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)
   • 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
      (Darrel Williams/Bob Stephens) (Attachment 6) 10 minutes

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
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
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)
   • Budget Adjustment(s)* 10 minutes

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)
      a. Library Experiences – David Singleton 10 minutes

IX. Final Strategic Plan Review and Formal Adoption (Attachment 5)
    (Charles Brown/David Singleton) 30 minutes

X. Review Board Meeting Dates (Darrel Williams) (Attachment 6) 10 minutes

XI. Conflict of Interest Policy (Bob Stephens) (Attachment 7) 5 minutes

XII. Director’s Report (Charles Brown) (Attachment 8) 5 minutes

XIII. CMS Parent University – Library’s Involvement (Karen Beach/David Singleton)

XIV. Adjournment

*Board action requested
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

V. Project Updates – Hickory Grove, Beatties Ford Road, Scaleybark, Carmel Replacement Libraries and other

VI. Mr. Joanne Neely – Patron from Nations Ford Rd area to advocate for Library Location

VII. Adjournment

° = 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.
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)

   - Budget Adjustment(s)* Current

V. Library Budget FY 2009 – 2010 (Attachment 3)

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)

VII. FY 2010 Overall Compensation Reductions/Furlough Days
     (Attachment 4) (Charles Brown)

VIII. Final Strategic Plan Review
      (Charles Brown/David Singleton)

IX. Workforce Development Center Update (Frank Blair)

X. Return on Investment (ROI) Study Update (Frank Blair)

XI. Community Engagement (Karen Beach)

XII. Director’s Report (Charles Brown)

XIV. Adjournment

*Board Action Requested
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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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)
   • Budget Adjustment(s)  10 minutes

V. Recommendation for Revised Overdue Fine/Fee Schedule (Attachment 3)  10 minutes
   (David Singleton)

VI. ImaginOn Updates – Physical & Program Changes
   (David Singleton/Lois Kilkka/Geri Sponaas)  10 minutes

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
     (Robin Branstrom/Darrel Williams/Charles Brown)  15 minutes
     • 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)
   • 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)
     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