



Library Board of Trustees

**Library Board of Trustees Meeting
Main Library, Francis Auditorium
Monday, May 15, 2017, 12:00pm – 1:30pm**

Trustees Present

Jennifer Appleby, Chair
Ailen Arreaza
Molly Griffin
Rob Harrington
Joe Helweg
Gloria Kelley
Dr. Ellen McIntyre
Brandon Neal
Charles Thomas
Hyong Yi

Staff Present

Cordelia Anderson
Karen Beach
Frank Blair
Shelley Book
Seth Ervin
Dana Eure
Sean Hogue
Jenni Gaisbauer
Deanna Griffin
Leonora Kaufmann
Lee Keesler
Angie Myers
David Singleton
Teleia White

Others Present

Beth Hardin
Mark Kutny
Susan Patterson
George Sistrunk

Trustees Absent (with cause)

Ed Williams

MINUTES

Jennifer Appleby called the Board of Trustees meeting to order at 12:00 PM and welcomed guests Susan Patterson, Beth Hardin and George Sistrunk.

Ms. Appleby requested a motion to approve absence with cause for Trustee, Ed Williams. On a motion by Joe Helweg and seconded by Hyong Yi, the Trustees unanimously approved the absence with cause.

Ms. Appleby requested a motion to approve the minutes from the Board of Trustees meeting held on March 27, 2017. On a motion by Hyong Yi and seconded by Charles Thomas, the Trustees unanimously approved the March 27, 2017 meeting minutes.

Chair Report

Recognition of Beth Hardin

Ms. Appleby recognized and thanked Beth Hardin for her leadership and dedication as co-chair of the Sixth & Tryon Steering Committee. Ms. Hardin has devoted hundreds of hours to the planning process for redevelopment of the Library's block and the block across 7th Street. Her leadership and capital project experience have been invaluable, and the Library has benefitted from her involvement. Ms. Appleby presented Ms. Hardin with a bright red "Swiss Army General" t-shirt in appreciation for all she has done and will do as the project moves forward.

Policies/Procedures Adoption

Ms. Appleby asked the Board for any questions they had regarding the updated policies and procedures for the library that they received at the March meeting. After some discussion Ms. Appleby asked for a motion to approve the updated policies and procedures.

On a motion by Charles Thomas and seconded by Dr. Ellen McIntyre the Trustees unanimously approved the updated policies and procedures.

Long-Term Main Library Board Engagement and Oversight

Ms. Appleby explained that she has been thinking a great deal about the considerable timeline for the Main Library project and the need to maintain Board engagement and oversight throughout the entire development process. Several current Trustees will rotate off the Board prior to completion of the project, posing a challenge for preserving familiarity and working knowledge required to guide and oversee the project. She and Rob Harrington have discussed creating an Advisory Committee made up of Trustees and others who will help guide the project.

Ms. Appleby envisions this committee would:

- Be small and nimble enough to attend meetings related to the Main Library project
- Connect with the Library Foundation to help support their work
- Ensure the voice of the community is heard
- Keep the Board of Trustees updated

After some discussion Ms. Appleby stated that she would bring a formal recommendation to the June 26th Board of Trustees meeting. She welcomed questions and invited those with interest in participating to contact her.

Committee Activity

Finance Committee

Finance Report

Dr. Ellen McIntyre reported the following:

- Revenues and expenses are on-track with budget
- Fines continue to trend under budget; lower projections will be incorporated into the FY 2018 budget
- Discretionary expenses are being managed to align with unfavorable variances in library fines and fees

Budget Adjustments

Dr. McIntyre reported the following:

- \$15,000 from Other Revenue to Technology Related for Foundation Center, laptop funding
- \$6,700,000 from Mecklenburg County Revenue to Facility Related for the North County capital renovation project
- \$5,250 from PLA funding to Salaries & Benefits for summer intern funding
- \$100,000 from the Library Foundation to Salaries & Benefits and Programming for Active Reading training coordination; funding source is the Belk Foundation
- \$1,100,000 from Mecklenburg County Revenue to Facility Related for capital reserve projects
- \$900,000 from Mecklenburg County Revenue to Technology Related for technology reserve projects
- \$2,900,000 from Mecklenburg County Revenue to Facility Related for building maintenance projects
- \$715,000 from Mecklenburg County Revenue to Facility Related for building security
- \$50,000 from the ABC Board to Library Collections
- \$5,000 from Fund Balance to Programming
- \$4,000 from Fund Balance to Programming
- \$1,000 from Fund Balance to Programming

On a motion by Hyong Yi and seconded by Ailen Arreaza, the Board unanimously approved the budget adjustments.

