



**Library Board of Trustees**

**Library Board of Trustees Meeting  
Main Library, Dowd Learning Studio  
Monday, March 17, 2014, 12:00 Noon**

**Trustees Present**

Molly Griffin, Chair  
Charles Bowman  
Robin Branstrom  
Rob Harrington  
Gloria Kelley  
Joan Martin  
Leland Park  
Bob Sink

**Staff Present**

Cordelia Anderson  
Frank Blair  
Shelley Book  
Jenni Gaisbauer  
Leonora Kaufmann  
Lee Keesler  
Lois Kilkka  
Angie Myers  
Linda Raymond  
David Singleton

**Others Present**

Dena Diorio (County Manager)  
Sean Hogue (Financial Consultant)  
Leslie Johnson (Assistant County  
Manager)  
Mark Kutny (Legal Counsel)

**Trustees Absent (with cause)**

Jennifer Appleby

**MINUTES**

Molly Griffin called the meeting to order at 12:02 PM.

Molly Griffin welcomed Mecklenburg County Manager Dena Diorio and Assistant County Manager Leslie Johnson to the meeting.

Ms. Griffin requested a motion to approve the minutes from the January 27, 2014 meeting that had been distributed previously via email. On the motion by Bob Sink, seconded by Joan Martin, the Trustees unanimously approved the January 27, 2014 Board meeting minutes.

**Committee Activity Report:**

**Finance Committee:** Rob Harrington explained the Finance Committee was bringing forth several items for Board approval. The first was a new set of Finance Policy and Procedures that will supplement the requirements set forth in the Bylaws of the Library. A change of policy included in the new recommendation will allow the Library to transfer, from one appropriation to another within the same fund, moneys totaling up to \$25,000 between each of the regular scheduled meetings of the Library Board and/or the Executive Committee of the Library Board. The transfer must be approved by both the Chief Executive Officer and the Treasurer of the Library. Any transfers that are approved must be reported to the full Library Board at its next regularly

scheduled meeting and shall also be reported to the Library Board Executive Committee at its next regularly scheduled meeting.

The second item brought forth by Mr. Harrington for approval by the Board is the Memorandum of Agreement (MOA) between the Charlotte Mecklenburg Library Foundation and the Foundation For The Carolinas. This MOA covers Administrative Services, Accounting and Tax Services, Investment Services and Planned Giving Services. It also covers the Fees For Services provided by the Foundation For The Carolinas. Under the terms of the MOA the fees will equal 1.4% annually of the fair market value of the assets in all funds held by the Charlotte Mecklenburg Library Foundation, charged in monthly installments calculated each month as 1/12<sup>th</sup> of 1.4% based on the average daily fund balance for the month.

The final item brought for approval was the audit contract between the Charlotte Mecklenburg Library and Cherry Bekaert & Holland. This contract allows the Library to continue using the audit services of Cherry Bekaert & Holland for FY2014.

On a motion by Rob Harrington the Trustees unanimously approved the updated Board of Trustees Finance Policies and Procedures, the MOA between the Library Foundation and the Foundation For The Carolinas and the audit contract with Cherry Bekaert & Holland.

### **Infrastructure Committee:**

Frank Blair reviewed a handout summarizing the Library's Capital Projects in the FY 2015-2019 funding cycle, totaling 30 million dollars over five years. This investment supports a comprehensive renovation and re-programming of four Library locations: Morrison, West Boulevard, North County and South County.

Each capital project has a 24-30 month timeline that includes 9-12 months of planning, followed by 12-18 months in construction. We anticipate closing each library 9-12 months while the projects are underway. Costs, scope and project justification was provided on the handout. County Staff in BSSA-AFM (Jay Rhodes) was instrumental in preparing the Capital Project submissions.

Mr. Blair also reviewed the Library's Technology Reserve Requests for FY2015, totaling just over \$4.5 million dollars over three years. These projects, if funded, will help move the library toward a reasonable standard in maintaining its technology infrastructure after several years of underfunding. Costs, scope and justification for each of the projects are listed on the handout. County Staff in BSSA-IT (Cliff Dupuy and Larry Edwards) were instrumental in preparing the Technology Reserve Requests.

There was no action required by the Board on any of these items. This information was provided so the Board is aware of the level of investment in our physical infrastructure our funding partner has committed to, and what we are requesting for technology funding next year.

