



Library Board of Trustees

**Library Board of Trustees Meeting
Main Library, Dowd Learning Studio
Monday, May 18, 2015, 12:00 Noon**

Trustees Present

Molly Griffin, Chair
Jennifer Appleby
Charles Bowman
Dr. Eric Freedman
Rob Harrington
Joan Martin
Dr. Leland Park
Bob Sink
Charles Thomas
Ed Williams

Staff Present

Cordelia Anderson
Frank Blair
Shelley Book
Seth Ervin
Dana Eure
Jenni Gaisbauer
Angela Haigler
Jason Hyatt
Leonora Kaufmann
Lee Keesler
Susan McDonald
Angie Myers
Maryann O'Keefe
Linda Raymond
David Singleton

Others Present

Sean Hogue (Financial Consultant)
Leslie Johnson (Assistant County
Manager)
Mark Kutny (Legal)
Will Safrid (Intern at Hamilton
Stephens Steele + Martin, attending with
Mark Kutny)

Trustees Absent (with cause)

Gloria Kelley

MINUTES

Molly Griffin called the meeting to order at 12:00 PM.

Ms. Griffin welcomed and introduced Will Safrid, an intern working with Mark Kutny at Hamilton, Stephens Steele + Martin, PLLC.

Ms. Griffin requested a motion to approve absence with cause for Trustee Gloria Kelley. On a motion by Leland Park and seconded by Charles Bowman, the Trustees unanimously approved absence with cause for Gloria Kelley.

Ms. Griffin requested a motion to approve minutes from the Board of Trustee meeting held on March 15, 2015. On a motion by Leland Park, seconded by Charles Thomas, the Trustees unanimously approved the minutes.

Committee Activity Report:

Finance Committee: Rob Harrington asked Angie Myers to update the Board on the FY 2016 budget process. Ms. Myers reported that this year's Library budget timeline has shifted due to a delay in the notification of County funding details by the County budget office to coincide with public release of the County Manager's recommended budget. Ms. Myers will email the Library's budget to the Board of Trustees after June 10 for review and ultimate adoption at the Board's June 22 meeting.

The Library asked the County for continuation funding and an additional \$3.5MM. The additional monies would go toward three priorities; (1) digital strategy, (2) Main Library reinvention, (3) organizational capacity building projects. Ms. Myers referred the Board to the handout regarding specific dollar amounts in each category.

Molly Griffin asked Leslie Johnson if there was a specific reason for the delay in relaying the recommended budget to the departments and business partners. Ms. Johnson replied that the financial landscape was different now from when they talked to the Board of County Commissioners in January and February and Dena Diorio is being more strategic and having more discussion around County priorities.

Ms. Meyers stated that after the Library made its budget presentation, Dena Diorio asked us to revisit our budget requests and we did, shifting some of the requested funding from operations to one-time funding.

Infrastructure Committee: Bob Sink asked Frank Blair to update the Board on the Morrison and West Boulevard renovations. Frank Blair reported that the Infrastructure Committee, the Library and the County staff are hard at work on the renovation and expansion plans for Morrison and West Boulevard. Highlights included:

- Holzheimer Bolek + Meehan Architects (HBM) conducted, "Mind Breaking - Building Breaking" program. Staff participation will be integral in the design of the new Morrison.
- Jamie Shook, the Project Manager from HBM, and Mr. Blair have met with Code Enforcement, Zoning, Storm Water, CDOT and the City Arborist about various elements regarding the re-design.
- We continue to look for alternate locations and service models to use while Morrison is closed.
- CM@Risk RFQ will go live this week.

Mr. Sink explained that in 2006, the Library adopted a policy that set a target of 13% participation in construction projects by minority and women business enterprises. The Library's policy made no specific reference to the inclusion of small businesses.

In 2011, the Library outsourced management of construction projects to Mecklenburg County's Asset and Facility Management Dept.

In 2014, the County updated its policy on Minority, Women and Small Business Enterprise (MWSBE) participation in construction projects. Current County policy sets a goal of 10% participation by minority business enterprises, 6% by women business enterprises, and 5% by small business enterprises.

In order to increase the pool of business enterprises participating in the Morrison renovation and expansion, and to standardize management of construction enterprises with Mecklenburg County, a positive vote on this action item would authorize the Library to use County's MWSBE for the Morrison project.

