



Charlotte Mecklenburg Library

Library Board of Trustees
Main Library, Francis Auditorium
Thursday, March 18, 2010

11:30 a.m.

TRUSTEES PRESENT

Robin Branstrom, Chair
Bob Sink, Vice Chair
Molly Griffin
Magdalena Maiz-Peña
Renee Casali
Sally Robinson
Joan Martin
Darrel Williams

TRUSTEES ABSENT

Charles Bowman
Belva Greenage

STAFF PRESENT

Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Sarah Poole
Angela Haigler
Chuck Mallas
Rick Ricker
Jenifer Daniels

OTHERS PRESENT

Mark Kutny, Hamilton, Moon, Stephens, Steele & Martin PLLCJ
Harry Jones, Mecklenburg County Manager
Hyong Yi, Budget Director Mecklenburg County
Michael Bryant, Mecklenburg County
Members of the Press

MINUTES

Chair Robin Branstrom called the meeting to order at 11:30 a.m.

Mrs. Branstrom introduced County Manager Harry Jones who shared with the Board the revenue reductions for Mecklenburg County which resulted in reductions of county support to the Library for the last quarter of the Fiscal Year 2009-2010 and most likely for Fiscal Year 2010-2011.

Chair Branstrom commented that the Library Board understands the difficult decision that faces the Mecklenburg Board of County Commissioners. Mrs. Branstrom also stated that the Library Board of Trustees assumes responsibility for policy decisions for the Library. Vice Chair Bob Sink then communicated what the reduction of county support means to the Library for the final quarter of Fiscal Year 2010 and the long term strategy.

Harry Jones excused himself from the meeting 12:03 p.m.

Chair Branstrom directed the Board to agenda item FY 2010/2011 Budget Reductions. Mrs. Branstrom shared with the Board the "new normal" in this climate of budget reduction.

Director Brown addressed the Board in which he reviewed where the Library identified budget reductions in the past 15 months. He also praised the staff as the prime ingredient to the success of the Library. Mr. Brown indicated that most of the items in past budget reductions were not noticeable to the public. Director Brown then stated that the current request from county for budget reductions would mean the following; reduction in staff and the closing of half of the Library's 24 locations.

The Board asked to be informed about the Library's Reduction in Staff policy and an indication of how branches would be affected. Director of Library Experiences David Singleton, Director of Research, Innovation and Research Frank Blair and Deputy Director of Human Resources Rick Ricker elaborated on Human Resources support for staff and the criteria and process for consideration of Library location closings.

Chair Robin Branstrom asked the Board of Trustees for approval to waive the Public Appearance Policy. On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved to waive the Public Appearance Policy.

Ms. Branstrom then introduced Dr. Susan Harden, Mr. William Brawley and President of the Friends of the Library Harriet Smith each of who offered support and encouragement to the Library.

Chair Robin Branstrom asked the Board of Trustees to approve the recommendations of Library Administration for budget reductions for Fiscal Year 2010. On a motion by Darrel Williams, and seconded by Bob Sink the Trustees unanimously approved the budget reductions recommended by Administration with the provision the Board will address alternatives if they occur.

Director of Organizational Resources Brian Beavers presented the reduction scenarios for Fiscal Year 2011.

Chair Robin Branstrom asked the Board of Trustees for approval of the minutes of the February 18, 2010 Library Board of Trustees regular and retreat meetings. On a motion by Darrel Williams, seconded by Molly Griffin, the Trustees unanimously approved the minutes of the both regular and retreat meetings.

Mr. Beavers delivered the detail and summary financial report for year-to-date through February 2010.

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The Trustees discussed fundraising strategies and planning for budget reductions going forward. In addition the Board expressed their commitment to create a sustainable and viable Library system for the community. Director Brown extended to the Board full support from the Library staff.

Sally Robinson excused herself from the meeting at 12:50 p.m.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



Charlotte Mecklenburg Library

Library Board of Trustees
Main Library, Francis Auditorium
Thursday, March 24, 2010

10:00 a.m.

TRUSTEES PRESENT

Robin Branstrom, Chair
Bob Sink, Vice Chair
Molly Griffin
Magdalena Maiz-Peña
Renee Casali
Sally Robinson
Joan Martin
Darrel Williams
Charles Bowman
Belva Greenage

STAFF PRESENT

Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Sarah Poole
Angela Haigler
Chuck Mallas
Rick Ricker
Jenifer Daniels

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ*
Members of the Press

MINUTES

Chair Robin Branstrom called the meeting to order at 10:00 a.m.

Mrs. Branstrom addressed the audience in response to the community outpouring and acknowledged the ground swelling support. Mrs. Branstrom also thanked the Library staff for their dedication.

Director Brown addressed the Board in which he reviewed where the Library identified budget reductions in the past 15 months. Mr. Brown also presented 3 scenarios for the Trustees to consider as the Library moves through the budget crisis.

Chair Robin Branstrom asked the Board of Trustees for approval to waive the Public Appearance Policy. On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved to waive the Public Appearance Policy.

Mrs. Branstrom introduced Ms. Geneal Gregory, Rev. Vance O'Rear, Mr. Scotty Stowe each delivered their personal stories about Library.

Chair Branstrom extended her gratitude to the community and to staff. Mrs. Branstrom then asked the staff , Trustees and County to work together.

Chair Robin Branstrom asked the Board of Trustees to approve the recommendations of Library Administration for budget reductions for scenario 2 (attached) for the remainder of Fiscal Year 2010. On a motion by Darrel Williams, and seconded by Sally Robinson the Trustees unanimously approved the budget reductions recommended by Administration with the provision the provision that we can improve on this based on donations,

The meeting adjourned at 11:20 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



Charlotte Mecklenburg Library

Library Board of Trustees

**ImaginOn: The Joe & Joan Martin Center
Wachovia Theatre
Thursday, April 15, 2010**

1:00 p.m.

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Charles Bowman, Treasurer
Molly Griffin
Magdalena Maiz-Peña
Renee Casali
Sally Robinson
Joan Martin
Darrel Williams
Belva Greenage*

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Sarah Poole
Angela Haigler
Chuck Mallas
Rick Ricker*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
John McGillicuddy,
Mecklenburg County General
Manager
Harriett Smith, President of the
Friends of the Library
Members of the Press*

MINUTES

Chair Robin Branstrom called the meeting to order at 1:10 p.m. Mrs. Branstrom then delivered opening remarks to the audience in which she acknowledged the overwhelming support from the community. Chair Branstrom assured our patrons that the Board and Library Administration are working diligently on a sustainability plan for the Library.

