



**Library Board of Trustees Meeting  
Monday, February 24, 2025  
Virtual Zoom Meeting  
4:00pm – 5:30pm**

**Trustees Present Virtually**

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

**Trustees Absent**

Joe Helweg  
Dr. Ricky Woods

**Staff Present**

Tasha Bell  
Rachel Bradley  
David Dillard  
Michael Engelbrecht  
Harold Escalante  
Jenni Gaisbauer  
Krystel Green  
Eric Hartman  
Les Hutchens  
Emery McTindal  
Angie Myers  
Chantez Neymoss  
John O'Connor  
Marcellus Turner

**Others Present**

Mark Kutny  
Helen Hope Kimbrough

\*The Library Board of Trustees was unable to confirm a quorum for an in-person meeting this month. Due to the lack of a quorum, the meeting was moved to virtual. Since the meeting is virtual no motions were presented, and no votes were cast in compliance with NCGS § 153A-43(a).

Vice Chair, Dr. Amy Hawn Nelson welcomed everyone to the Board meeting at 4:00pm. Board Chair, Mr. Charles Thomas requested for Dr. Hawn Nelson to start the meeting since he was out of town. Mr. Thomas joined the virtual meeting at 4:15pm.

**Absence with Cause**

*\*No vote was cast to approve Mr. Joe Helweg's or Dr. Ricky Woods's absence with cause.*

**Approval of Minutes**

*\*No vote was cast to approve the January 27<sup>th</sup> Board of Trustees meeting minutes. The January 27<sup>th</sup> Board of Trustees meeting minutes will be brought to the Trustees again at the March Board of Trustees meeting for approval.*

**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 MT, Ms. Jenni Gaisbauer, and Ms. Martha Yesowitch for attending the Knight Foundation Library Conference in Miami, Florida earlier in the month and helping provide insight and wisdom from Charlotte to approximately one thousand attendees. He also recognized MT for participating in a panel for the Knight Foundation Media Forum that centered around intellectual freedom.
- Mr. Thomas encouraged Trustees to seek out and attend national library conferences as they are valuable resources to better understanding the work and importance of libraries.
- Mr. Thomas asked that the Trustees continue to proactively let Library staff know when they are unable to attend a meeting in-person so that preparations can be made to ensure a quorum is reached for voting purposes at monthly Board meetings.

## **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.

***\*No vote was cast to approve the HR Policy Update. The HR Policy update will be brought to the Trustees again at the March Board of Trustees meeting for approval.***

## 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
			<b>Total FY2025 Budget Adjustments</b>	<b>2,426</b>	<b>2,426</b>
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
			<b>Total Multi-Year Budget Adjustments</b>	<b>21,842</b>	<b>21,842</b>
<b>Grand Total Budget Adjustments</b>				<b>24,268</b>	<b>24,268</b>

***\*No vote was cast to approve the FY2025 Budget Adjustments. These adjustments will be brought to the Trustees again at the March Board of Trustees meeting for approval.***

## FY2026 County Budget Update

- Staffing Cliff
  - The staffing cliff will heavily inform budget asks and priorities for the current cycle heading into FY2026, as well as future years.
  - Leadership is considering the following factors when proposing staffing levels for FY2026/2027.
    - Support needs
    - Historical Data (+ renovation capacity)
    - The Staffing Study
    - Main Library & Future Planning
  - Staffing Request – FY2026 61 positions & FY2027 21 Positions
    - County Executive Team requested that the staffing request be spread out more into future budget requests. Library Leadership reviewed the staffing requests and updated them to stretch across three fiscal years.

