



**Library Board of Trustees**

**Library Board of Trustees Meeting  
Main Library, Francis Auditorium  
Monday, November 13, 2017, 12:00pm – 1:30pm**

**Trustees Present**

Jennifer Appleby, Chair  
Ailen Arreaza  
Molly Griffin  
Rob Harrington  
Joe Helweg  
Gloria Kelley  
Brandon Neal  
Charles Thomas- By Phone  
Ed Williams

**Staff Present**

Cordelia Anderson  
Karen Beach  
Shelley Book  
Frank Blair  
Jean Brookshire  
Jessica Davis  
Seth Ervin  
Dana Eure  
Sean Hogue  
Jenni Gaisbauer  
Deanna Griffin  
Leonora Kaufmann  
Lee Keesler  
Meryle Leonard  
Susan McDonald  
Angie Myers  
Kathy Scott  
David Singleton

**Others Present**

Collin Hill, Cherry Bekaert LLP  
Leslie Johnson  
Mark Kutny  
Susan Patterson

**Trustees Absent (with cause)**

Dr. Ellen McIntyre  
Hyong Yi

**MINUTES**

Jennifer Appleby called the Board of Trustees meeting to order at 12:00 PM and welcomed guest Susan Patterson, the Library's Community Fellow, and Collin Hill from the accounting firm of Cherry Bekaert LLP.

Ms. Appleby commented on the great success of Verse & Vino and EpicFest and thanked everyone who participated and attended.

Ms. Appleby requested a motion to approve absence with cause for Trustees McIntyre and Yi. On a motion by Brandon Neal and seconded by Rob Harrington, the Trustees unanimously approved their absence with cause.

Ms. Appleby requested a motion to approve the minutes from the Board of Trustees meeting held on September 18, 2017. On a motion by Molly Griffin and seconded by Joe Helweg, the Trustees unanimously approved the September 18, 2017 meeting minutes.

## **Chair Report**

### **Adjusted Board Terms**

After study and discussion with Chair-Elect Rob Harrington and Library Counsel Mark Kutny, Ms. Appleby recommended that Board of Trustee and Officer terms be aligned with the Library's fiscal year rather than the calendar year. Doing so would enable new trustees to begin their service at the beginning of a budget year rather than at mid-fiscal year. To support the transition to the new Board year Trustee and Officer terms will be extended by 6 months to end on June 30 of the year following December 31 of the calendar year previously stipulated. Legislation in the bylaws allows for this change in Trustee and Officer terms.

After some discussion and on a motion by Jennifer Appleby, seconded by Brandon Neal, the Board unanimously approved the extension of the Board of Trustee terms by 6 months to align with the Library's fiscal year.

On a separate motion by Jennifer Appleby, seconded by Joe Helweg, the Board unanimously approved the extension of the Board of Trustee Officer terms by 6 months to align with the Library's fiscal year.

## **Committee Activity**

### **Finance Committee Report**

#### **FY 2017 Audit Report**

Brandon Neal introduced Collin Hill and Mr. Hill thanked Kathy Scott, Jean Brookshire and Angie Myers for their assistance during the audit process. Mr. Hill presented the following audit findings:

- Explained the role of the external auditor to the Board
- Issued a clean opinion that the financial statements of the Charlotte Mecklenburg Library present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Library as of June 30, 2017 and the respective changes in financial position and the respective budgetary comparison for the General Fund and Special Revenue Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America
- Issued a clean opinion for the State Single Audit Report which address compliance requirements presented in the *Audit Manual for Governmental Auditors in North Carolina* that could have a direct and material effect on each of the Library's major State programs for the year ended June 30, 2017
- Issued a clean opinion in the SAS 114 letter that is required to be presented to the Board of Trustees and the Finance Committee by the auditor
- Again Mr. Hill complimented the Library Finance staff, and stated that the audit team encountered no difficulties in dealing with management in performing and completing the audit

In summary, Cherry Bekaert gave clean and unmodified opinions providing the highest level of assurance. All Trustees have been provided with a full audit report with basic financial statements and accompanying information.

## **FY 2018 Financial Update**

Angie Myers reported the following highlights:

- Revenues and expenses are on target
- Revenues and expenses are projected to finish the fiscal year between 95% and 100% of budget
- Early lapsed salary projection is around \$500,000

## **Budget Adjustments**

Ms. Myers reported the following budget adjustments:

- \$500 from Foundation Contribution to Misc. General Operating for a Staff Day Award
- \$41,750 from Other to Technology Related for Self-Checkout System Refund
- \$15,000 from Fund Balance and Reserves to Misc. General Operating for The Duke Endowment
- \$10,000 from Fund Balance and Reserves to Programming for the Spangler Grant
- \$500 from Foundation Contribution to Programming for a Staff Day Award

On a motion by Rob Harrington and seconded by Molly Griffin, the Board unanimously approved the budget adjustments listed above.