Director of Organization Resources Brian Beavers delivered the detail and summary financial report for year-to-date through March 2010. Mr. Beavers then requested the Library Board of Trustees approve Budget Adjustments #03-01 and #03.30. On a motion by Darrel Williams, seconded by Molly Griffin, the Trustees unanimously approved the Budget Adjustment.

Chair Branstrom introduced Sean Hogue who has been hired by the Library Board of Trustees, with funds raised privately by Library Board members, to assist in developing a quantitative operations model for the Library.

Mrs. Branstrom then asked Director Brown to explain the current scenarios (presentation attached) and to respond to questions from the Board. Mr. Brown also announced that there are a number of community meetings planned to allow for feedback and questions about the targeted budget reductions. Mr. Brown went on to explain the challenges ahead to sustain a Library presence as the Library faces a potential 50% reduction in funding.

Chair Branstrom announced that the Library Board of Trustees will meet again on May 20th. Also, Mrs. Branstrom mentioned the Library has two agenda items on the next Board of County Commissioners meeting to be held on April 20th.

The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



Charlotte Mecklenburg Library

Library Board of Trustees

Main Library, Dickson Boardroom
Wednesday, May 5, 2010

SPECIAL MEETING

10:00 p.m.

TRUSTEES PRESENT

Robin Branstrom, Chair
Bob Sink, Vice Chair
Molly Griffin
Magdalena Maiz-Peña
Renee Casali
Sally Robinson
Joan Martin
Darrel Williams

ABSENT

Charles Bowman
Belva Greenage
Tami Simmons

STAFF PRESENT

Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Sarah Poole
Angela Haigler
Chuck Mallas
Rick Ricker

OTHERS PRESENT

Bob Stephens, Hamilton, Moon, Stephens, Steele & Martin PLLCJ
George Sistrunk, , Hamilton, Moon, Stephens, Steele & Martin PLLCJ
John McGillicuddy, Mecklenburg County General Manager
Members of the Press

MINUTES

Chair Robin Branstrom called the meeting to order at 10:00 p.m.

Mrs. Branstrom shared the latest information regarding the Library's budget reduction sustainability plan. The Trustees discussed the ranking criteria document (attached). The Board discussed volunteers and fundraising as ways to sustain the Library. Also, the Trustees requested information regarding outreach services.

Chair Branstrom reported on the meetings between the Board and Library staff and members of the Board of County Commissioners.

The meeting adjourned at 11:00 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



Library Board of Trustees

**Main Library, Francis Auditorium
Thursday, May 20, 2010**

Noon

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Charles Bowman, Treasurer
Molly Griffin
Magdalena Maiz-Peña
Renee Casali
Sally Robinson
Joan Martin
Darrel Williams
Belva Greenage
Tami Simmons*

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Angela Haigler
Chuck Mallas
Rick Ricker
Jenifer Daniels*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
John McGillicuddy,
Mecklenburg County General
Manager
Harriet Smith, President of the
Friends of the Library
Hazen Blodgett, Matthews
Town Manager
Members of the Press*

MINUTES

Chair Robin Branstrom called the meeting to order at noon and welcomed audience members.

Mrs. Branstrom expressed her appreciation to the Trustees for their time and dedication during this difficult period. Chair Branstrom then acknowledged the County Commissioners, General Manager John McGillicuddy, the Mayors and Town Managers in the outlining Municipalities, and Mayor Anthony Foxx who agreed to learn more about the Library's sustainability plan.

Chair Robin Branstrom asked the Board of Trustees for approval of the minutes of both the April 15 and May 5, 2010 regular and special Library Board of Trustees meetings. On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved the minutes of both meetings.

Mrs. Branstrom acknowledged Director Charles Brown who shared the latest information regarding the County Manager's final FY 2010-2011 budget recommendation for the Library. Director Brown explained that the \$2.5 M liability that has been removed from the Library's budget reflects the consolidation of the Maintenance and Security departments with Mecklenburg County Government,

which is a key component of the sustainability plan. In addition, Mr. Brown informed the Board that the RIF (reduction in workforce) figure reported by the Library represents the actual number of people rather than FTE (full-time equivalent.) Mr. Brown added that the Library uses many part-time staff, some of whom have been with the Library for many years.

Chair Branstrom reminded the Board of the many activities that have taken place over the past month focusing on the Library's projected reduction in funding. Mrs. Branstrom encouraged the Board's participation on June 3rd at 5:00 p.m at the budget workshop with the County Commissioners. Mrs. Branstrom also reminded the Board of the following upcoming important dates; June 15th the Mecklenburg Board of County Commissioners will vote on the final FY 2010-2011 budget and the next Library Board of Trustees' Meeting on June 24th.

Trustee Sally Robinson commented on the remarkable efforts made by Chair Robin Branstrom, Vice Chair Bob Sink, Director Charles Brown and so many other Board members. Mrs. Robinson hoped that the county recognized that the Library has worked positively through this challenge. General Manager John McGillicuddy agreed there has been open communication between himself and the Library. Mr. Brown also mentioned the five community meetings held throughout the county and the participation of County Budget Director Hyong Yi. Director Brown also noted other town meetings and Trustee Joan Martin's participation.

Mrs. Branstrom acknowledged Sean Hogue, who shared with the Board the Library's Sustainability Plan. (Copy attached.) Mr. Hogue highlighted the Library's responsibility of unemployment benefit payments for staff who are laid off. Vice Chair Sink explained that as the Library reduces the staff, there are consequent liabilities. Trustee Williams then asked Mr. McGillicuddy if the Park and Recreation Department faced similar unemployment liabilities, he responded that the county would absorb that cost. The Board further discussed the cost of closing libraries and the importance of funding the \$ 8 million short-fall to sustain the Library's presence in the community.

Vice Chair Bob Sink presented the Library's Business Case (Copy Attached.) It states that the Library is an educational institution that makes knowledge and information freely available to the community. In addition, Mr. Sink described how the Library achieves that objective by providing materials, professional staff and programming. Vice Chair added that the Business Case highlights the points that support and provide a bridge to the sustainability plan. Chair Branstrom then noted the Business Case can be utilized in discussions with the community as support for a stable funding base.

