, or appointees to in the course of their official duties for the Library engage in activities such as selecting and purchasing materials, answering questions, or similar job-related functions, unless otherwise prohibited by the requirements of N.C.G.S. § 143-805.

- 2. **Annual Reporting:** Annually, no later than August 1 and in the format required by the State Chief Information Officer, the Library shall report information to the State Chief Information Officer on the number of incidences of unauthorized viewing or attempted viewing of pornography on the County/Library network; whether the unauthorized viewing was by an employee, elected official, or appointee; and whether any of the unauthorized viewing was on a device owned, leased, maintained, or otherwise controlled by the County/Library.
- 3. **Removal:** Any employee with pornography saved to a device owned, leased, maintained, or otherwise controlled by the County/Library shall remove, delete, or uninstall the pornography immediately.

Procedure

Disciplinary action for employees who are found to be in violation of this policy shall be governed by the Library's Corrective Action policy

References

N.C.G.S. § 143-805
 N.C.G.S. § 14-190.13
 Library Corrective Action Policy.

Mr. Thomas requested a motion to approve the. On a motion by Ms. Montross and seconded by Ms. Arreaza, the Trustees unanimously approved the HR Policy update.

Three Trustees voted in-person and five voted virtually. Three Trustees were absent.

FY2025 Budget Adjustments

- \$2,426 – Additional collections funding via gifts received in honor of the new University City Branch opening.

Multi-Year Budget Adjustments

- \$5,000 – NTEN's Digital Inclusion Fellowship has selected a CML employee to receive funding for a project that will enhance digital literacy.
- \$10,500 – Funding provided by Students Offering Smiles for the Davidson Branch to purchase wall-mounted children's sensory toys.
- \$3,885 – Gifts received in memory of Rose Zukiewicz (former Library volunteer) that will be used to refresh the adult reading area at North County.
- \$2,457 – Staff Org reconciliation for year-to-date revenue received.

FY2025 Budget Adjustments					
Budget Adjustment Number	FY2025 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
250201	FY2025	Collections Gift (University City Opening)	Revenue: Foundation Contributions	2,426	
250201	FY2025	Collections Gift (University City Opening)	Expenditure: Library Collections		2,426
			Total FY2025 Budget Adjustments	2,426	2,426
Multi-Year Budget Adjustments					
Budget Adjustment Number	FY2025 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
250202	Multi-Year	NTEN Fellowship	Revenue: Other Contributions	5,000	
250202	Multi-Year	NTEN Fellowship	Expenditure: Programming		5,000
250203	Multi-Year	Davidson Branch Gift	Revenue: Foundation Contributions	10,500	
250203	Multi-Year	Davidson Branch Gift	Expenditure: Misc. General Operating		10,500
250204	Multi-Year	North County (In Memory of Rose Zukiewicz)	Revenue: Foundation Contributions	3,885	
250204	Multi-Year	North County (In Memory of Rose Zukiewicz)	Expenditure: Misc. General Operating		3,885
250205	Multi-Year	Staff Org	Revenue: Other Contributions	2,457	
250205	Multi-Year	Staff Org	Expenditure: Misc. General Operating		2,457
			Total Multi-Year Budget Adjustments	21,842	21,842
			Grand Total Budget Adjustments	24,268	24,268

Mr. Thomas requested a motion to approve the FY25 Budget Adjustments for the month of March 2025. On a motion by Ms. Montross and seconded by Ms. Arreaza, the Trustees unanimously approved the Budget Adjustments.

Three Trustees voted in-person and five voted virtually. Three Trustees were absent.

