



Library Board of Trustees

Library Board of Trustees Meeting

Via Zoom

Monday, October 18, 2021, 4:00pm – 5:30pm

Trustees Present

Jennifer Appleby
Ailen Arreaza
Rob Harrington
Joe Helweg, Chair
Gloria Kelley
Dr. Kimmerly Martin
Brandon Neal
Dr. Amy Hawn Nelson
Charles Thomas
Dr. Ricky Woods

Absent

Ed Williams

Staff Present

Karen Beach
Elyse Berrier
Kevin Bittle
Shelley Book
Barbara Cantisano
David Dillard
Asha Ellis
Michael Engelbrecht
Seth Ervin
Jenni Gaisbauer
Lea Glaze
Saul Hernandez
Jesse Isley
Meryle Leonard
Pamela McCarter
Caitlin Moen
Angie Myers
Chantez Neymoss
John O'Connor
Keisha Portis
Elesha Roupp
Kathy Scott
Holly Summers-Gil
Kim Sykes-Joseph
Tony Tallent
Marcellus Turner
Martha Yesowitch

Others Present

Mark Kutny
Leslie Johnson

Joe Helweg welcomed everyone and thanked them for their time.

Absence with Cause

Mr. Helweg requested a motion to approve absence with cause for Ed Williams. On a motion by Charles Thomas and seconded by Brandon Neal, the Board unanimously approved his absence with cause.

Kimberly Martin joined the meeting at 4:15pm.

Minutes

Mr. Helweg requested a motion to approve the minutes from the Board of Trustees meeting held on September 20, 2021. On a motion by Charles Thomas and seconded by Brandon, the Board unanimously approved the September 20, 2021 meeting minutes.

CEO Report

Thank you for your major investment of your time that we are asking for this Saturday for the Board Retreat. We will have great content and discussion on new Main Library and the value engineering going on there, the Facilities Master Plan, MT's observations, and upcoming budget priorities. We will have another session that dives deeper into the Racial Equity Task Force report.

Committee Reports

Finance Committee

Angie Myers provided the following updates:

Finance Report

- Projection data is based on 3 months of activity. It is early in the year and projection data is limited at this time. In building the budget, the Library reduced internal revenue generation for the first 3 months of the year due to COVID 19. We will continue to monitor if impact is expected to impact the fiscal year more significantly.
- The Library's annual financial audit is currently underway and should be completed by end of October. No material or significant findings have been noted.
- The County's budget team launched a 4 year "budget deep dive" project on October 8th. The objectives are for the County's Executive Team allowing a greater comprehensive fiscal understanding of the Library as well as for the budget team to provide recommendations for consideration in the FY2023 budget.
- No surprises and no concerns on the financial scene.

Ms. Myers introduced Seth Ervin to explain the first budget adjustment. Seth reported the following updates:

- Last month we reported to the Board that we had applied for Emergency Connectivity Funding Request from the Federal government which is funding stream only available to public schools and libraries.
- The Library applied for an \$8MM grant and we received the full amount.
- With this money the Library will be purchasing and distributing 20,000 devices through the MeckTech project and adding \$53,000 to support our HotSpot program. We are excited to move forward and get our community more connected.
- Michael Marsicano is convening the community partners to announce this initiative and it is a great time to showcase the Library's leadership in this space.
- The Library will work with the Digital Literacy group to develop training for the community and the devices are loaded with immediate training as well. There will be a robust communication and training program.
- The Library is in the process of hiring a project manager for this project.

Budget Adjustments

- \$8,053,040 from Federal Revenue to Technology Related
- \$20,494 from Foundation Contribution to Professional Services
- \$15,000 from Reserves Appropriation to Library Collections

- \$123,000 from Foundation Contribution to Professional Services
- \$15,000 from Other Revenue to Reserves Appropriation

ECF Funding for MeckTech Project 2021

Policy Background

Formal bids are typically required by the Library's Procurement Policy for goods, supplies, materials, services, or equipment with a cost equal to or over \$90,000.