Chair Branstrom recognized Matthews Town Manager Hazen Blodgett who was in attendance as well as two representatives from Mint Hill and other outlining municipalities and thanked them for their commitment to the Library.

Director Brown described how the Library's Security and Maintenance Departments will consolidate with Mecklenburg County. The proposed date for blending the departments is scheduled for June 30 or July 1st depending on the payroll cycle. Some time after an evaluation period, Mecklenburg County will weigh performance of current security staff, which may lead to the following: all or some of the Library staff will remain or the county may move towards privatization and contract with an outside service company. The Real Estate Services department has contracted with Linc Facilities Services to provide maintenance service for the Library. Linc Facilities Services has indicated a willingness to interview all of the Library's maintenance staff, which could lead to employment for some current staff members.

Director Charles Brown then went on to address the closures of the Belmont Center, Carmel and CheckIt Outlet library locations by June 19, 2010. Mr. Brown stated that the cost savings in closing these locations is a component of the sustainability plan. Director Brown explained other criteria used are distance from Carmel Branch Library to South County Regional Library (2.7 miles) and the expiration of the lease in June. Mr. Brown also stated that Belmont Center Branch Library is located 1.5 miles from Plaza Midwood; and CheckIt Outlet is within walking distance from Main Library. Trustee Tami Simmons asked about the materials, furniture and computers that are currently housed at these locations. Director of Library Experiences David Singleton informed the Board that the Library system will absorb the collections, equipment and furniture. Trustee Darrel Williams voiced his concern about the closing of library locations in the most fragile neighborhoods if the sustainability plan is not achieved. Vice Chair Bob Sink replied that we are hopeful the Board would not have to make that decision.

Chair Robin Branstrom asked the Board of Trustees for approval to authorize the closing of the following Library locations; Carmel, Belmont Center and CheckIt Outlet on or before June 19, 2010. On a motion by Molly Griffin, seconded by Joan Martin, the Trustees unanimously approved the closing of Carmel, Belmont Center and CheckIt Outlet branch locations on or before June 19, 2010.

Mrs. Branstrom spoke about the proposed temporary closing of the Beatties Ford Road Branch Library in early June in order to expedite the completion of the current expansion/renovation. Chair Branstrom then shared with the Board the proposal to close the Freedom Regional Library and transfer services once Beatties Ford Road Library reopens in early 2011. The Library has been in discussion with Charlotte Mecklenburg Schools with regard to taking charge of library operations at Philip O. Berry Technical High School. Director of Library Experiences David Singleton added that the location would transition in to a school library.

Chair Robin Branstrom asked the Board of Trustees for authorization for the temporary closing of the Beatties Ford Branch Library on or before July 3rd in order to expedite the completion of the current expansion/renovation project and its reopening in early 2011 as a regional library location, replacing the Freedom Regional Library which will close at that time. On a motion by Darrel Williams, seconded by Molly Griffin, the Trustees unanimously authorized the temporary closing of the Beatties Ford Branch Library on or before July 3rd in order to expedite the completion of the current expansion/renovation project and its reopening in early 2011 as a regional library location replacing the Freedom Regional Library which will close at that time.

Chair Branstrom extended a special welcome to newly appointed Trustee Tami Simmons. Mrs. Branstrom acknowledged that Mrs. Simmons' expertise and wide-range of knowledge is an asset to the Board.

The Trustees discussed the ranking criteria core add-backs document (Copy Attached) Chair Branstrom pointed out that this criteria is one piece of the data the Board will review should library locations need to be closed. Mr. Sean Hogue explained the weight/criteria ranking schedule.

Mrs. Branstrom distributed contact information for the Board of County Commissioners, Mayor of the City of Charlotte, Charlotte City Council, Town Managers & Mayors of the Municipalities and asked the members of the Board to initiate correspondence on behalf of the Library before the June 3rd Budget Workshop.

Director of Organizational Resources Brian Beavers presented the financial report for the FY 2009-2010 end of month April 2010. (Copy Attached) There were no outstanding items to report and no budget adjustments for this time period.

The meeting adjourned at 2:05 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



Library Board of Trustees

**Main Library, Francis Auditorium
Thursday, June 24, 2010**

Noon

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Charles Bowman, Treasurer
Molly Griffin
Magdalena Maiz-Peña
Renee Casali
Sally Robinson
Joan Martin
Darrel Williams*

TRUSTEES ABSENT

*Belva Greenage
Tami Simmons*

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Angela Haigler
Chuck Mallas
Rick Ricker
Jenifer Daniels*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Members of the Press*

MINUTES

Chair Robin Branstrom called the meeting to order at noon and welcomed audience members.

Ms. Branstrom expressed appreciation to the Trustees for their tireless efforts and collective wisdom over the past few difficult months. Chair Branstrom also acknowledged the staff for keeping their focus and the community for all of its support of the Library. Ms. Branstrom also noted how far the Library has come since March of this year when a \$2.0 M budget reduction in funding for the remaining months of FY 2010 was announced and an additional 50% reduction for FY 2011 was proposed. Ms. Branstrom also thanked Sean Hogue for his role and participation in the creation of the Library's sustainability plan.

Molly Griffin joined the meeting at 12:10 p.m.

Chair Robin Branstrom asked the Board of Trustees for approval of the minutes of the May 20th, 2010 Library Board of Trustees meeting. On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved the minutes of the May 20th, 2010 meeting.

Mrs. Branstrom asked Vice Chair Bob Sink and Director Charles Brown to speak about the Library's sustainability plan. Mr. Sink explained the hallmarks of the sustainability plan and the business case that were supported by the Board of County Commissioners, the Mayor of the City of Charlotte Anthony Foxx and representatives of the towns within Mecklenburg County. Trustee Charles Bowman also remarked that the community should be aware of the great service the Library Board and its leadership have provided.

Chair Branstrom informed the Board of the possibility of monetary support from The Foundation For The Carolinas' Catalyst Fund for the purpose of facilitating the work of the Task Force on the Future of the Library. In addition, the Library-County Consolidation Committee is being formed to review/study possible functional consolidation between certain County and Library departments. The Committee focusing on this potential restructuring of the Library will be comprised of three Library Board members; Darrel Williams, Bob Sink and Molly Griffin and Mecklenburg Board of County Commission members Karen Bentley, Harold Cogdell and Dan Murrey.

