



**Library Board of Trustees**

**Library Board of Trustees Meeting  
Main Library, Francis Auditorium  
Monday, June 24, 2019, 12:00pm – 1:30pm**

**Trustees Present**

Jennifer Appleby  
Ailen Arreaza  
Molly Griffin  
Rob Harrington, Chair  
Joe Helweg  
Gloria Kelley  
Dr. Ellen McIntyre  
Ed Williams

**Staff Present**

Karen Beach  
Kevin Bittle  
Barbara Cantisano  
David Dillard  
Michael Engelbrecht  
Seth Ervin  
Dana Eure  
Jenni Gaisbauer  
Jesse Isley  
Lee Keesler  
Meryle Leonard  
Caitlin Moen  
Angie Myers  
Emily Nanney  
Ann Stawski  
Holly Summers-Gil  
Amanda Hutto  
David Sniffin  
Julia Lanham  
Chantez Neymoss  
Sean Hogue

**Others Present**

Susan Patterson  
Leslie Johnson  
Becky Cheney, Hamilton Stevens

**Trustees Absent (with cause)**

Hyong Yi  
Brandon Neal  
Charles Thomas

**MINUTES**

Rob Harrington called the Board of Trustees meeting to order at 12:05 pm.

*Mr. Harrington requested a motion to approve absence with cause for Hyong Yi, Brandon Neal and Charles Thomas. On a motion by Joe Helweg and seconded by Jennifer Appleby, the Trustees unanimously approved absence with cause.*

Mr. Harrington requested a motion to approve the minutes from the Board of Trustees meeting held on May 20, 2019. On a motion by Joe Helweg and seconded by Jennifer Appleby, the Trustees unanimously approved the May 20, 2019 meeting minutes.

### **Chair Report**

Joe Helweg explained that It is time for the Board of Trustees to plan a Board Retreat to discuss and create a plan for moving forward. The agenda will include the following:

- Understanding the current environment, both short-term and long-term
- Identifying strategic opportunities to better align with the County's top five priorities
- Developing a plan for sustainability, structure and diversity
- Advancing the Library's relationship with the County
- Conceptualizing a funding plan

The Executive Committee will get back to everyone with possible dates for the retreat in the 4<sup>th</sup> quarter of 2019.

### **Committee Activity**

#### **Finance Committee**

Angie Myers explained there is no finance report for June.

Ms. Myers shared the budget adjustments and transfers which do not increase or decrease budget, just moves around funds.

On a motion by the Finance Committee, and seconded by Dr. Ellen McIntyre, the Board unanimously approved budget amendments and transfers.

#### **FY 2019 Budget Update**

Angie Myers proposed for adoption the FY 2020 budget and shared the following highlights:

- Proposed budget is great for employees with new benefits rolling out and 5.5% salary increases
- Proposed budget has some wins and some losses for operations including the addition of a mobile library and the loss of funding for the Foundation

Ms. Myers stated that nothing has changed since she presented the budget to the Board in May.

On a motion by the Finance Committee, and seconded by Jennifer Appleby, the Board unanimously approved the FY 2020 budget.

#### **Human Resources and Finance Policy Updates**

Ms. Myers presented updates to both the Finance and Human Resources policies. Mecklenburg County made changes to their policies and we are aligning wherever it makes sense.

Finance Policy Changes:

- Job title changes due to leadership re-structure

## HR Policy Changes:

- Holiday- Added a holiday at Christmas
- Leave of Absence- Changes reflect eligibility, required documentation, usage, call in and notification, return to work, prohibition of secondary employment and separation.
- Provisional Periods of Employment- Revised policy includes an extension of time for an employee's provisional period and impacts an employee's eligibility to apply for internal Library positions, transfers and promotions.
- Work Expectations- Revised policy includes changes resulting in new expectations for employee performance and conduct.

On a motion by the Finance Committee, and seconded by Joe Helweg, the Board unanimously approved the Human Resources and Finance policy changes.

## Nominating Committee

### Library Trustee Appointment

Jennifer Appleby explained that the Board of Trustee's recommendation for appointment by the Board of County Commissioners was not approved. After a lengthy discussion it was decided that the Nominating Committee would come back to the Board with a second Trustee recommendation and with a plan to better advocate on the Board and Library's behalf.

### Slate of Officers

Jennifer Appleby reviewed the proposed FY 2020 Slate of Officers.

On a motion by the Nominating Committee, and seconded by Joe Helweg, the Board unanimously approved the FY2020 Slate of Officers.

### Recognition of Retiring Trustee Molly Griffin

Jennifer Appleby read a resolution of the Board of Trustees of the Charlotte Mecklenburg Library honoring Molly Griffin and the time and leadership she has dedicated to the Board. Several award-winning children's and young adult books were presented and added to the Library's collection in honor of Mrs. Griffin.

### CEO Report-Lee Keesler

### Customer Update

Dana Eure and Kevin Bittle presented several stories of impact. Topics included Beat Biography, Pride month activities and impact, free lunch distribution at WBL, Project Linus and the Carolina Youth Coalition.

### Community Update

### Campaign Status

Jenni Gaisbauer shared the Library Foundation campaign update reporting that 20% of the private goal and 60% of the overall goal has been secured. By the end of July 2019, there will be over \$20 MM raised.

Ms. Gaisbauer was able to spend time with Alberto Ibarguen in Philadelphia and is happy to report that he was impressed with the Library's conceptual design.

### **Historian in Residence**

Tom Hanchett has agreed to be the Library's, Historian in Residence, for a period of one year. Mr. Hanchett will work closely with the Robinson Spangler Carolina Room staff and help create and deliver interesting programming.

### **Capacity Update**

#### Scaleybark

- Requesting the public's input on naming the relocated Scaleybark branch
- Determined that the branch will only need to be closed for a few days during the move
- Opening of new branch to occur in October 2019

#### North County Regional

- Soft opening to be held in August with grand opening planned for September
- Automated materials handling system being installed

#### South County Regional

- Final design will come in February 2020
- Plan to close at the end of September 2020
- Construction to begin in October 2020 and end 12 months later

#### Main Library

- On schedule to close the end of 2020 with construction to begin in January 2021

#### Support Services Center

- Currently laying out the interior spaces and engaging staff in the process
- Developing a remedy for a wall separation that must occur between our space and the Kimbrell's furniture space

### **Innovation Update**

The innovation update was postponed due to time constraints.

### **Knight Foundation's Next Library Conference, Oodi and DOKK1**

Joe Helweg reported back to the Board his experience at the NEXT Library Conference and visiting Oodi and DOKK1.

Highlights included:

- Both libraries are focused on cultivating and feeding the life of the mind and life of spirit and less about the collections
- Our community has the opportunity to have an amazing "3<sup>rd</sup> space" with the new Main Library
- Libraries should be places for discussion and dialogue
- Both libraries emphasized fun and whimsy through temporary installations
- There will be talent implications for us that we need to plan ahead to address
- Both libraries were cultivators of community happenings that offered an abundance of flexible spaces

On a motion by Ed Williams, seconded by Ms. Griffin, the meeting was adjourned at 1:45pm.

Respectfully submitted,

Lenoir C. Keesler, Jr.  
CEO