At 12:30 Brandon Neal joined the meeting.

Infrastructure Committee

Rob Harrington requested Board approval for the following actions in regards to the Steele Creek Branch:

- Authorize Lee Keesler to enter into a Letter of Intent with EastGroup Properties LP regarding the relocation of a Duke Energy easement on the Library’s property located at 8509 Steele Creek Place Drive
- Authorize Lee Keesler to negotiate a new easement with Duke Energy in accordance with the terms of the Letter of Intent

Rob Harrington requested Board approval for the following actions in regards to the Sugar Creek Branch:

- Authorize Lee Keesler to negotiate an easement with the City of Charlotte for a crosswalk beacon

After some Board discussion and on a motion by Rob Harrington and seconded by Hyong Yi, the Board unanimously approved the action items listed above.

CEO Report-Lee Keesler

Stories of Impact

David Singleton shared several stories of impact including a Volunteen and Reading Buddies volunteer and a job fair held by Workforce Development at Main Library.

Library Naming Policy

Lee Keesler stated that the Library does not currently have a formal “Naming Policy” and that “naming” up to this point has been done at the discretion of the Library leadership along with Board approval. The Library Foundation will soon launch the quiet phase of a Capital and Endowment campaign in support of a new Main Library. Simultaneously, Library leadership has been approached by a County Commissioner to recognize a recently deceased community and Library leader via a naming opportunity. Thus, the timing is right to move forward with formal development and adoption of a

naming policy that will provide the Board and organization with guidance for so recognizing deserving individuals who have made worthy contributions to the Library through donor and non-donor activity.

Mr. Keesler recognized Library Foundation Major Gifts Director Teleia White and thanked her for her efforts to draft a Library naming policy. The draft was shared with Trustees, and Mr. Keesler asked that Trustees review it prior to the June Board of Trustees meeting when they will be asked to consider adoption.

Sixth & Tryon and Main Library Update

Sixth & Tryon Project

Lee Keesler presented a PowerPoint updating the Board on the progress of the Sixth & Tryon project. Highlights included:

- Recent activity
- Communications planning and recent media coverage
- Next steps between Spring 2017 and Fall of 2018

Main Library Project

Mr. Singleton updated the Board on the progress of the Main Library project. Highlights included:

- A comprehensive review of Main Library visioning activities that have taken place since 2008
- Information regarding the upcoming June 7th Main Library visioning exercise for the Board of Trustees and Foundation Board of Directors
- Upcoming milestones

Main Library-related supporting Real Estate activities

Frank Blair updated the Board on the progress of serving the public while Main Library is closed. Highlights included:

- Library plans for serving different segments of Main Library's current customer base during the construction period
- Creation of a permanent Support Services Center at an alternate location outside of Uptown
- Administration's space needs during construction

Main Library Funding Plan -- Public

Angie Myers updated the Board on the progress of public support of the project. Highlights included:

- Scope of public funding including operating and capital support
- County plans for its FY 2019 – 2023 Capital Investment Plan (CIP)
- Main Library programming and architectural expenses in FY 2018
- Offsite Support Services Center estimated investment

Main Library Funding Plan -- Private

Jenni Gaisbauer updated the Board on the progress of private support of the project. Highlights included:

- Scope of private funding
- Next steps for FY 2018 including recruiting campaign cabinet and launching comprehensive campaign

Main Library Communications

Cordelia Anderson updated the Board on the progress of communications support of the project. Highlights included:

- Outlining three separate but related communications plans in support of (1) Sixth & Tryon, (2) Main Library and (3) the campaign
- Next steps for FY 2018 including internal and external communications

On a motion by Rob Harrington and seconded by Joe Helweg, the Board moved to go into closed session pursuant to N.C. Gen. Stat. § 143-318.11(a)(3) to consult with the Library's attorney regarding proposed real estate easements for the Myers Park Branch at approximately 1:20pm. Upon returning to open session at 1:35 p.m. the meeting was adjourned by motion of Charles Thomas and the second of Hyong Yi, which was unanimously approved.

Respectfully submitted,

Lee Keesler
CEO