Director of Organizational Resources Brian Beavers presented the Library's Budget for FY 2010-2011. On a motion by Darrel Williams, seconded by Molly Griffin, the Trustees unanimously approved the Library's FY 2010-2011 Budget. Trustee Darrel Williams requested information regarding utilities spending.

Chair Branstrom then asked Director of Library Experiences David Singleton to discuss the Library's operating schedule, beginning July 6. Director Brown added that the rationale for maintaining a minimum of at least 40 hours per week of service at both ImaginOn and Main Library was due to both their level of use and central location as well as the requirement by the State of North Carolina that at least one library in any community be open at least 40 hours per week in order to qualify for State funding. On a motion by Sally Robinson, seconded by Joan Martin, the Trustees unanimously approved the Library's FY 2010-2011 Operating Schedule.

Director of Organizational Resources Brian Beavers delivered the FY 2010 – 2009 end of May Financial Report. Director Beavers also requested Board approval for Budget Adjustment #6-22. On a motion by Charles Bowman, seconded by Darrel Williams, the Trustees unanimously approved the Budget Adjustment.

Director of Finance Chuck Mallas explained the request for dual signatures on all Library bank accounts. On a motion by Charles Bowman, seconded by Darrel Williams, the Trustees unanimously approved the requirement to have dual signatures on all Library bank accounts as promulgated by NC General Statute 159-25. The authorized signatures are to be those of the Library's finance officer, or a properly designated deputy finance officer, and the Library's Director, retroactive to March 2010.

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Mr. Beavers provided the Board with plans for use of the CheckIt Outlet facility. President of the Friends of the Library Harriet Smith is developing a business plan for the use of the facility.

Mrs. Branstrom announced the next Board meeting will be held on September 16th, 2010.

The meeting adjourned at 12:55 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



Charlotte Mecklenburg Library

Library Board of Trustees' Executive Committee Meeting

**Main Library, Dickson Boardroom
Thursday, July 29th, 2009
Noon**

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Darrel Williams*

Via Telephone:

Charles Bowman, Treasurer

STAFF PRESENT

*Charles Brown, Director of Libraries
Chuck Mallas
Rick Ricker
Brian Beavers
Linda Vitlar
Cordelia Anderson*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin*

MINUTES

Chair Robin Branstrom called the meeting to order at 12:14 p.m.

Director of Organizational Resources Brian Beavers reviewed the Budget Adjustment(s). Attorney Robert Stephens asked if the intent was to approve the budget adjustments and if there was a time limit. Mr. Beavers answered in the affirmative. Mr. Stephens then requested that a report of the budget adjustments be given to the full board.

Mr. Beavers then requested the Executive Committee to approve Budget Adjustments # 06-30, #06-30B and #06-30D. On a motion by Darrel Williams, seconded by Bob Sink, the Executive Committee unanimously approved the Budget Adjustments.

Director Charles Brown gave an overview of the next agenda items pertaining to the *Reduction in Force* Policy and the recent changes Mecklenburg County has made to the employee Healthcare Insurance Program.

Human Resources Manager Rick Ricker highlighted the revisions to the *Reduction in Workforce* Policy, which included "Recalling Pre-notified Employees" and "Re-employment." (Revised RIF Policy Attached; including recommendations for changes by the Executive Board.)

Mr. Ricker then requested the Executive Committee to approve the revised *Reduction in Force Personnel Policy*. On a motion by Bob Sink, seconded by Darrel Williams, the Executive Committee unanimously approved the revised *Reduction in Force Personnel Policy*, with direction on wording from our attorney indicated by the Executive Board.

Human Resource Manager Rick Ricker also shared with the Executive Board the recent vote of approval by the Mecklenburg Board of County Commissioners' to recognize Same Sex/Domestic Partners to be included in employees' health insurance benefit coverage. The definition of employee's dependents will change effect January 2011. The Library has traditionally mirrored the county health insurance policy and is counted as part of the County's benefits with regard to dental and eye insurance coverage. In order to maintain this relationship, the Library Board of Trustees will need to modify the Library policy to the definition of dependents to reflect Same Sex/Domestic Partner. If the Board decides not to add this language to the Library's policy, a contract with another insurance carrier will be necessary. The Board will present this to the full Board at the September meeting.

Director Charles Brown delivered the Director's Report, which he began by announcing that Jim Woodward has agreed to Chair The Future of the Library Task Force. In addition, three Library staff members Julia Lanham, Frank Blair and Sean Hogue and three county staff members Leslie Johnson, Janet Payne and Rodney Harris have been named to serve on the Design Team. Chair Woodward will name three additional members to serve on the Task Force Design Team.

Mr. Brown shared with the Executive Committee that the Tom Wolfe event planned for October 28th will be an evening event, beginning with a cocktail reception on the 57th floor of the Bank of America Corporate Center followed by dinner and an informal interview with Tom Wolfe in the Booth Theatre.

Chair Branstrom shared additional information on the corporate donor sponsorships for this event.

Charles Bowman spoke to the work of the Consolidation Team and the Task Force. He encouraged protocol for communication and to bring forth facts as we work through the process of consolidating departments with county. The Board agreed it was important for Task Force and Consolidation teams' to keep the Board informed. Chair Branstrom has invited James Woodward to the September 16th Board meeting. Dr. Woodward has agreed to deliver a synopsis on the progress of the Task Force.

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July 29th, 2010
Page 3

The Board discussed the Interlocal agreement and Attorney Stephens made additional comments on the status of the agreement.

The "Volunteer Point" initiative was also discussed and the Volunteer Coordinator will be asked to provide a status report to the Board at the September 16th meeting.

