



**Library Board of Trustees**

**Library Board of Trustees Meeting  
Main Library, Dowd Learning Studio  
Monday, September 19, 2016, 12:00am – 1:30pm**

**Trustees Present**

Jennifer Appleby, Chair  
Molly Griffin  
Rob Harrington  
Gloria Kelley  
Ellen McIntyre  
Leland Park  
Charles Thomas  
Ed Williams

**Staff Present**

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

**Others Present**

Leslie Johnson  
Mark Kutny  
Susan Patterson

**Trustees Absent (with cause)**

Charles Bowman  
Hyong Yi

**MINUTES**

Jennifer Appleby called the Board of Trustees meeting to order at 12:00 PM and welcomed guest and Community Fellow, Susan Patterson.

Ms. Appleby requested a motion to approve absence with cause for Trustees Charles Bowman and Hyong Yi. On a motion by Ed Williams and seconded by Leland Park, 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 June 27, 2016. On a motion by Leland Park seconded by Molly Griffin, the Trustees unanimously approved the June 27, 2016 meeting minutes.

**Committee Activity**

## **Finance Committee**

Angie Myers reported the following:

### **Financial Audit Update**

Ms. Myers updated the Trustees on the progress of the FY 2016 Financial Audit. Highlights include:

- Cherry Bekaert was on-site for two weeks in July and August working on the financial audit
- The financial audit is 80% completed
- At this time there are no negative findings to report
- The audit will be completed in October and there will be a full report at the November Trustee meeting

### **FY 2017 End of Month August Update**

- It's still very early with only two months of the year in the books
- Revenues and expenses are on target
- Revenues and expenses are projected to finish between 95% and 100% of budget

### **Budget Adjustments**

- Created a multi-year fund for the branch gift funds
- Transferred \$4,950 from the Foundation to Personnel Related for the ULC Joey Rogers Award
- Transferred \$18,676 from the Foundation to Programming for PNC Get Ready With Words
- Transferred \$50,000 from the Foundation to Professional Services for the Main Library Programming Consultant
- Transferred \$14,000 from the Fund Balance to Facility Related for Theater lights at ImaginOn
- Transferred \$27,071 from the ABC Board to Library Collections

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

## **Infrastructure Committee**

Rob Harrington updated the Trustees on the progress of the Capital Improvement Plan priorities stating Frank Blair created the list of priorities and brought it to the Infrastructure meeting for approval. The Infrastructure Committee gave feedback and approved the Library Capital Improvement Plan (CIP) and now it is being brought to the full board for approval.

Frank Blair reviewed the Capital Improvement Plan and project rankings and answered the board's questions.

On a motion by the Infrastructure Committee and seconded by Gloria Kelley, the Board unanimously approved the request to give the Infrastructure Committee the authority to create a finalized Capital Improvement Plan, using any new information that may become available, to the Board of County Commissioners.

## **Main Library Programming Consultant**

David Singleton explained that he and other staff are evaluating the pros and cons of hiring the Main Library architect and program planner as one unit or hiring them separately. David Singleton and Lee Keesler will make the final decision on approach in consultation with Frank Blair and Rob Harrington. County staff will be consulted prior to a final decision.

## **Nominating Committee**

On a motion by the Nominating Committee and seconded by Leland Park, the Board unanimously approved the request reappoint trustees Jennifer Appleby, Rob Harrington, Gloria Kelley and Ed Williams to a second, 4-year term.

The Nominating Committee is recommending to the Board of County Commissioners the appointment of Jorge de la Jara to fill the unexpired term of Dr. Eric Freedman and Brandon Neal to fill Charles Bowman's expired term. The committee will continue the search for a candidate to succeed Leland Park as the Board of Education appointee.

### **CEO Report-Lee Keesler**

#### **Marketing & Communications Update**

Cordelia Anderson announced that the Library's Marketing and Communications team is the first ever award recipient of the Library Journal's Marketer of the Year Award.

#### **Resolution- Gates Foundation**

On a motion by Jennifer Appleby and seconded by Rob Harrington the Board unanimously approved the resolution honoring the Bill and Melinda Gates Foundation and its contribution to building the capacity of public libraries.