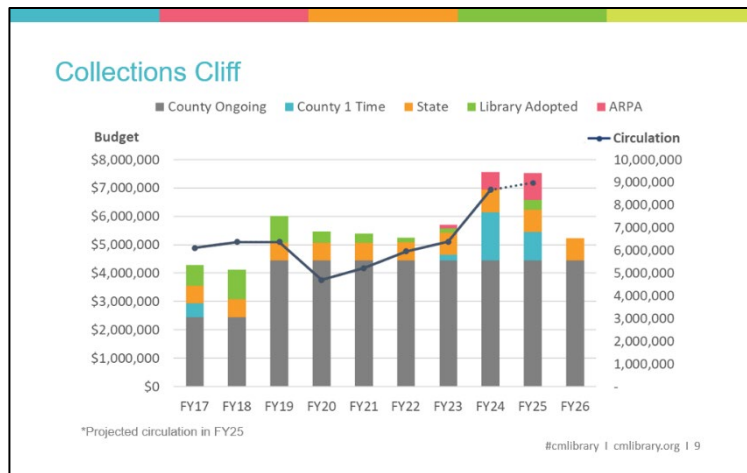
Initial Budget Planning (Jan 2025) - STAFF				
FY2026 (61 Positions)				FY2027 (21 Positions)
Category	Positions	FY2026 \$	Annual \$	
New Main	30	237k	1.8M	
New Main-Specialty	7	249k	687k	
RSCR	7	140k	534k	
Staffing Study FT	22	1.3M	1.8M	
LPT Conv	-10	418k	418k	
Support	5	359k	535k	
<b>Total</b>	<b>61</b>	<b>2.7M</b>	<b>5.8M</b>	
Category	Positions	FY2027 \$	Annual \$	
Staffing Study FT	18	916k	1.2M	
Support	3	201k	269k	
<b>Total</b>	<b>21</b>	<b>1.1M</b>	<b>1.5M</b>	

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Updated Budget Planning (Feb 2025) - Staff				
FY2026 (50 Positions)				FY2027 (28 Positions)
Category	Positions	FY2026 \$	Annual \$	
New Main	30	237k	1.8M	
New Main-Specialty	5	178k	482k	
RSCR	7	140k	534k	
Staffing Study FT	19	723k	1.5M	
LPT Conv	-10	119k	119k	
Support	4	338k	452k	
<b>Total</b>	<b>50</b>	<b>1.7M</b>	<b>4.9M</b>	
Category	Positions	FY2027 \$	Annual \$	
New Main-Specialty	2	153k	204k	
Staffing Study FT	24	1.2M	1.6M	
Support	2	124k	166k	
<b>Total</b>	<b>28</b>	<b>1.4M</b>	<b>1.9M</b>	
FY2028 (4 Positions)				
Category	Positions	FY2028 \$	Annual \$	
Staffing Study FT	2	146k	195k	
Support	2	138k	189k	
<b>Total</b>	<b>4</b>	<b>284k</b>	<b>381k</b>	

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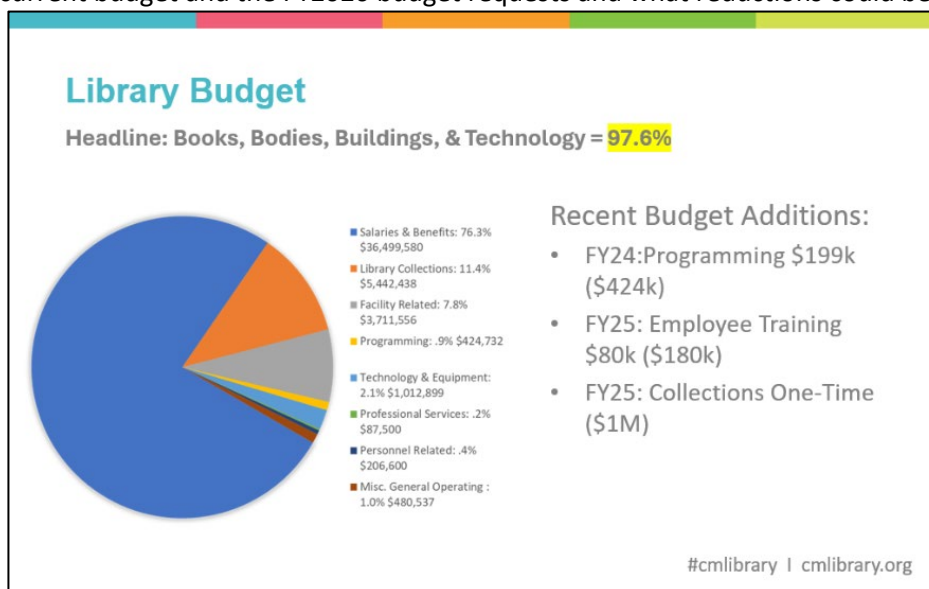
- Collections Cliff



- FY2026 Collections Request - \$1.8 million

- Reduction Mandate

- The County directed every department and partner agency, like the library, to submit reductions based on the list of areas they brought forward.
  - Low Performing Services
  - Services where demand has changed
  - Programs funded with Grants that require County dollars
  - Items not required to achieve the department's core mission
  - Not meeting performance objectives or impact
  - Programs that do not align to BOCC priorities
  - Programs with cost not reasonable for result when compared to other similar programs
  - Non-Mandated Service
- The Library only meets the non-mandated service reduction criteria.
- The Board of Trustees and Library leadership discussed the reduction mandate as it relates to the Library's current budget and the FY2026 budget requests and what reductions could be submitted to the County.



