



Library Board of Trustees

**Library Board of Trustees Meeting
Main Library, Francis Auditorium
Monday, March 27, 2016, 12:00pm – 1:30pm**

Trustees Present

Ailen Arreaza
Molly Griffin
Rob Harrington
Joe Helweg
Ellen McIntyre
Brandon Neal
Charles Thomas
Hyong Yi

Staff Present

Cordelia Anderson
Frank Blair
Shelley Book
Seth Ervin
Sean Hogue
Jenni Gaisbauer
Deanna Griffin
Leonora Kaufmann
Lee Keesler
Susan McDonald
Angie Myers

Others Present

Leslie Johnson
Mark Kutny

Trustees Absent (with cause)

Jennifer Appleby, Chair
Gloria Kelley
Ed Williams

MINUTES

Rob Harrington presided in Jennifer Appleby's absence, called the Board of Trustees meeting to order at 12:00 PM and welcomed new Trustee, Joe Helweg.

Mr. Harrington requested a motion to approve absence with cause for Trustees Jennifer Appleby, Gloria Kelley and Ed Williams. On a motion by Charles Thomas and seconded by Brandon Neal, the Trustees unanimously approved their absences with cause.

Mr. Harrington requested a motion to approve the minutes from the Board of Trustees meeting held on January 23, 2017. On a motion by Molly Griffin and seconded by Brandon Neal, the Trustees unanimously approved the January 23, 2017 meeting minutes.

Committee Activity

Finance Committee

Ellen McIntyre stated that it was the Finance Committee's recommendation that the Board engage Cherry Bekaert to perform the 2017 financial audit. She reminded the Board that last year Trustees discussed continuing to use the same auditor as Mecklenburg County, which is Cherry Bekaert.

On a motion by the Finance Committee, and seconded by Charles Thomas, the Trustees unanimously approved the use of Cherry Bekaert for the Library's 2017 financial audit.

Ms. McIntyre also proposed authorizing the Library to retain cash-on-hand at its locations in excess of \$250.00 in order that each branch would have sufficient change for the cash drawers.

On a motion by the Finance Committee, and seconded by Hyong Yi, the Trustees unanimously approved the authorization for the Library to retain cash-on-hand in excess of \$250.00 for the purpose of providing each branch with a change fund for the cash drawers.

Budget Report

Angie Myers reported the following:

- The FY 2018 budget request was submitted to Mecklenburg County last week.
- March 30, 2017 --- Lee Keesler will present the Library's budget request to the County's Executive Team.
- June 13, 2017 --- BOCC will hold its straw vote on the County budget.
- June 15, 2017 --- the Library will publish its recommended budget.
- June 20, 2017 --- BOCC will adopt the County budget.
- June 26, 2017 --- the Library Board of Trustees will be asked to adopt the FY 2018 Library budget.

Financial Report

Ms. Myers reported the following:

- Expenses and revenues are between 95% and 100% of budget.
- One area of concern continues to be falling revenue generated by fines and fees.
- At the Board meeting in January Trustees were informed that Library had requested to County staff the ability to move \$750,000 in lapsed salaries to fund Sixth & Tryon pre-development expenses and additional books and materials for the collection. This request was subsequently approved by Mecklenburg. Special thanks go to Leslie Johnson for her support of the Library's request.

Budget Adjustments

Ms. McIntyre reported the following:

- \$1,000 from Other Revenue to Personnel for teen summer interns
- \$200,000 from the Foundation to Professional Services to pay for the Main Library visioning work with the ideation firm, Machine
- \$24,600 from the Foundation to Technology for digital literacy
- \$10,594 from Fund Balance to Facilities for ImaginOn furniture

- \$3,000 from the Foundation to Programming for Summer Break
- \$500,000 from Salaries to Library Collections for books and materials
- \$250,000 from Salaries to Professional Services

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

Infrastructure Committee

Rob Harrington requested Board approval for the following actions:

- Authorize Lee Keesler to work with Mecklenburg County Asset & Facility Management to review responses to the RFQ for South County Regional Library Architectural and Engineering services, including Program Planning services, and create a short list of candidate firms.
- Authorize Lee Keesler to work with Mecklenburg County Asset & Facility Management to negotiate with the top-ranked firm(s), as ranked by the Architect Selection Committee, for the South County Regional Library project.

On a motion by Hyong Yi and seconded by Joe Helweg, the Board unanimously approved the action items listed above.

Frank Blair updated the board on the following:

- The Morrison demolition is complete.
- The footings have been poured on Morrison's expansion.
- North County's program planning has begun and it incorporates community and staff input.
- North County's architect is currently drafting plans.

CEO Report-Lee Keesler

Stories of Impact

Dana Eure shared several stories of impact including a Paws to Read volunteer, a book club participant, a community conversation on immigration and Get Ready with Words participants.

6th and Tryon

Mr. Keesler presented a PowerPoint updating the Board on the progress of the Sixth & Tryon steering committee.

Mr. Keesler also walked the Board through a document recapping the governance actions the Board has taken thus far to advance development for (1) Sixth & Tryon and (2) a new Main Library, as well as the actions it will need to take in the near future to keep both projects moving forward.

Mr. Keesler reminded the Board that Atlanta-based DaVinci Development Collaborative was hired in 2015 for a set of tasks associated with the Sixth & Tryon Project. DaVinci's original assignment has been completed to the steering committee's satisfaction and the Sixth & Tryon group would like to reengage them for additional project management work through the end of June 2016. Since Sixth & Tryon is not a legal entity, Mr. Keesler explained that the steering committee has asked the Library to engage DaVinci on its behalf. Mr. Keesler asked the Library Board to authorize the Library to engage and pay DaVinci, on behalf of the 6th and Tryon Committee, in order that project planning work can continue through the end of June, 2017. Funding for the DaVinci reengagement comes from the transfer of lapsed Salaries to Professional

Services, as noted above in the Finance Committee report. In July of 2017, a new project management vehicle should be in place to drive the project forward.

On a motion by Molly Griffin and seconded by Hyong Yi, the board unanimously agreed to authorize the Library to engage and pay DaVinci on behalf of the Sixth & Tryon steering committee in order that pre-development work can continue through the end of June 2017.

Policy and Procedures Update

Shelley Book distributed a flash drive to all board members containing proposed updated policies for Technology, Real Estate, Finance and Human Resources. She explained the Board is asked to review them and follow up with any questions they have before the next Board meeting on May 15, 2016, when they will be asked to approve the policies.

On a motion by Brandon Neal and seconded by Charles Thomas the meeting was adjourned at 1:30 PM.

Respectfully submitted,

Lee Keesler
CEO