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board

Respectfully submitted,

Robin Branstrom, Chair
Library Board of Trustees



Library Board of Trustees

**Main Library
Dickson Boardroom
Thursday, September 16th, 2010**

Noon

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Charles Bowman, Treasurer
Molly Griffin
Renee Casali
Joan Martin
Belva Greenage
Sally Robinson (via tele-conference)*

TRUSTEES ABSENT

*Magdalena Maiz-Peña
Tami Simmons
Darrel Williams*

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Angela Haigler
Rick Ricker
Jenifer Daniels
Patrice Ebert*

OTHERS PRESENT

*Bob Stephens & Mark Kutny,
Hamilton, Moon, Stephens,
Steele & Martin PLLCJ
Jim Woodward, Chair, Task
Force
Sean Hogue, Library
Consultant
Members of the Press*

MINUTES

Chair Robin Branstrom called the meeting to order at noon.

Mrs. Branstrom then introduced Chair Dr. Jim Woodard of the Future of the Library Task Force. Chair Branstrom acknowledge his role is extremely important as the Task Force moves forward and his talents will be invaluable to the effort.

Dr. Woodward shared with the Board the charge of the Task Force and the process thus far including the application for Mecklenburg County citizens who are interested being part of the Task Force.

Charles Bowman joined the meeting at 12:20 p.m.

Chair Robin Branstrom asked the Board of Trustees for approval of the minutes of the June 24th, 2010 Library Board of Trustees meeting. On a motion by Bob Sink, seconded by Molly Griffin, the Trustees unanimously approved the minutes of the June 24th, 2010 meeting.

Chair Branstrom recognized Director Brown who talked about the Volunteer Point Person workshop he attended at the Hickory Grove Branch Library. Karen Beach, Director of Community Engagement, shared additional information on status of Volunteer Recruitment & Placement. (Report attached)

Director of Organizational Resources Brian Beavers began by presenting the Budget Adjustments approved at the Executive Committee. Mr. Beavers then delivered the FY 2010 – 2009 end of August Financial Report. Director Beavers also requested Board approval for Budget Adjustments #09-08; 09-08 B; 09-08 C; 09-08 D; 09-08 F; 09-08 G; and 06-30 C. On a motion by Molly Griffin, seconded by Renee Casali, the Trustees unanimously approved the Budget Adjustments.

Mrs. Branstrom proceeded with the Development Report (Report attached) and emphasized that now more than ever the Library will need to rely on outside sources for funding. Particularly that support programs focused on early literacy, ESL, and job help assistance. Director of Community Engagement Karen Beach shared with the Board that the Library raised close to \$2 M last year. Chair Branstrom went on to address the critical needs for this fiscal year. Mrs. Branstrom acknowledged Bank of America and the \$100,000 unrestricted gift to the Library and highlighted other programs sponsored by Bank of America to support the Library. Mrs. Beach also discussed other funding raising events and initiatives that will broaden the Library's base support. Trustee Joan Martin also added that the Friends of the Library are sponsoring a major Book Sale.

Director of Community Engagement Karen Beach delivered a summary of the "Stories under the Stars" fundraising event featuring Tom Wolfe on October 28th. (Report attached) Mrs. Beach explained that the funds raised will be used to enhance our literacy collection and programs. Chair Branstrom also encouraged Board members to attend as this will be an important evening to tell the story of the Library.

Director Brown informed the Board that the Beatties Ford Branch Library Project is preceding without any delays and discussions with the Charlotte-Mecklenburg Schools regarding the Freedom Regional Library are positive and planning logistics are ongoing.

Director of Organizational Resources Brian Beavers reported on the Maintenance/Security level and quality of services being provided by the Keith Corporation and Wackenhut since entering into a contract on July 1, 2010. Mr. Beavers has since encouraged the staff to note any changes in quality or level of service that are below standard. Director Beavers then informed the Board that representatives of both companies addressed the Library Manager's at a regularly scheduled meeting to answer any questions or concerns.

Director Brown spoke about the Reduction if Workforce Policy (RIF) already in place and the need to create an even stronger policy that addresses the reinstatement policy. In addition, due to the recent vote by the Board of County

Commissioners the definition of employee's dependents will change effect January 2011.

Deputy Director of Human Resources Rick Ricker stated the recent vote of approval by the Mecklenburg Board of County Commissioners' to recognize Same Sex/Domestic Partners as dependents and therefore covered by the employees' health insurance benefit. The definition of employee's dependents will change effect January 2011. The Library has traditionally mirrored the county health insurance policy and is counted as part of the County's benefits with regard to dental and eye insurance coverage. In order to maintain this relationship, the Library Board of Trustees will need to modify the Library policy to define Same Sex/Domestic Partners as dependents. If the Board decides not to add this language to the Library's policy, it will be necessary for the Library to contract with another insurance carrier. Mr. Ricker then requested the Board approve a resolution to amend the definition of a covered dependent to include same-sex partners as it applies to benefits provided through the group health insurance medical and dental plans. On a motion by Bob Sink, seconded by Joan Martin, the Trustees approved to amend the definition of a covered dependent to include same-sex partners as it applies to benefits provided through the group health insurance medical and dental plans. The vote was seven to one in favor.

Deputy Director Rick Ricker then recommended the following amendments to the Reduction in Force Policy; include "organizational impact" as a listed criteria in determining identification of employees to be separated from the Library, and in the qualification criteria in recalling employees; and that the Reduction in Force policy include direction on recalling pre-notified employees under certain circumstances. On a motion by Molly Griffin, seconded by Bob Sink, the Trustees unanimously approved to amend the Library's Reduction in Force Policy to include "organizational impact" as a listed criteria in determining identification of employees to be separated from the Library, and in the qualification criteria in recalling employees; and that the Reduction in Force policy include direction on recalling pre-notified employees under certain circumstances.

Director Charles Brown announced organizational changes to include fines and fees and the meeting room policy will be forthcoming.

Director of Library Experiences David Singleton talked about the process to revise the Library's meeting room policy that began with the challenge by the Alliance Defense Fund that questioned the prohibition of Religious groups' use of Library meeting rooms. Attorney Mark Kutny added that based on recent court decisions by the United States Supreme Court and Federal District Court; discussions with the office of Intellectual Freedom of the American Library Association, and review of policies of other libraries a recommendation to amend the meeting room policy to eliminate the prohibition as it relates to religious worship services is advised. Mr. Singleton further provided other revisions to the Board for their approval. (Meeting Room Policy & Fee Structure Attached) On a motion by Charles

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September 16th, 2010
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Bowman, seconded by Joan Martin, the Trustees unanimously approved the revisions to the Library's Meeting Room Policy and Fee Structure.