A sole source situation occurs when procuring goods either with informal or formal bidding and

- 1) performance or price competition for the product is not available;
- 2) a needed product is available from only one source of supply; or
- 3) standardization of compatibility is the overriding consideration.

Sole source procurements over \$90,000 must be approved by the Library Board of Trustees. There are no Commission-mandated competitive bidding requirements for the Emergency Connectivity Fund, but schools and libraries are required to certify that they have complied with state, local and Tribal procurement requirements which is why we present this request for approval.

Project Background

MeckTech has been one of the Library's most successful digital inclusion interventions during FY2021. Initially supported by Mecklenburg County through CARES act funding, the Library delivered refurbished desktops and laptops into the hands of 3,000 residents to ensure that adults adversely affected by the pandemic could have a source of free and reliable technology. The current estimate for households lacking a digital device in the home in Charlotte sits at 30,000. Through the Emergency Connectivity Fund, the Library has been approved to scale this project up for greater community impact. The Library has been authorized to receive 8 million dollars to procure 20,000 additional laptop devices. This funding is time-constrained, only allowing the Library to access it until June 30, 2022. Due to this constraint, we are seeking sole source approval for eCycleSecure as our primary vendor to meet this need.

Vendor Background: eCycleSecure

eCycleSecure is a 25-year-old IT Asset Disposition firm that regularly receives hundreds of laptops and desktop computers from customers and is a local Charlotte company. Each piece is evaluated, tested, vetted, upgraded as needed, and set for resale. Daily, the firm sells individual retail units, boxed, and shipped all over the country, and packaging large volumes for wholesale distribution. Preparing, packaging, and selling hundreds or more computers at once happens regularly at eCycleSecure. In addition, eCycleSecure served as the primary hardware vendor for the previous MeckTech project iterations and has worked with the Library to adjust its approach to this project.

The equipment to be procured will be specified to run a custom OS developed by the Library and will be set with the following minimum standards and will cost no more than \$400 per unit.

Processor: i5/i7

120gb – 160gb 2.5 SATA

4 GB DDR3 RAM

Camera and Wi-Fi included onboard

OS installed

The equipment would all be fully tested and come with a 30-day warranty and will undergo a rigorous quality assurance workflow to ensure that each device operates according to specifications. The equipment will range in price and hardware specs to ensure delivery, but will all meet the minimum requirements.

Proposed Action

Approve eCycleSecure as the sole source for the Library's computer hardware for the MeckTech project, funded through the Emergency Connectivity Fund.

On a motion by the Finance Committee, the Board unanimously approved using eCycleSecure as the sole source for the Library computer hardware for the MeckTech project, funded through the Emergency Connectivity Fund.

Charles Thomas congratulated the Library on this great achievement and noted that there is a huge movement to build a Center for Digital Equity in Charlotte. We need to understand this is a unique project and the Library is playing a central role. As we look ahead to the budget process and think about what our budget asks to the County will be, we need to be aware of the staff the library will need to execute such a large initiative. Dr. Woods did a great job last year of getting us ready coming into January with our budget strategy. We need to also focus on the racial equity work, and we didn't get funding for our racial equity position last year, so these are items we need to consider for this upcoming budget priorities.

Real Estate Committee

Brandon Neal and David Dillard provided the following updates:

Facilities Master Plan Ad Hoc Committee

- Creating an Ad Hoc Committee to gather additional feedback form the board and to get started on our next CIP plan that includes a priority list.
- The committee will be made of up about 6 people, 3 library staff and 3 board members.
- Will work in January and February to create a plan from staff and board input to take to Asset and Facility Management.
- Our goal is to go the County in about a year with an in-depth CIP plan.
- We will be considering our library deserts and library partnerships.

