



Public Library of Charlotte and Mecklenburg County

Library Board of Trustees

Main Library
Dickson Boardroom, Third Level
Thursday, January 29th, 2009

**** 3:00 p.m. ****

AGENDA

- I. **Call to Order**
Chair Darrel Williams will convene the meeting
- II. **Approval of the Minutes of the November 19th, 2008 Meeting and Retreat ***
(Attachment 1)
- III. **Director's Awards (Charles Brown/David Singleton)** *5 minutes*
- IV. **Financial Report (Brian Beavers) (Attachment 2)** *10 minutes*
 - **Budget Adjustment(s)***
- V. **Hickory Grove Bid Presentation (Brian Beavers/Walt Smith) (Attachment 3)** *10 minutes*
- VI. **Review of DRAFT Facilities Master Plan (Charles Brown/Brian Beavers
And Laura Isenstein) (Attachment 4)** *60 minutes*
- VII. **C.O.R.E. Group Member Re-Introductions and
Board Committee Duties/Responsibilities (Attachment 5)** *60 minutes*
 - a. **Organizational Resources – Brian Beavers**
 - b. **Community Engagement – Karen Beach**
 - c. **Research, Innovation & Strategy – Frank Blair**
 - d. **Library Experiences – David Singleton**
- VIII. **Creation of a Board Executive Committee** *10 minutes*
(Darrel Williams/Bob Stephens) (Attachment 6)
- IX. **Final Strategic Plan Review and Formal Adoption (Charles Brown/David Singleton)** *30 minutes*
- X. **Conflict of Interest Policy (Bob Stephens) (Attachment 7)** *5 minutes*
- XI. **Director's Report (Charles Brown) (Attachment 8)** *5 minutes*
 - **“ImaginOn, The First Twenty-First Century
Public Library Building in the U.S. Public Library Quarterly
Vol. 27(2) 2008**
 - **Main Library Update**
- XIV. **Community Engagement Report (Karen Beach) (Attachment 9)**
- XV. **Adjournment**

***Board action requested**

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Public Library of Charlotte and Mecklenburg County

Library Board of Trustees Special Meeting

**Main Library
Dickson Boardroom, Third Level
Thursday, February 26, 2009**

**** 4:00 p.m. ****

AGENDA

- I. Call to Order**
Chair Darrel Williams will convene the meeting
- II. Outline/Purpose of Meeting**
- III. Overview of Budget Situation – (Attachment 1)**
- IV. Review of Principles Developed and used by Library Administration – (Attachment 2)**
- V. Proposed Budget Reductions – (Attachment 3)**
 - (Plus other Possible HR Reductions)
 - Salary Freeze
 - Graduated Pay Reductions
 - Suspending match on the Library’s 401K-type plan
- VI. Key Questions:**
 - Is this the right approach?
 - What about a major communitywide event such as Novello?
- VII. Additional Questions/Reactions**
- VIII. Discussion of Next Steps**
- VII. Closed Session - Pursuant to North Carolina General Statutes, Section 143-318.11(a) (5) to discuss the acquisition of real property**
- VIII. Adjournment**

***Board action requested**



Public Library of Charlotte and Mecklenburg County

Library Board of Trustees

Main Library
Dickson Boardroom, Third Level
Thursday, March 19, 2009

**** 4:00 p.m. ****

AGENDA

- I. **Call to Order**
Chair Darrel Williams will convene the meeting
- II. **Approval of the Minutes of the January 29th and February 26th Special Meeting**
(Attachment 1)
- III. **Carla DuPuy Scholarship Award (Charles Brown)** *5 minutes*
- IV. **6R Movement MVP Award (David Singleton/Michele Gorman)**
(Attachment 2) *5 minutes*
- V. **Financial Report (Brian Beavers) (Attachment 3)** *10 minutes*
 - **Budget Adjustment(s)***
- VI. **Operations Committee Report (Committee Chair/Brian Beavers)** *10 minutes*
- VII. **Update on DRAFT Facilities Master Plan (Charles Brown/Brian Beavers)** *10 minutes*
- VIII. **C.O.R.E. Group Member Re-Introductions and Board Committee Duties/Responsibilities (Attachment 4)** *10 minutes*
 - a. **Library Experiences – David Singleton**
- IX. **Final Strategic Plan Review and Formal Adoption (Attachment 5)**
(Charles Brown/David Singleton) *30 minutes*
- VII. **Review Board Meeting Dates (Darrel Williams) (Attachment 6)**
10 minutes
- X. **Conflict of Interest Policy (Bob Stephens) (Attachment 7)** *5 minutes*
- XI. **Director's Report (Charles Brown) (Attachment 8)** *5 minutes*
- XIV. **CMS Parent University – Library's Involvement (Karen Beach/David Singleton)**
- XV. **Adjournment**