### **Strategic Plan Update**

Ms. Emery McTindal informed the Trustees that a draft of the public document for the strategic plan would be provided to them during the March board meeting. Additional updates will also be provided during next month's meeting.

### **February 11<sup>th</sup> BoCC Presentation**

MT reminded the Trustees about the February 11<sup>th</sup> presentation that he, Ms. Moen, and Ms. Myers gave to the Board of County Commissioners on February 11<sup>th</sup>. There was also a message sent out after the presentation informing all of the Trustees about how the presentation and meeting went.

### **Equity & Inclusion Report**

Ms. Tasha Bell provided the following report regarding her first eight months as Chief Equity & Inclusion Officer.

- **Getting to know staff**

- Ms. Bell has visited every branch and has had many productive conversations with staff about ways to improve the system.
- She participated in a University City Regional Storytime as well as a virtual Storytime for Sugar Creek Library.
- She spent the day with the Logistics team, riding along to deliver books and learning how they are processed at the Library Administration Center.
- She attended branch manager meetings, Staffing meeting, and various department meetings to learn about the staff and the library system overall.



- **Attending and volunteering for special events**

- Ms. Bell spoke at the naturalization ceremony held at Independence Regional Library on January 25<sup>th</sup>.
- She volunteered at various branches, learning how to cover the desk and other important tasks. She also volunteered at the second annual PuppetPalooza at ImaginOn February 1<sup>st</sup>.
- She hosted a session on cultural sensitivity at Staff day which was well received and is leading a 2-hour session on the topic that is part of the CML School initiative being built to provide training to staff.



- **Making strong community connections**

- Ms. Bell wanted to create strong connections within the community since she is new to the Library system and to Charlotte.
- She met with other equity and inclusion leaders across the community, including Ayeola Elias the Director of Diversity, Equity, & Belonging at Trinity Episcopal School and with LaShaun Carter, the Chief Equity and Inclusion Officer at the County.
- She also met with the Equity and Inclusion department staff, and this led to Ms. Bell being on a discussion panel with other community partners on January 21<sup>st</sup> hosted by the City of Charlotte in honor of the Day of Racial Healing.
- Ms. Bell traveled to Phoenix, Arizona in January to attend ALA's LibLearnX Conference with Library CEO, MT. She was able to visit Maricopa County Library and Pima County Library and learn more about their systems and the diversity, equity, and inclusion work they are doing.



- **Racial Equity Taskforce**

- Ms. Bell restarted the Racial Equity Taskforce for the Library
- The taskforce is comprised of staff members from across the system in various positions.
- The goal of the group to review the previous work done, including the Racial Equity Taskforce Report which was completed in 2021.

- **Department Equity Action Team (DEAT)**

- The team is comprised of staff members from across the system in various positions.
- This team exists throughout all County departments. Each department is tasked with forming a Department Equity Action Team.
- The team is responsible for leading the implementation of the system's operating plan within their department and creating and maintaining the DEAT Action Plan.

- **Ban Appeals Committee**

- Ms. Bell is a non-voting member of the Ban Appeals Committee. The committee is responsible for reviewing all ban appeals submitted by banned patrons. She sits on the committee to help review how the Library's policies and procedures surrounding bans and appeals impact the community.

## **CEO Report**

MT provided the following updates to the Trustees.

- MT informed the Trustees that he had received a notification that there may be legislation coming forward that asks all funded agencies within the State to stop any DEI initiatives or programs. This legislation may not be as pressing as Federal level mandates, but the Board will be kept up to date on the latest legislation as Leadership becomes aware.
- MT updated the Trustees regarding attending the Knight Foundation Library Conference and Media Forum in Miami, Florida earlier this month. The events were engaging and a great opportunity to connect with other agencies that attended from the Charlotte area.



- MT recognized all of the Library departments for their hard work over the last few weeks. He acknowledged Ms. Krystel Green and her team from the Marketing and Communications department for their hard work organizing several events, MoLi's ribbon cutting ceremony, MT's speaking engagement with the Charlotte Regional Business Alliance investor quarterly meeting, and the New University City ribbon cutting and grand opening ceremonies.
- MT recognized Ms. Myers, Ms. Moen, and Mr. Michael Boger for their work on the upcoming FY2026 budget. He also acknowledged Ms. Jenni Gaisbauer and her team at the Library Foundation for their work on the new Main Library campaign.

