



Library Board of Trustees

**Library Board of Trustees Meeting
Wray Ward, Large Conference Room
Monday, January 23, 2016, 5:00pm – 6:30pm**

Trustees Present

Jennifer Appleby, Chair
Ailen Arreaza
Molly Griffin
Brandon Neal
Leland Park
Charles Thomas
Ed Williams
Hyong Yi

Staff Present

Cordelia Anderson
Frank Blair
Shelley Book
Seth Ervin
Sean Hogue
Jenni Gaisbauer
Deanna Griffin
Leonora Kaufmann
Lee Keesler
Susan McDonald
Angie Myers
David Singleton

Others Present

Leslie Johnson
Mark Kutny

Trustees Absent (with cause)

Gloria Kelley
Rob Harrington
Ellen McIntyre

MINUTES

Jennifer Appleby called the Board of Trustees meeting to order at 5:00 PM and welcomed new Trustees Brandon Neal and Ailen Arreaza. .

Ms. Appleby requested a motion to approve absence with cause for Trustees Gloria Kelley, Rob Harrington and Ellen McIntyre. On a motion by Leland Park and seconded by Hyong Yi, the Trustees unanimously approved their absences with cause.

Ms. Appleby requested a motion to approve the minutes from the Board of Trustees meeting held on November 14, 2016. On a motion by Hyong Yi seconded by Leland Park, the Trustees unanimously approved the November 14, 2016 meeting minutes.

Committee Activity

Finance Committee

Hyong Yi explained that we are now at the mid-point of the financial year and have meaningful data to report and turned the report over to Angie Myers to review.

Financial Report

Ms. Myers reported the following:

- Expenses and revenues are between 95% and 100% of budget.
- One area of concern is revenue generated by fines. Fines are down due to a significant shift to digital and ONE Access use.
- We are not using our contingency funds to manage the decline in fines and fees.
- There is a chance that revenue from fines could increase in the spring and summer as circulation increases.
- We have around \$500,000 in lapsed salaries due to internal movement triggered by internal promotions.
- In May the Finance Team will determine, based on the amount of lapsed salary money at that point, if the Library will make a request to the County to move the money to another fund. There is no guarantee the County will approve the request.

After some discussion and on a motion by the Finance Committee, the board unanimously approved requesting the County approve the transfer of up to 90% of lapsed salary funds to be used for other purposes.

Budget Adjustments

- \$20,000 grant from PWC moved from the Foundation to Professional Services and Programming

On a motion by Hyong Yi and seconded by Charles Thomas, the Board unanimously approved the budget adjustment.

Ms. Myers announced that the Board of County Commissioners Budget Retreat would begin this week and budget season officially begins on February 12, 2017. She also made the trustees aware they would be presented with new finance policies and procedures soon.

Ms. Appleby pointed out the book *100 Love Notes*, written by Hyong Yi, provided to all Trustees. Mr. Yi explained the book and his inspiration for creating it.

Infrastructure Committee

Leland Park updated the board on the following:

- The Morrison demolition is 90% complete
- The Architecture and Selection Committee has selected an architect for the North County renovation project
- The North County project is in the planning phase for the next 9-12 months
- Construction on the North County project is also expected to last 9-12 months

Mr. Park explained and answered questions regarding the action items listed below:

- Authorize Lee Keesler to work with Mecklenburg County Asset & Facility Management to review responses to the RFQ for Main Library Architectural and Engineering services, including Program Planning services, and create a short-list of candidate firms
- Authorize Lee Keesler to work with Mecklenburg County Asset & Facility Management to negotiate with the top-ranked firms, as ranked by the Architect Selection Committee, for the Main Library project
- Prioritize Main Library first among CIP projects to be submitted

On a motion by the Infrastructure Committee and seconded by Hyong Yi, the Board unanimously approved the action items listed above.

Lee Keesler stated he will rely heavily on Asset and Facility Management (AFM) from Mecklenburg County in decision making as AFM serves as the Library's capital project partner and process leaders.

Nominating Committee

Molly Griffin began the discussion stating Leland Park's service to the Board of Trustees has been invaluable as the appointee of the Board of Education (BOE). The Board of Trustees requested that Mr. Park continue his service past his original term until another suitable candidate could be identified and Mr. Park graciously agreed. The Nominating Committee has now identified a nominee and would like to recommend Joe Helweg, from Bank of America, to the BOE to replace Mr. Park.

On a motion by the Nominating Committee and seconded by Ed Williams, the Board unanimously approved the recommendation of Joel Helweg to the Board of Education for its appointment to the Library Board of Trustees.

Ms. Appleby read a resolution for Mr. Park and thanked him for his tireless service to the Charlotte Mecklenburg Library and to the community.

CEO Report-Lee Keesler

6th and Tryon

Due to time constraints, Lee Keesler referred the Board to the handout provided in their packet for the 6th and Tryon update.

Foundation Update

Jenni Gaisbauer provided the following updates:

- Annual giving is on target and to-date is \$700,000
- The Foundation met the Leon Levine challenge grant
- The Foundation team has been working with Kristin Hills Bradberry on the campaign to determine how much money can be raised
- The goal is to go public with the campaign at Verse & Vino in 2018
- The Foundation engaged John Bracken from the Knight Foundation and Ryan Jacoby from Machine to discuss innovation with the leaders of the 6th and Tryon project
- Discussions from this meeting centered around creating a unifying vision for the 6th and Tryon project
- The Knight Foundation identified this as an area of need and is providing a generous grant to fund this process

Program of Work & Key Performance Indicators

Mr. Keesler reviewed the Program of Work for FY 2017 and noted that circulation is down 4% due to the closure of Morrison. Morrison comprises 8% of our system's total circulation. The 4% difference in these numbers is attributed to the addition of Morrison's collection in other branches.

Blueprint

Blueprint will be the Library's primary communication vehicle for our vision for 2025. The current draft of the *Blueprint* communication piece was provided to the Trustees. One change noted is the 4x4 piece included will be replaced with an updated 3x4 that allows for better alignment. The final document will be distributed at the board meeting in March.

Organizational Changes

A full summary of all organizational changes was provided to the board. Mr. Keesler drew attention to the following changes:

- The existing Director of Technology & Operations position will be re-classified into a new Director of Real Estate position. Frank Blair will assume this new role.
- The existing Associate Director of Access & Organizational Initiatives position will be re-classified into a new Director of Technology & Innovation position. Seth Ervin will assume this role.
- A new Talent Acquisition Project Leader role will be created for a period of 12-18 months to develop and implement a proactive strategy to attract new talent into the organization for the future.

Stories of Impact

David Singleton provided three stories of impact including a child participating in PNC's Get Ready with Words, engagement with an older adult at a senior living facility and an immigrant using the library's resources to study for exams.

On a motion by Molly Griffin and seconded by Ed Williams the meeting was adjourned at 6:30 PM.

Respectfully submitted,

Lee Keesler
CEO