Advocacy Update

Ms. Tracy Montross and Ms. Caitlin Moen provided the following updates

- Ms. Moen explained that Mr. Thomas, Ms. Montross, Dr. Hawn Nelson, and herself attended the two-day Voices for Libraries event in Washington, D.C. on March 5th & 6th. The event was sponsored by COSLA, Chief Officers of State Library Agencies. The first day was spent preparing to meet with legislators. Ms. Moen stated that it was beneficial to learn from people who do advocacy and lobbying for their career and helpful for those in advocacy and lobbying to learn about the work of libraries. Ms.
- Ms. Moen and Mr. Thomas were the two from Charlotte Mecklenburg Library to visit congressional offices. The pair visited three districts, met with staffers, and talked through the different talking points that were provided. They also left behind a one-page handout that spoke to the impact of federal funding on libraries. Funding for the Institute of Museum and Library Services and funding for broadband were the two main topics of the meetings.
- Ms. Moen and Mr. Thomas also stopped by Congresswoman Alma Adams' office and were able to speak with her to address some outstanding issues and clear up some miscommunication. Overall, it was a productive and positive visit.
- Ms. Montross discussed the many library organizations across the state and the country. She explained that she had conversations at the event that focused on how to properly leverage these resources and how to better navigate the specific interests of each organization. Overall, there were many productive conversations at the event, and it helped to foster and strengthen relationships between libraries and organizations.
- Ms. Montross is also working on setting up a meeting with North Carolina's Chief Deputy Secretary Maggie Thompson to talk about how Charlotte Mecklenburg Library can assist in bringing all the library organizations in North Carolina together around a common agenda with the State legislature present.

- Ms. Moen informed the Trustees about the executive order that was released recently that is requiring the Institute of Museum and Library Services to reduce operations to the bare minimum. Currently, the agency has been given a week to produce a proposal and plan to move forward. This information has been provided to Library staff. The Library does not receive direct funding from the federal government through IMLS, however there are Library staff that participate in the IMLS Leadership Institute. IMLS also provides digital resources that the Library utilizes, like LibCal, our room booking system, and Libguides which is used to curate material on different topics. IMLS provides funding for LSTA (Library Services Technology Act) grants. The Library has used these grants before to fund initiatives like the staffing study and the RFID tagging in the system.

Strategic Plan Update

- Ms. Emery McTindal provided the Trustees with a draft of the public document for the strategic plan. This document includes the high-level areas of focus and the objectives under each area. It will not contain the strategies since those are specific to the work of the staff and will be disseminated internally. The document will be printed and sent out to City and County officials, as well as other stakeholders. It will also be distributed digitally and placed on the strategic direction webpage.
- The public document will be presented to staff at the next Town Hall and leadership will be talking to staff about a strategic direction roadmap internal document that will be created later in the process.



Program of Service Committee

Dr. Stacey Brown provided the following updates:

- Dr. Brown expressed her gratitude to Library staff and committee members for helping create and implement three Lunch & Learn sessions: December 3rd, January 14th, and March 11th. Two of the sessions were recorded and are available to view for any Trustees who could not be present in-person or virtually. These programs allowed Trustees to learn more about Library programming, both from the education team as well as front-line staff who are implementing programs every day at the branches.
- The committee is sending out a short survey to Trustees to gather feedback about the Lunch & Learn sessions and are hoping to find a time for the next sessions that will work for more Trustees to attend.

Identiversity Update

Ms. Tasha Bell provided the following updates.

- Ms. Bell and Ms. Annie Eastwood have been working to bring the Identiversity training program to staff and Trustees. The specific training being offered is called Spectrum Identities and is an online course that provides foundational learning surrounding the basics of gender identity, sexual identity, gender expression, and biological

sex which are the four building blocks of LGBTQ+. This training will also help staff distinguish between fact and fiction relating to these building blocks. The course is learn at your own pace however, there is a live talk back session offered on April 24th. Ms. Bell explained the importance of having these types of trainings because as a public institution, it is imperative that staff and leadership have the skills to support all the people that come into the branches and who work for the organization.

- Ms. Bell has worked with the staff at Identiversity to provide the Trustees with access to this training course. Trustees are not able to utilize MeckTalent, which is where staff are able to take the course. Ms. Bell will send an email out to all Trustees with instructions on how to log in and complete the course. Access will be available for a full year.

CEO Report

MT provided the following updates to the Trustees.