SUG Charter School Land Update

- The City is drafting a lease agreement
- The City Council and BOCC will both have to approve the lease agreement which is jointly owned by the City and Library
- We are working to streamline the process for approval from both these entities
- A major part of the work we're doing now to obtain the Library Board's approval is to develop a communications plan should anyone question our motives and interest to partner with this school or any school.

CEO Report

Marcellus Turner provided the following updates:

- I just participated in my 2nd Library All-Staff Day. The first one I attended as a presenter back in 2009 and this time I was so happy to attend as the CEO.
- All-Staff Day was virtual, and the team did a great job planning it.
- The Library Leadership Team has identified 6 areas for the Library's 3-year strategic plan to present to you at Saturday's retreat for feedback.

Human Resources

Angie Myers provided the following updates:

2022 Holiday Closure Calendar

- Library employees receive 13 paid holidays per year
- In 2015 we aligned with the County regarding our benefits
- In 2017 we updated our HR, payroll, and finance procedures and we adopted the practice of aligning 100% with County due to challenges when we don't align
- Last year the County added a third day at Christmas, and we discussed the customer impact
- This year we created 2 closure calendars for the board to consider:
 1. We stay aligned with County
 2. We break alignment and instead of getting a 3rd day at Christmas we open on December 27th and add a floating holiday for staff to use at some other time

After some board discussion and on a motion by Charles Thomas and seconded by Brandon Neal, the Board unanimously agreed to stay aligned with the County and approved the 1st option of the holiday closure calendar.

COVID19 Testing and Compliance Update

Kim Sykes-Joseph provided the following updates:

- The Library is holding steady at 93% of our staff being vaccinated
- We are in week 3 of the revised weekly COVID testing policy
- We average 3-6 suspensions each week which is down significantly from a high of about 33 suspensions
- No staff have been terminated due to this testing policy
- All new hires starting on or after October 4 must provide proof of vaccination to begin work

Innovation Update

Seth Ervin provided the following updates:

- Meryle Leonard and I will be traveling to Colorado to inspect the new Mobile Library
- We have hired a third-party consultant to assist in the inspection and ensure we are receiving what we are paying for
- Hoping to have the Mobile Library in our possession before the end of the year
- There is a written update on the WISP project included in your board packet
 - We are waiting on Duke Energy to build the Wi-Fi attachment poles

Library Foundation Update

Jenni Gaisbauer provided the following updates:

- Verse & Vino 2021
 - Confirmed Authors
 - Janet Evanovich
 - Alka Joshi
 - Alex Michaelides
 - Heather Morris
 - Bryant Terry
 - Special thanks to Kimmery Martin who flew to Atlanta to interview our bonus debut author
 - Thanks to Mark Kutny for hosting a watch party at Town Brewery

- CommonSpark Beer will be available this year
- One for the Books
 - A once in a lifetime celebration of Main Library
 - Explore 118 year of innovation, community and opportunity through audio, video, and performance
 - Donor and staff celebrations on November 13
 - Other activities include family-friendly branch celebrations in October
 - Auction/sale of Library mementos
 - Public art
 - Commissioned poem that Danny Powell will perform

Staff Day Update

Shelley Book provided the following update:

- On October 12 the Library closed to the public to celebrate our All-Staff Day
- Topics included:
 - State of the Library by MT
 - Library wide initiatives updates
 - Presentation of the Racial Equity Task Force report by Caitlin and Rob
 - Wide selection of breakout sessions for staff to choose from
- Results
 - Overall, the day was rated 4 of 5 stars
 - 86% of staff found the morning session helpful
 - 4.1 out of 5 stars for the variety of topics in the breakout sessions

On a motion by Charles Thomas and seconded by Dr. Ricky Woods the Board adjourned open session to Executive Session in accordance with NC GS 143-318.11 (a)1 & (a)3.

At 5:32pm on a motion by Brandon Neal and seconded by Jennifer Appleby the Board closed the Executive Session and adjourned the meeting.

Respectfully submitted,

Marcellus Turner
CEO