### **Library Director Update**

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

- The University City Regional Library had their grand opening event for the new location on Saturday, February 8<sup>th</sup>. There were 2,816 people that walked through the library doors that day. The event was from 9:30am – 4:00pm and had fun activities for the whole family which included storytimes, a puppet show, a dance/acrobatics performance, face painting, and an artist talk with Anne Lemanski. Ms. Moen wanted to acknowledge the hard work and dedication of the University City staff and Branch Manager, Debra Sharp, who did an incredible job at planning and managing the event.



- Branch Project updates



- Community engagement sessions have begun for the new Sugar Creek Library. The architects are meeting with the community to better understand what they might want in the new library. More updates about the community engagement sessions will be shared once the schedule is finalized.
- The painting and carpeting at Myers Park Library have been completed and the branch is back open and operating normally.
- The HVAC replacement at Hickory Grove Library has been completed and the branch is back open and operating normally.
- Plaza Midwood Library closed at the end of the day on Saturday, February 22<sup>nd</sup> and will be closed for approximately 3 months for work on the restrooms, roof, and parking lot.
- There will be an upcoming system-wide Library closure to transition to the new Integrated Library Software, Polaris.
  - Currently Library is closed Friday, April 18 and Sunday, April 20 for the Easter holiday.
  - The Library plans to extend this closure to Friday, April 18 – Tuesday, April 22 to help facilitate a more seamless transition to the new integrated library software system.
  - April 18-20 – Library closed for customers and staff
  - April 21-22 – Library closed for customers, staff report to work
  - Library Leadership is currently working through communication planning now so that customers and staff will be properly informed about the closure.
- The Community Read special event is Wednesday, March 12<sup>th</sup> at the Mint Museum Randolph from 5:30pm – 8:00pm. The VIP reception is from 5:30pm – 6:00pm and all Trustees are invited. This event will be a celebration of art, culture, and the themes of our Community Read title, Grace Li's *A Portrait of a Thief*. There will be live performances throughout the Museum, including aerialists, and cultural demonstrations, as well as curated self-guided tours of the Mint Museum's collection, with select pieces tied to themes from the book. Mint Museum Docents will be available to answer questions and share additional information.
- Assistant Director of Outreach, Ms. Meryle Leonard, will be retiring on May 1<sup>st</sup> after 30 years of service to the Library. Ms. Leonard has led the Outreach department for 18 years and leads the annual Community Read initiative. Library Outreach Specialist, Ms. Pamela McCarter, will help ease the transition.

### **Foundation Update**

Ms. Jenni Gaisbauer provided the following updates:

- On February 19<sup>th</sup>, The Library Foundation hosted An Evening with Marie Benedict at the Wells Fargo Playhouse at ImaginOn. Ms. Selena Giovannelli, Library Foundation Board Vice Chair, and Dr. Kimmerly Martin, Library Board Trustee, hosted the special event which raised money for the CommonSpark Campaign. There were 225 RSVPs and 160 attendees for the evening which was a great turn out due to the winter weather.



- The third annual Book Club Madness will begin on March 5<sup>th</sup>. This year's theme is "Grab the Title" and as of February 24<sup>th</sup> there were over 169 book clubs registered and nearly 570 people signed up. Registration is open until February 28<sup>th</sup>. Book clubs complete challenges and earn points which gives them opportunities to win weekly prizes and be entered into a drawing for a workshop or class from SkillPop. Every book club that scores at least 100 points is also entered into a drawing for a free table at this year's Verse & Vino event.

- The Library Foundation's Carnegie Circle event, An Evening with Ann Patchett and Kevin Wilson, will be held on April 8<sup>th</sup> at 7:00pm at the Carolina Theatre at Belk Place. As of February 24<sup>th</sup>, there are 368 people RSVPed for the event. The Foundation is hoping to sell out the theatre which can hold 900 attendees. The tickets go on sale to the public on March 1<sup>st</sup>.
- The Library Foundation has hired a new Director of Individual Giving. Tim Gibson will be joining the team on March 3<sup>rd</sup>. Mr. Gibson is coming from Winthrop University and has been working in fundraising for about 10 years.



- The CommonSpark campaign is going well, the Library Foundation is working hard to raise the remaining amount of funds for the new Main Library. The Foundation will make a public announcement regarding Senator Waddell's gift to the campaign this week.

After some Board discussion, Mr. Thomas adjourned the board meeting at 5:44pm.

Respectfully submitted,  
Marcellus Turner  
CEO