Mr. Singleton then reviewed the proposed schedule of hours for the Library system. (Handout Included)

Director Brown delivered the Director's Report highlighting the incredible amount of media coverage the Library has received. A link to full media coverage can be found at http://www.plcmc.org/about_us/in_the_news/press.asp

Vice Chair Bob Sink voiced his appreciation to all that Library staff has achieved with the recent reduction in budget and staff.

Director Singleton then moved forward with the proposed revised fines/fees structure. (Report Attached) On a motion by Joan Martin, seconded by Belva Greenage, the Trustees unanimously approved the revisions to the Library's Fines and Fees Policy.

The meeting adjourned at 1:50 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



Library Board of Trustees

**Main Library
Dickson Boardroom
Thursday, November 18, 2010**

Noon

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Molly Griffin
Reneé Casali
Sally Robinson
Tami Simmons
Magdalena Peña*

TRUSTEES ABSENT

*Darrel Williams
Joan Martin
Belva Greenage
Charles Bowman*

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Angela Haigler
Rick Ricker
Jenifer Daniels
Chuck Mallas
Michael Engelbrecht
Rewards/Recognition Recipients*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Jim Woodward, Chair, Task
Force
Sean Hogue, Library
Consultant
Members of the Press*

MINUTES

Chair Robin Branstrom called the meeting to order at noon.

Chair Robin Branstrom asked the Board of Trustees for approval of the minutes of the September 16, 2010 Library Board of Trustees meeting. On a motion by Sally Robinson, seconded by Magdalena Peña, the Trustees unanimously approved the minutes of the September 16, 2010 meeting.

Ms. Branstrom acknowledged the staff present at the meeting who received an award for service excellence. Chair Branstrom also praised the staff on behalf of the entire Board.

Deputy Director of Human Resources Rick Ricker highlighted some background information regarding the creation of the three-tier program designed to recognize staff for their service excellence. Mr. Ricker went on to announce the recipients of the Charles M. Brown Service Excellence Awards to the following staff:

Teen Services for Teen Read Week Team: Christine Bretz, Kelly Czarnecki, Catherine Haydon, Mary Kyle, Rebecca Pierson; Team members for Champions of Volunteer utilization at the Matthews Library: Helen Siroky, Nancy Granzen, Christine Morgan; Team members from the Hickory Grove Library for creating The Youth Symposium: Ursula Jacobs-Guidry and Melanie Lewis; and Bobbie Sue Chewing for creating, organizing and implementing a new, soon to be system wide revenue accounting system, TAM Point of Sale system, that will eventually link to the Library's central accounting system.

Ms. Branstrom then introduced Dr. Jim Woodward, Chair of the Future of the Library Task Force. Dr. Woodward commended the recipients of the Charles M. Brown Service Excellence award. Chair Woodward went on to say that the members of his Task Force were as fine a group of individuals as he had ever had the pleasure of working with. The Task Force Design Team did a superb piece of work and clearly defined a series of projects and framework for the Task Force to follow. Chair Woodward is working with the Library staff to discover the array of products and services the Library provides to the community. The initial focus has been on core services and the cost associated with providing those services, including staffing. The members of the Task Force also determined the benchmark communities that will be used for comparison purposes going forward, which are: Atlanta, Austin, Baltimore County, Dallas, Jacksonville, Memphis, Nashville, Orlando, Tampa, and Durham, Forsyth, Guilford and Wake counties. Among other things, the Task Force will compare the following: change in revenues, fund differences, and large ticket items included in the budget. In addition, the Task Force also will study volunteer utilization, grants, and private donations received.

Trustee Tami Simmons commented that Dr. Woodward delivered a thorough explanation of the state of the Task Force. Ms. Simmons suggested a "talking points" fact sheet that included the list of the Library's core services for Trustees would be helpful. The core services are as follows: Reference/Information Services; Readers' Advisory, Circulation, and Computer availability/assistance. Deputy Director of Communications Cordelia Anderson mentioned that the minutes are located on "Basecamp" on the Mecklenburg County/Library Task Force website. Vice Chair Bob Sink went on to praise the members of the Task Force for their interest and enthusiasm, and Chair Branstrom encouraged the Trustees to attend the group's meetings.

Chair Branstrom proceeded with the Development and Community Engagement Report and began with comments on the success of the Tom Wolfe event. Ms Branstrom recognized the generous support of the Library's corporate donors, especially Bank of America, and the overwhelming response from the community. Chair Branstrom's goal is to build on this momentum for future fundraising efforts.

Community Engagement Director Karen Beach described the makeup of CPCC's Foundation, which included the number of employees, funds raised, and mission statement. (Handout Included.)

Ms. Beach then talked about the Annual Campaign and the letter/flyer that should be received before the Thanksgiving Holiday. (Attachment Included.) In addition, Director Beach provided information regarding the Carnegie Circle renewal letter and the timing of the mailing.

Chair Branstrom congratulated Harriet Smith on her accomplishments as President of the Friends of the Library for the past two years. Ms. Branstrom praised Ms. Smith for her dedication. President Smith thanked the Board of Trustees for their support. Ms. Branstrom awarded Harriet Smith with the Library Service Excellence Award and her name will be added to a plaque of honor at the Main Library. The Trustees also acknowledged Jane McNeary, who was pivotal to the successful book sale that generated over \$35 K in donations for the Library. Chair Branstrom then introduced the new President of the Friends of the Library Amanda Anderson, who will begin her term January 1, 2011. Ms. Branstrom encouraged Ms. Anderson to attend upcoming Library Board meetings.

Chair Branstrom introduced Library Consultant Sean Hogue who updated the Board on the financial projections/modeling. (Attachment Included.) The report features the 2012 budget and compares the future budget model to the current budget. Mr. Hogue then highlighted the line item differences of the two budgets. Ms. Branstrom advised the Board that more information will be forthcoming in December. Vice Chair Bob Sink noted that perhaps the Board should begin the budget process by thinking about the Library's objectives and goals and begin prioritizing those items. Dr. Woodward added that in his experience at NC State, guiding principles were developed and agreed upon by the Task Force. The guiding principles were used as the criteria when planning the budget.