On a recommendation by the Infrastructure Committee, the Board unanimously approved to adopt by reference, Mecklenburg County's MWSBE policy for the Morrison project.

CEO Report:

Staff Recognition: Mr. Keesler and David Singleton recognized the following staff members for their exemplary service during the Presidential visit:

- Jason Hyatt for coordinating resources
- Maryann O'Keefe for managing logistics
- Seth Ervin for coordinating space and staff
- Angela Haigler for managing marketing and communications
- Frank Blair for managing technology, security and overall leadership

North Tryon Master Plan (NTMP) Update: Mr. Keesler reported that The Foundation For The Carolinas is close to meeting its goal of raising \$35MM for the Carolina Theater project. Parking has become an important topic in the NTMP discussions and our block could possibly house at least part of an underground parking deck. The City of Charlotte and Mecklenburg County have both been supportive of the NTMP thus far.

Dennis Rash will deliver a report to the Library Board of Trustees next month regarding the Main Library Reinvention project. There are currently three conversations taking place now that relate to the Main Library Reinvention project:

- Development strategy
- Public funding
- Private funding

Blueprint: The *Blueprint* planning initiative is advancing steadily. Staff and Board participation in the process is strong. Every work team has met at least once. All teams will meet on October 19 to report progress and review the work of the Service Model work team.

FY 2016 Program of Work and KPIs: Mr. Keesler reviewed the Program of Work handout and noted the Program of Work contains high-impact items that are out of that go beyond the scope of business as usual. The amount of funding the Library receives from Mecklenburg County will drive the scope of some of these items.

Mr. Keesler reviewed the Key Performance Indicators handout and noted how each item fed into the Library's Strategic Plan. Some discussion was had around providing outcomes as opposed to outputs. David Singleton explained that he would address the work being done on this topic in his presentation titled Project Outcome.

Industry Update: Library outcomes are a hot topic in the industry and the industry is responding. Project Outcome is being launched at ALA in June of this year and was created to build a national framework for moving Libraries from outputs to outcomes. The project is being funded by the Bill and Melinda Gates Foundation and sponsored by ALA, COSLA and ULC. There will be 25 libraries taking part in the pilot including the Charlotte Mecklenburg Library.

Seven areas have been identified to provide outcome measures:

1. Early childhood literacy
2. Summer Reading program
3. Civic/Community engagement
4. Job skills
5. Economic development
6. Lifelong learning

7. Digital inclusion

Library Foundation Update: Jenni Gaisbauer reported the Library Foundation just held its first Library Fundraising Summit where 75 staff people from libraries across North and South Carolina came to the Foundation For The Carolinas to learn about fundraising for libraries. Initial indications are that it was a very successful event and that it helps our Library Foundation reach its goal of being an industry leader.

The Foundation would like to partner with READ Charlotte on EpicFest scheduled for November 6 & 7. Ms. Gaisbauer will be meeting with READ Charlotte Executive Director, Munro Richardson, to explore opportunities to partner.

The Foundation's Spring Appeal was just mailed to over 2,000 donors who did not donate during the Fall Appeal. We are very proud of the story we have told and hope that people will give for today and for tomorrow.

The Foundation is excited to report that EpicFest is now fully funded and on schedule.

Financial Report

Angie Myers reviewed the FY 2015 Financial Report as of April 30, 2015 and pointed out that we were doing an excellent job by collecting 99% of our revenue spending 96% our budgets.

The following revenue items were highlighted:

- Unfavorable variance to budget in actual E-rate funding
- Favorable variance in fees due to print and meeting room revenues

The following expenditure items were highlighted:

- Favorable variance due to multi-year programming grants, gifts, consulting and professional services
- Unfavorable variance related to copier expenses

Budget Adjustments: Ms. Myers reported 9 budget adjustments totaling \$879,845.50. She drew particular attention to one item where, if approved by Mecklenburg County, she would transfer up to \$600,000 from Salaries & Benefits to Insurance and Library Collections. This item would have to be approved by the County in order for the transfer to take place.

On a motion by Rob Harrington, seconded by Jennifer Appleby, the Board unanimously approved the nine requested budget adjustments.

Ms. Griffin asked the Trustees for a motion to adjourn the meeting. On a motion by Charles Bowman, seconded by Charles Thomas, the meeting was adjourned at 1:30 p.m.