***Board action requested**

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Public Library of Charlotte and Mecklenburg County

Library Board of Trustees
Executive Committee Meeting

Main Library
Dickson Boardroom, Third Level
Monday, April 20th, 2009

**** 2:30 p.m. ****

AGENDA

- I. Call to Order**
Chair Darrel Williams will convene the meeting
- II. Budget Update**
- III. Status of ImaginOn: The Joe & Joan Martin Center**
- IV. Status of Ongoing Capital Projects**
- V. Director's First Quarter Assessment of the Re-organization (3 key areas)**
- VI. Status of Board Committee Structure**
- VII. Call for Presenters--Think Globally, Act Globally China-US Collaboration**
- VIII. Other**
- IX. Adjournment**

Operations Committee Agenda

Wednesday June 10, 2009, 10:00 AM
Mecklenburg Room of the Carolina Room

- I. Welcome
- II. Approval of March 2009 meeting Minutes
- III. HVAC Concerns Update – IMG
- IV. Security/Facilities Assessment – Mecklenburg County^o
- V. Project Updates – Hickory Grove, Beatties Ford Road, Scaleybark, Carmel Replacement
Libraries and other^o
- VI. Mr. Joanne Neely – Patron from Nations Ford Rd area to advocate for Library Location^o
- VII. Adjournment

^o = indicates an email attachment

Operations Committee = multi-faceted committee monitors and assists in the development of the Library's budget and provides general oversight for its long-range financial planning; reviews proposed policy changes and other Human Resources-related issues; and provides oversight for the planning, design, construction, maintenance and security of Library Facilities.)

- Monitors the Library's current budget and reviews and provides input into the development of future ones.
- Reviews and provides input into proposed changes in Human Resources policies and practices.
- Provides guidance and input in planning new and renovated facilities.
- Assists in the development and eventual implementation of a comprehensive plan of ongoing system-wide facility renovations.
- Works with staff to ensure the safety and security of Library users and personnel.

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Public Library of Charlotte and Mecklenburg County

Library Board of Trustees

Duke Mansion
Main Level
Thursday, June 11, 2009

**** 1:45 p.m. ****

AGENDA

- I. **Call to Order**
Chair Darrel Williams will convene the meeting
- II. **Chief Executive Officer Mecklenburg County ABC Board Calvin McDougal**
- III. **Approval of the Minutes of the February 26th and March 19, 2009 Special & Regular Meetings (Attachment 1)**
- IV. **Financial Report FY 2008 – 2009 (Brian Beavers) (Attachment 2)** *15 minutes*
 - **Budget Adjustment(s)* Current**
- V. **Library Budget FY 2009 – 2010 (Attachment 3)** *30 minutes*
- VI. **Review of the Updated DRAFT of the Facilities Master Plan**
Prior to Discussion with the Mecklenburg Board of County Commissioners
(Charles Brown/Brian Beavers/Laura Isenstein) *30 minutes*
- VII. **FY 2010 Overall Compensation Reductions/Furlough Days**
(Attachment 4) (Charles Brown) *10 minutes*
- VIII. **Final Strategic Plan Review**
(Charles Brown/David Singleton) *15 minutes*
- IX. **Workforce Development Center Update (Frank Blair)** *5 minutes*
- X. **Return on Investment (ROI) Study Update (Frank Blair)** *5 minutes*
- XI. **Community Engagement (Karen Beach)** *5 minutes*
- XII. **Director's Report (Charles Brown)** *5 minutes*
- XIV. **Adjournment**

***Board Action Requested**



Public Library of Charlotte and Mecklenburg County

Technology & Innovation Trustee sub-committee

Main Library

Dickson Boardroom, Third Level

Thursday, June 11, 2009

**** 10:30 a.m. ****

AGENDA

Type of Meeting: Technology & Innovation Trustee sub-committee

Attendees: Belva Greenage, Magdalena Maiz-Peña, Bill Warren, Frank Blair, Cordelia Anderson, Donovan Craig

Absent:

- I. Welcome
- II. Work Force Development Update (WFD)
- III. Return on Investment Study (ROI) – Cordelia Anderson
- IV. Next Meeting: Thursday, July 30th @ 12:30 PM
- V. Other Business
- VI. Close

Contact Information:

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Public Library of Charlotte & Mecklenburg County

Library Board of Trustees

Main Library

Dickson Boardroom – Third Level

Thursday, September 17, 2009

**** 4:00 p.m. ****

AGENDA

- I. **Call to Order**
Chair Darrel Williams will convene the meeting
- II. **Approval of the Minutes of the June 11, 2009 Regular Meeting (Attachment 1)**
- III. **Director's Award (Charles Brown/Patrice Ebert)** *5 minutes*
- IV. **End of FY 08-09 & Financial Report 09-10 (Brian Beavers) (Attachment 2)** *10 minutes*
 - **Budget Adjustment(s)**
- V. **Recommendation for Revised Overdue Fine/Fee Schedule (Attachment 3)** *10 minutes*
(David Singleton)
- VI. **ImaginOn Updates – Physical & Program Changes** *10 minutes*
(David Singleton/Lois Kilkka/Geri Sponaas)
- VII. **Capital Projects (Attachment 4)** *15 minutes*
 - **Facilities Master Plan Update & Preparation for November 10, BOCC Meeting (Charles Brown/Brian Beavers)**
 - **Beatties Ford Road Project – Construction Bid Approval (Brian Beavers)**
 - Possible reduction in hours during the construction period (Charles Brown)
 - **Hickory Grove Project – FFE Approval (Brian Beavers)**
 - **Berewick & Carmel Project Updates (Brian Beavers)**
 - **Scaleybark Update (Charles Brown)**
- VIII. **Library Board of Trustees Proposed Amended By-Laws (Attachment 5)** *10 minutes*
(Charles Brown/Bob Stephens)
- IX. **Planning for the Year Ahead: Library Board of Trustees Meeting Format** *15 minutes*
(Robin Branstrom/Darrel Williams/Charles Brown)
 - **Frequency of Meetings**
 - **Time of Meetings**
 - **Use of Skype**
 - **Sub-committee meetings prior to regular meeting**
 - **Annual retreat (?)**
 - **Scheduling of luncheon with former Board members**
- X. **Proposed No-Smoking Ordinance Library-Public & Staff Entrance (Brian Beavers)** *5 minutes*
- XI. **Employee Climate Survey (Charles Brown) (Attachment 6)** *5 minutes*
- XII. **Swine Flu Preparations (Charles Brown/Brian Beavers)** *5 minutes*
- XIII. **Adjournment** ***Board Action Requested**



Charlotte Mecklenburg Library

Library Board of Trustees

Main Library
Dickson Boardroom
Thursday, November 19, 2009

**** 4:00 p.m. ****

AGENDA

- I. **Call to Order**
Chair Darrel Williams will convene the meeting
- II. **Approval of the Minutes of the September 17, 2009 Meeting * (Attachment 1)**
- III. **Director's Awards (Charles Brown)** *10 minutes*
- IV. **Proposed County/Library Study of Maintenance and Project Management Activities (Darrel Williams/Mark Hahn) (Attachment 2)**
- V. **Financial Report (Brian Beavers) (Attachment 3)** *10 minutes*
 - **Budget Adjustment(s)***
- VI. **Sales Tax Refund Discussion (Charles Brown/Chuck Mallas/Bob Stephens)** *15 minutes*
- VII. **Election of Library Board of Trustees' 2010 Officers (Darrel Williams) (Attachment 4)** *10 minutes*
- VIII. **Library Board of Trustees Proposed 2010 Meeting Schedule (Attachment 5)** *5 minutes*
- IX. **Proposed Board Retreat (Attachment 6)** *15 minutes*
- X. **Library Board of Trustees Proposed Amended By-Laws (Attachment 7) (Charles Brown/Bob Stephens)** *10 minutes*
- XI. **2010 Library Holiday Schedule (Charles Brown) (Attachment 8)** *5 minutes*
- XII. **CML – Guidelines for Social Media Participation (Charles Brown/Frank Blair) (Attachment 9)** *10 minutes*
- XIV. **Facilities Update (Charles Brown/Brian Beavers)** *10 minutes*
 - 1. Beatties Ford Road
 - 2. Hickory Grove
 - 3. Scaleybark
 - 4. Proposed Park/Parking across from ImaginOn: The Joe & Joan Martin Center
- XV. **Adjournment**

***Board action requested**