Director Charles Brown reminded the Board of the contingency agreement with Mecklenburg County that stated the following areas: Capital Projects, Finance, Human Resources, Information Technology and Marketing/Communications are being reviewed for possible consolidation between Mecklenburg County and the Library. Director Brown further explained that after staff led Re-Structuring Steering Committee's final report is completed; it will be presented to County Manager Jones and Director Brown for review and discussion. The report will then be presented to the six-member Restructuring Committee, comprised of Library Board members Molly Griffin, Bob Sink and Darrel Williams and County Commissioners Karen Bentley, Harold Cogdell and Dan Murrey. Library Consultant Sean Hogue then delivered an update on the progress of the team, which is in its final stages. Trustee Sally Robinson asked how the findings of the Re-Structuring Committee will be shared with and possibly contribute to the deliberations of the Future of the Library Task Force. Mr. Hogue explained that at some point the Committee's findings will be shared with the Task Force.

Director of Organizational Resources Brian Beavers delivered the FY 2010 – 2011 end of October Financial Report. Director Beavers also requested Board approval for Budget Adjustments #10-01; 10-05; 10-18; 10-21 and 10-21B. On a motion by Bob Sink, seconded by Molly Griffin, the Trustees unanimously approved the Budget Adjustments.

Director of Organizational Resources Brian Beavers presented the Beatties Ford Road Branch Library location furnishings bid submissions and recommended the RDS firm, with a bid of \$311,612. (Attachment Included). It was noted that RDS was the only company that submitted a complete bid proposal. Library Attorney Robert Stephens said that the bid had been reviewed by his office and found to be a valid bid under the law. Mr. Stephens also advised the Board that they could re-bid the project if time allowed. Sally Robinson entered a motion, seconded by Renée Casali, to award the furnishing bid contract to RDS. The motion was approved unanimously.

Deputy Director of Communications Cordelia Anderson highlighted the wallet size “Library Budget Fast Facts” for the Trustees.

Mr. Brown then reviewed the 2011 Holiday Library Closings Schedule.

Chair Branstrom distributed to the Library Board of Trustees a proposed 2011 meeting schedule. Ms. Branstrom pointed out the addition of a December 2010 meeting, in preparation for a January budget session with the Board of County Commissioners. The Board made some suggestions, and a revised schedule will be presented at the next Board meeting.

Director of Library Experiences David Singleton described the on-line sale of books in partnership with Goodwill Industry. Vice Chair Bob Sink requested additional information on how the Library selects books for the on-line sale. Director Singleton advised that items are selected by age and relevancy to the collection. Mr. Singleton also presented the Memorandum of Understanding document. (Attachment Included.) Bob Sink entered the motion, seconded by Molly Griffin, and the motion was approved unanimously, with a revision as suggested by the Library’s Attorney. Ms. Branstrom asked for a periodic report on sales generated from this venture.

Director Brown delivered the Director’s Report, highlighting the incredible amount of media coverage the Library has received. A link to full media coverage can be found at http://www.plcmc.org/about_us/in_the_news/press.asp

Deputy Director of Human Resources Rick Ricker reminded the Board that on December 8th at 8:30 a.m., at ImaginOn, the Library will honor staff at the annual Award/Service Recognition event. Ms. Branstrom requested that Ms. Vitlar send a reminder note to the Board closer to the date of the event.

Vice Chair Bob Sink remarked that perhaps the Board could meet on December 8th, following the Award/Service event. Ms. Branstrom suggested the Board be polled, and a recommendation about this will be forthcoming.

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board



Library Board of Trustees

**ImaginOn: The Joe & Joan Martin Center
McGuire Woods Boardroom**

Wednesday, December 8th, 2010

10:30 a.m.

TRUSTEES PRESENT

*Robin Branstrom, Chair
Bob Sink, Vice Chair
Charles Bowman, Treasurer
Molly Griffin
Reneé Casali
Sally Robinson
Magdalena Peña
Darrel Williams
Joan Martin*

TRUSTEES ABSENT

*Belva Greenage
Tami Simmons*

STAFF PRESENT

*Charles Brown, Director of Libraries
Karen Beach
Brian Beavers
Frank Blair
David Singleton
Linda Vitlar
Cordelia Anderson
Angela Haigler
Rick Ricker
Jenifer Daniels
Chuck Mallas
Michael Engelbrecht
Linda Raymond*

OTHERS PRESENT

*Bob Stephens, Hamilton,
Moon, Stephens, Steele &
Martin PLLCJ
Jim Woodward, Chair, Task
Force
Sean Hogue, Library
Consultant
Amanda Anderson, President
elect of the Friends of the
Library
Members of the Press*

MINUTES

Chair Robin Branstrom called the meeting to order at 10:30 a.m.

Ms. Branstrom expressed her appreciation to Vice Chair Bob Sink and Trustees Magdalena Maiz-Peña, Molly Griffin and Joan Martin for attending the Staff Awards & Recognition ceremony. The event, with almost 100 staff members in attendance, recognized employees with 5, 10, 15, 20, 25, and 30 years of service. Also honored were the recipients of the Nina Lyon Spirit Award (Paul DeVillo, Virtual Communications Developer in the Communications/Marketing Department) and the Carol B. Myers Leadership Award (Ellen Giduz, Manager of the Davidson and Cornelius branch library locations.) Chair Branstrom also expressed gratitude to Human Resources Deputy Director Rick Ricker for organizing the Awards Ceremony and breakfast on a very limited budget.

Chair Robin Branstrom asked the Board of Trustees for approval of the minutes of the November 18, 2010 Library Board of Trustees meeting. On a motion by Molly

Griffin, seconded by Magdalena Peña, the Trustees unanimously approved the minutes of the November 18, 2010 meeting.

Ms. Branstrom then acknowledged Dr. Jim Woodward, Chair of the Future of the Library Task Force.

Director of Libraries Charles Brown provided the first presentation, describing the development of the budget principles that will guide the Board in the FY 2012 planning process (draft copy attached). Director Brown presented the Library's Guiding Principles as a work in progress and encouraged input from the Library Board. Chair Branstrom commented on the thoughtful work of staff who worked on this project.

Dr. Woodward added that for the benefit of the Task Force, it was important to be able to relate an action taken by the Board to a guiding principle. Further it is critical that a consensus of the principles by the Board be adopted.