- MT informed the Trustees that he was in Tempe, Arizona on March 13th and 14th at a convening on the future of libraries. This convening was planned by the Institute of Museum and Library Services and had attendees from across the country. MT explained that the IMLS staff were at the convening when the news released the information regarding the reduction of the IMLS agency. There are three of these sessions scheduled to take place, the first one being in Tempe, Arizona. The conversation was productive, but with the release of the executive order, MT stated he was unsure if the other two convenings will still be held later in the year.
- MT reminded the Trustees that the Employee Climate Survey will be coming out on April 23rd. This is a countywide survey, but the Library has a few organization specific questions that are included.
- The 2024 Library Service Awards will be held on Wednesday, March 19th at 1:00pm at the Library Administration Center. MT encouraged all Trustees that are available to attend and help recognize staff members' years of service to the organization.
- The State of the County presentation will be held this Wednesday, March 19th from 10:00am – 11:00am. This will be both virtual and in-person. MT encouraged Trustees to attend or listen in virtually.
- MT informed the Trustees that he has been reaching out to various library and local organizations to check in on how they are approaching the executive orders and how they might be affected by any cuts to federal funding.

Library Director Update

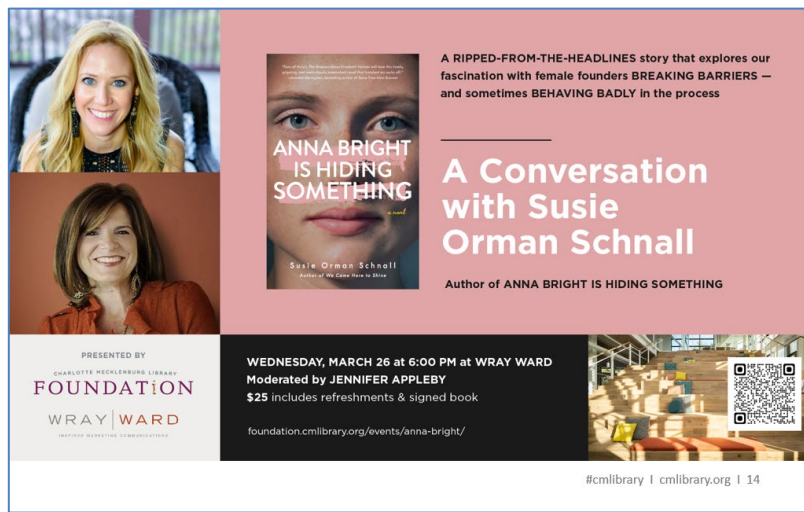
Ms. Caitlin Moen provided the following updates to the Trustees.

- Ms. Moen thanked the Trustees who attended the Community Read *Portrait of a Thief* event on March 12th at the Mint Museum's Randolph location. The evening was filled with a lot of learning, fun, and excitement. She also encouraged the Trustees to participate in other Community Read events happening at various library branches across the system during the month of March.
- Ms. Moen recognized Ms. Meryle Leonard, Assistant Director of Outreach, who will be retiring on April 10th. This year's Community Read initiative will be her final one. She is also being recognized for her 30 years of service to the Library.

Foundation Update

Ms. Jenni Gaisbauer provided the following updates:

- Ms. Gaisbauer informed the Trustees that the Foundation has an event coming up on March 26th. Foundation Board member, Jennifer Appleby is hosting and will be facilitating a conversation with Susie Orman Schnall about her new book, *Anna Bright is Hiding Something*. Ms. Gaisbauer invited the Trustees to attend if they are available.



- Ms. Gaisbauer reminded the Trustees that Library Giving Day is April 1st. This is a national day of giving that started about 7 years ago. The Foundation typically raises between \$28,000 - \$30,000. Foundation Board member, Stephanie Alger, is raising \$65,000 in memory of her mother's 65th birthday. She will be taking a portion of the \$65,000 and providing it as a match for funds raised on Library Giving Day.



- The Library Foundation's Carnegie Circle event, An Evening with Ann Patchett and Kevin Wilson, will be held on April 8th at 7:00pm at the Carolina Theatre at Belk Place. As of March 17th, the event is sold out.
- Ms. Gaisbauer will be starting hard hat tours of the new main library beginning on April 21st. These tours are to help raise money for the main library campaign.
- Ms. Gaisbauer informed the Trustees that the \$850,000 federal grant that was approved in 2024 with the help of Congresswoman Alma Adams and Congressman Jeff Jackson is still approved and there are no issues with the grant. It has been moved under the Housing and Urban Development department at the state level. This grant will be wrapping up soon.

After some Board discussion, Mr. Thomas adjourned the board meeting at 5:17pm.

Respectfully submitted,
 Marcellus Turner
 CEO