#### **North Tryon Vision Plan/Sixth and Tryon Steering Committee Update**

The NTVP is complete, public rollout of the plan has begun, and implementation steps have been initiated.

Foundation For The Carolinas and Charlotte Center City Partners, the NTVP's two conveners, worked with City and County staff to develop an implementation plan that will:

- Create a governance/leadership entity to oversee implementation of the plan. This vehicle is in the process of being established. Bank of America has agreed to provide important support to this new entity, and Cathy Bessant from the bank will play a key leadership role.
- Create a parking solution in support of NTVP. CCCP is wrapping up a center city parking study, and the results will inform parking strategies in the North Tryon footprint. Underground parking beneath the Main Library block and the block just north is expected to be an important feature of the parking study's recommendations.
- Promote increased programmatic collaboration within the North Tryon footprint.
- Create a lighting and public art plan for North Tryon.
- Establish zoning and planning standards that support NTVP. The City is taking the lead on this crucial step.

The Library has been encouraged to have its Board of Trustees vote to endorse the NTVP as a show of support for the plan. Key considerations for the Board's endorsement include the following:

- The NTVP is not binding on the Library, however it's in the best interests of all parties for the Library's plans to be informed and aligned with the vision and direction of NTVP. The Sixth and Tryon planning process and conversations specific to the next main library have to-date been aligned with key NTVP strategies and vision.
- The NTVP views the Library block together with the block just north as a catalyst site. The Sixth and Tryon planning process began as a 1-block effort but could very possibly lead to a 1 ½ or 2 block development.
- An important outcome of the NTVP is underground parking beneath the two-block catalyst site occupied by the Library. Similarly, underground parking is part of the development strategy recommended by DaVinci Development to the Sixth and Tryon steering committee, and parking was identified in the Main Library Reinvention Committee's work.

Lee Keesler recommended that the Library Board of Trustees endorse the NTVP as presented, and that all planning for the next main library and its surrounding block remain aligned with the key strategies and vision of the NTVP.

On a motion by Molly Griffin and seconded by Rob Harrington, the Board unanimously agreed to endorse the North Tryon Vision Plan.

### **Blueprint**

The final Blueprint report is being finalized and will be shared with the Board in the next few months.

### **Benchmarking**

This fall Library leadership will conduct five benchmarking visits to successful, peer libraries around the country:

- Boston Public Library
- Columbus Metropolitan Library
- King County Library System
- Multnomah County Library
- Seattle Public Library

Each library was selected for specific reasons and each visit was planned around five priority operating areas of interest to us:

- Organization structure
- Staffing models
- Revenue models
- Main/Central libraries
- Library and Library Foundation integration/coordination

Supporting these conversations and information sharing is a data tool that has been sent to each library for completion. The tool will serve as an archive of information gathered on our visits.

Upon return learnings will be shared within the organization, with the Board of Trustees at its November meeting and with our partners at the County.

### **FY 2017 Programming Plan and FY 2016 Programming Report**

Dana Eure shared the Library's FY 2017 Programming Plan and FY 2016 Programming Report. (See attached)

Ellen McIntyre is interested in seeing program participation by library branch to help paint a picture of how we are serving children from lower socio-economic areas.

### **Library Foundation Update**

Jenni Gaisbauer provided the following update:

- The Foundation is halfway to reaching the \$100,000 Leon Levine Foundation challenge.
- Please purchase your tickets now for Verse & Vino
- EpicFest is having a special teen night this year to be held at Google Fiber's 7<sup>th</sup> Street headquarters
- The staff campaign is progressing well
- We are currently refining our capital campaign pitch and are currently in the "quiet phase" of the campaign

The Board upon the motion of Molly Griffin and the second of Ed Williams, which was unanimously approved, went into closed session pursuant to N.C. Gen. Stat. § 143-318.11(a)(5) to discuss the material terms of an employment contract at approximately 1:30 p.m. Upon returning to open session at 1:40 p.m. the meeting was adjourned upon the motion of Ellen McIntyre and the second of Ed Williams, which was unanimously approved.