## **Real Estate Committee Report**

Rob Harrington proposed the Board authorize Lee Keesler to renew an existing lease or enter into a new lease for the Plaza-Midwood Library as the current lease expires in September of 2020.

After some discussion and on a motion by the Real Estate Committee the Board unanimously approved the action item listed above.

## **CEO Report-Lee Keesler**

### **2018 Library Closing Calendar**

Lee Keesler presented the updated 2018 Library closing calendar with the following two changes from the last version:

- Close the Library on Good Friday
- Close the Library on the Friday after Thanksgiving

Mr. Keesler explained that these two changes will bring the Library in alignment with the County's holidays without having a significant impact on customer service.

After some discussion and on a motion by Ailen Arreaza and seconded by Ed Williams, the Board unanimously approved the updated 2018 Library closing calendar.

## **Paid Family Medical Leave**

Deanna Griffin explained that in September of 2017, the Board of County Commissioners approved a new Paid Family Leave (PFL) policy that allows employees to take time off work and be paid, in order to bond with a child entering his or her life by birth, adoption or foster care placement, or to care for a seriously ill child, parent or spouse.

The Library aligned most of its Human Resource policies with Mecklenburg County in May of 2017 and approval of this new PFL policy would be consistent with that alignment. The benefit will go into effect January 1, 2018.

After some discussion and on a motion by Joe Helweg and seconded by Brandon Neal, the Board unanimously approved the Paid Family Leave policy.

### **Organizational Culture Initiative Update**

Deanna Griffin provided an update on the work done so far on the Organizational Culture Initiative. Highlights included:

- Outlined the process used thus far to gain information from staff
- Drafted an initial Statement of Desired Culture
- Identified positive things the Library is already doing well
- Identified opportunities to improve
- Identified next steps in the process

At 12:50, Joe Helweg exited the meeting.

### **Enhanced Net App Process**

Seth Ervin introduced Jessica Davis and explained how the Library is constantly working to remove barriers to getting a library card. The new Net App process the Library has developed will allow someone to sign up for a library card online and be able to use it immediately to access online resources. The goal is to go live with the new application on November 28<sup>th</sup> and Jessica Davis demonstrated how it would work and the user experience.

### **Library Foundation Campaign Update**

Jenni Gaisbauer updated the Board on the results of Verse & Vino. Highlights included:

- Around 1,200 people attended
- This year's individual ticket sales doubled the previous year's total
- There was a slight decline in the number of donors
- To maintain the integrity of the night, future Verse & Vino events will be limited to 1,200 attendees
- Special thanks to Dana Eure, Emily Nanney, Walker Doermann and the Marketing & Communications staff for their work on *Verse & Vino* and *EpicFest*

### **Sixth & Tryon Update**

In the interest of time, Mr. Keesler asked the Board to review on their own the handout he provided.

### **Main Library Update**

David Singleton shared the following updates on the status of the Main Library project:

- Snohetta, Clark Nexsen and brighspot were chosen as the architectural design firm, local architect of record and community engagement/programming partner, respectively
- The Program Advisory Committee will meet for the first time on November 29
- Information gathering sessions with stakeholders and staff will be held November 28-30
- A town-hall style meeting with community members will be held on November 29
- Space programming will be completed by March 2018
- Conceptual design will be drafted by June 2018
- Construction of Main Library will begin in early 2020 and is projected to take 3 years

**Stories of Impact**

Mr. Singleton shared two stories of impact including a 10-year-old who was struggling with reading and attended a teen tutoring program that helped him improve his grades as well as a 17-year-old who has gained confidence while volunteering at the library that allowed him to obtain a paid job.

**Board Executive Session**

The Board, upon a motion by Molly Griffin and a second by Brandon Neal, which was unanimously approved, went into closed session pursuant to N.C. Gen. Stat. § 143-318.11(a)(6) to discuss a personnel matter at approximately 1:15 p.m. Upon returning to open session at 1:33p.m. the meeting was adjourned by motion of Ed Williams and the second of Molly Griffin, which was unanimously approved.

Respectfully submitted,

Lenoir C. Keesler, Jr.  
CEO