Vice Chair Bob Sink added that in addition to other criteria that "specialize service" provided by staff at the location be highlighted. Mr. Sink asked if there was some way to describe the important features of exceptional staff with the skills to deliver personal service.

Trustee Darrel Williams suggested that conversation occur with other community organizations in areas that are affected by the presence of a Library location. Mr. Williams also mentioned the possibility of providing library services in existing buildings and joint use projects.

Trustee René Casali questioned the concept of exceptional facilities and thought this guiding principle could be considered in the second tier of priorities.

Trustees Magdalena Peña and Sally Robinson pointed to the absence of literacy as a core service.

Director Brown explained that literacy is very important, but when you look at the very essential things that the Library provides, literacy is a wonderful and meaningful enhancement.

Vice Chair Bob Sink referenced the term "Reader's Advisory" and suggested the wording better describe this essential and important service.

Community Engagement Director Karen Beach commented that the core values and guiding principles of the library are the foundation on which to build from, with literacy development/enhancement being among the most important outgrowths.

Chair Robin Branstrom requested a motion to approve the Library's Guiding Principles. On a motion by Sally Robinson, seconded by Molly Griffin, the Trustees unanimously approved, in general, the principles and requested that the

Director further refine them according to the comments provided by the Trustees for guidance going forward.

Library Consultant Sean Hogue presented five potential FY 2012 budget scenarios. Mr. Hogue began with a review of each budget line item. He also offered a recap of the proposed consolidation of several Library departments.

Trustee Reneé Casali questioned the total amount of State funding.

Director Brown explained that state aid is determined by the number and size of a library system and represents a relatively small part of the Library's overall funding.

Trustee Molly Griffin asked what expense amounts were used for this analysis.

Mr. Hogue said that the figures were taken from the Library's current budget.

Dr. Woodward supported the \$21M beginning budget funding figure.

Mr. Hogue went on to show potential scenarios for a flat budget, a 10% and 20% reduction in funding from the county. Mr. Hogue described the effects on Library operations for each of the scenarios presented.

Trustee Molly Griffin asked if we have heard from the community regarding all the changes in library hours of operation. Chair Branstrom replied that money has been allocated as part of the Task Force to perform a community survey.

Director Brown recapped the work of the Functional Consolidation Re-structuring Committee, which included Finance, IT, Human Resources, Marketing/Communications, and Capital Projects. A report from the Committee has been delivered to all members of the committee, County Manager Jones and himself.

Mr. Brown began by stating the moderate savings of approximately \$250K - \$300K that would initially result from the consolidation process. Director Brown further explained that the initial purpose of the team was cost savings, but it has now expanded into the expectation of enhance efficiencies. Mr. Brown highlighted the recommendations described in the report. County Manager Jones and Director Brown will meet to further discuss the report and its findings/recommendations. A subcommittee comprised of Mecklenburg Board of County Commissioners Karen Bentley, Dumont Clark and Harold Cogdell and Library Board of Trustees members Molly Griffin, Bob Sink and Darrel Williams will then jointly review the report and make any final decisions regarding its recommendations. Mr. Brown stated that in a prior meeting, County Manager Jones expressed confidence that the County will support the needs of the Library and will make every effort toward a smooth transition if and when the proposed consolidations occur.

Chair Branstrom asked what level of support is staff recommending.

Director Brown referred to the Library staff recommendations included in the report. Mr. Brown said he will provide the Board with this information.

Consultant Sean Hogue replied by stating that there are some cost savings to consider and efficiencies that could be achieved. Mr. Hogue believes a decision is essential to decide what core services have the most meaning to the Library.

Vice Chair Bob Sink reiterated the process of the project agreed upon by the Mecklenburg Board of County Commissioners and the Library Board.

Chair Branstrom asked if, the County is responsible for managing the performance of staff whose responsibility is to the Library, such as the case of Human Resource. For example, will that impair the Director's ability to manage the operations of the Library in any way?

Director Brown clarified that because we are a separate entity, the Board will continue to oversee and make personnel policy. Mr. Brown shared with the Board that in a past experience as Director, there were three HR staff members, housed at the Library, who worked closely with the County's Human Resources department. Chair Darrel Williams thought that the Library might propose that idea as the Library continues discussions with County Manager Jones.

Director Brown mentioned that he would be meeting with County Manager Jones the next morning.

Trustee Sally Robinson asked the Director what he hoped the outcome would be from that meeting.

Mr. Brown replied that he would like a clear understanding and further expression of some of the concerns, issues and clarifications in general as well as further discussion regarding issues in the Marketing/Communications area.

The Trustees asked if the pros and cons of the recommendation could also be part of the forthcoming subcommittee discussion.

Director of Organizational Resources Brian Beavers delivered the FY 2010 – 2011 end of November Financial Report. Director Beavers also requested Board approval for Budget Adjustments #11-30 A, 11-30 B, 11-30 C and 11-30 D. On a motion by Darrel Williams, seconded by Molly Griffin, the Trustees unanimously approved the Budget Adjustments.

Mr. Beavers reported that in accordance with local government policy, it is advised the Library's Finance Director increase the value of fidelity bond. On a motion by Bob Sink, seconded by Charles Bowman, the Trustees unanimously approved a \$50 K value fidelity bond for the Finance Director.

Chair Robin Branstrom presented the Library Board of Trustees' proposed 2011 meeting schedule. Ms. Branstrom advised the Board that there may be some revisions based on Mecklenburg County's budget timeline.

Director Brown delivered the Director's Report, highlighting the media coverage the Library has received. A link to full media coverage can be found at http://www.plcmc.org/about_us/in_the_news/press.asp

Mr. Brown shared with the Board some of the follow-up on the Safety and Security Inter-local agreement with Mecklenburg County. Director Brown explained that both staff and Attorney Mark Kutny are working to ensure the questions and concerns of the Board are being addressed.

Vice Chair Bob Sink asked if the Inter-local agreement has been signed.

Attorney Robert Stephens said that it has not been.

Chair Branstrom requested a motion to move into Executive Session – **Personnel Matter (Pursuant to GS 143-318.11(a)(6))**. On a motion by Bob Sink, seconded by Charles Bowman, the Trustees unanimously approved a \$50 K value fidelity bond for the Finance Director.

The regular session of the Board meeting adjourned at 11:40 a.m.

Respectfully submitted,

Charles M. Brown
Secretary to the Board