### **CEO Report:**

**CMS, City and County Relationship Update:** Lee Keesler gave a quick update on a partnership with City of Charlotte as it relates to the Free Little Library Project. Mr. Keesler explained that the Friends Council was working with the City to place Free Little Libraries around the city starting with the first placed near the Shamrock Senior Center. This partnership will be on-going as the Library will donate the books to fill the Free Little Libraries.

Mr. Keesler stated that he, David Singleton and Michele Gorman met with Ann Clark at CMS to discuss a framework for advancing the Library/CMS partnership and he felt real progress was being made. He noted that there were several initiatives we were moving forward with and some where we still needed more information. Ms. Clark was willing to work with the Library on the areas where more information was needed. Two important projects the Library would like to move forward on is putting library card in the hands of every child in CMS in kindergarten through 3<sup>rd</sup> grade and piloting an E-Library card for 6<sup>th</sup> through 12<sup>th</sup> graders in the Project Lift zone.

The Library continues to partner with the County on many initiatives including:

- 2014 Employee Climate Survey
- FY2015 Operating and Capital Budget process
- Feedback for the County's Business Support Services Agency (BSSA)
- HR Policies/Procedures alignment
- Real estate topics
- Online learning and development options for staff

Mr. Keesler noted that this year's budget process has been constructive and noted that Dena Diorio is asking department directors to present their budgets to the County Executive team. The Library will then receive feedback from Finance and Mrs. Diorio will present the budget to the Board of County Commissioners on May, 29, 2014.

Mr. Keesler noted that the three most important budget initiatives revolved around increasing the collection, increasing hours of operation and securing funding for implementing the Library's Digital Strategy.

Mr. Keesler then asked Ms. Diorio to comment on this year's budget process and she stated that she felt the County was in a good position and that there was a possibility of a tax decrease. She went on to state that she would be requesting funding for initiatives that fit with the Board of County Commissioners Strategic Plan.

**Strategic Plan Update:** David Singleton explained that use of the Library's digital material continues to grow rapidly, doubling each of the last two fiscal years. He noted that mobile technology continues to become more important as more people are accessing services using their mobile phones. Mr. Singleton stated that providing great customer service in the digital realm is just as important as providing it in the physical libraries.

Mr. Singleton explained the upcoming One Book program. He stated that the Library selected Ray Bradbury's *Fahrenheit 451* as the book and reviewed the different events taking place around the County at which the book would be discussed.

Mr. Singleton also updated the Board on the customer segmentation project taking place. He explained the Library is using the market segmentation study to develop strategies to further aid our customers.

**Foundation Update:** Jenni Gaisbauer reported that the Foundation continues to receive generosity from Bank of America. This time it is in the form of three murals painted by Bank of America employees and a tagline in upcoming Bank of America monthly statements.

Ms. Gaisbauer announced that the Foundation would be hosting a Carnegie Circle Appreciation Event on April 23, 2014 at ImaginOn. The event will showcase Trustee, Ed Williams and his new book, *Liberating Dixie*.

Ms. Gaisbauer noted that the Foundation would begin seeking corporate sponsorships in March for the upcoming Verse & Vino event that will take place in November. There would also be an event at the home of Robin Branstrom on May 6 to cultivate hosts for the event.

The Spring Appeal is being developed with the goal of launching in May and raising \$100,000 for books and materials for the Library. She has requested that Red Ventures be involved in helping raise funds again this year and is waiting to hear back from them on their interest in the project.

**Financial Report:**

Angie Myers began the financial report by noting that the financial situation is very similar to last month. She did note that the value of volunteer hours was down due to a change in how value is now calculated. Ms. Myers also noted that the service demand statistics show a 60% increase in year to date digital circulation.

**Budget Adjustments:** There were no budget adjustments to report and/or approve this month.

**Open Discussion:**

Several Board members stated that they felt the quality of the staff presentations were very professional and very helpful.

**Other Business:**

The Board went into closed session at 1:18 p.m. on March 17, 2014, by motion of Rob Harrington, seconded by Bob Sink, pursuant to North Carolina General Statutes, Section 143-318.11(a)(6), for the Board to consider a Personnel Matter.

Upon returning to open session at 1:39 p.m., by motion of Bob Sink and seconded by Rob Harrington, the Board unanimously approved the Library CEO Job Description as presented.

Upon the motion of Molly Griffin and seconded by Rob Harrington, the Board adjourned at 1:41 p.m.

Respectfully Submitted,

Lenoir C. Keesler Jr.