Library Board of Trustees Meeting

Main Library – Dickson Boardroom
Wednesday, January 19th, 2011
Noon

AGENDA

I. Call to Order
   Noon
   Chair Robin Branstrom will convene the meeting

II. Approval of the Minutes of the December 8th, 2010 Meeting * (Attachment 1)

III. The Future of the Library Task Force Update (Jim Woodward) 12:05 p.m.

IV. Financial Report (Brian Beavers) (Attachment 2)
   - Budget Adjustments *
   12:15 p.m.

V. Presentation Annual Financial Audit Report (Attachment 3) 12:25 p.m.
   (Brian Beavers/Chuck Mallas)
   • FY 2011 Update Budget (Brian Beavers) (Handout)
   • Impacts on revenue and expenses (CTC/gasoline)

VI. Development Report – Library Foundation * 12:35 p.m.
   (Robin Branstrom/Karen Beach)

VII. Director’s Report Articles of Interest – Featuring Library

VIII. Other Issues

IX. Executive Session Closed Session – Personnel Matter 12:45 p.m.
   (Pursuant to GS 143- 318.11 (a) (16)

X. Adjournment

*Needs Board Approval

Next Meeting: February 17th at 4:00 p.m.
Library Board of Trustees Meeting

Main Library – Dickson Boardroom
Thursday, February 17th, 2011

4:00 p.m.

AGENDA

I. Call to Order 4:00 p.m.
Chair Robin Branstrom will convene the meeting

II. Approval of the Minutes of the January 19, 2011 Meeting * (Attachment 1)

III. The Future of the Library Task Force Update (Jim Woodward) 4:05 p.m.

IV. Financial Report (Vick Phillips/Chuck Mallas (Attachment 2) 4:20 p.m.
- Budget Adjustments

V. Communications Report (Cordelia Anderson) 4:25 p.m.

VI. Presentation – ImaginOn: The Joe & Joan Martin Center 4:35 p.m.
(Bruce LaRowe, Executive Director, Children’s Theatre & Lois Kilkka, Library Manager)

VII. Progress Report – Library Foundation (Karen Beach) 4:45 p.m.

VIII. Report – Main Library Services to the Homeless 4:50 p.m.
(David Singleton/John Zika/Jonita Edmonds) (Attachment 3)

IX. Director’s & CEO’s Reports 5:00 p.m.
- Articles of Interest – Featuring Library
  http://www.plcmc.org/about_us/in_the_news/press.asp

VIII. Other Issues

IX. Adjournment

*Needs Board Approval

Next Meeting: ?
Board of Trustees Retreat  
The Duke Mansion  
Wednesday, April 6th, 2011  

AGENDA

8:30  Continental Breakfast

9:00  Introductory Remarks by Special Guest—County Manager Harry Jones

9:30  Formal Board of Trustees meeting (Robin Branstrom)

1. Call to Order
2. Approval of the Minutes of the February 17th, 2011 Meeting (Attachment 1)
4. Revised BOCC Appointment Policy Procedures & Summary and Conflict of Interest Policy (Bob Stephens)
5. Next meeting—Thursday, May 19th, 2011

10:00  <BREAK>

10:15  Introduction to Retreat (Vick Phillips)

10:30  Review of Task Force Recommendations (Vick Phillips)

- Funding
- Operations
- Programming
- Volunteers
- Development and Fundraising
- Main and ImaginOn
- Governance
- Update on workgroup (Griffin, Sink Williams)

12:00  Lunch - The Solarium (Trustees; CML leadership; guest Carol Hickey, County Budget Office representative)
1:00  Breakout Groups:  How will these impact CML?  
What issues/concerns do you have?  
Clarification, questions for Dr. Woodward?

**Group A**
- Funding  
  Trustees: Griffin, Sink, Williams  
- Operations  
  Staff: Hogue, Mallas, Phillips  
- Governance  
  General Counsel: Stephens

**Group B**
- Main and ImaginOn  
  Trustees: Branstrom, Maiz-Peña, Martin
- Programming  
  Staff: Blair, Singleton

**Group C**
- Volunteers  
  Trustees: Casali, Robinson  
- Development and Fundraising  
  Staff: Anderson, Beach, Ricker  
  Friends: Amanda Anderson

2:15  <BREAK>

2:30  Small Group Reports

3:30  Brainstorm Questions for Dr. Woodward  (All)

3:45  <BREAK>

4:00  Q&A with Special Guest:  Dr. Jim Woodward, Task Force Chairman

5:00  Adjourn
SPECIAL MEETING

Library Board of Trustees Meeting
Main Library, Dickson Boardroom
Thursday, May 2, 2011

AGENDA

4:00 p.m.  Call to Order – Welcome Guests  (Robin Branstrom)
4:05 p.m.  Confirm Quorum  (Bob Stephens)
4:10 p.m.  Review & Approve the Report  
of the Library Task Force Workgroup *
4:30 p.m.  Other Business as needed  (Robin Branstrom)
5:00 p.m.  Adjourn

*Board Action

Next meeting—Thursday, May 19, 2011 at NOON
Main Library, Dickson Boardroom
Board of Trustees Meeting  
Main Library, Dickson Boardroom  
Thursday, May 19, 2011  
Noon

AGENDA

Noon  Call to Order  
(Robin Branstrom)
  • Welcome Ed Williams, Newly Appointed Board Member
  • Approval of the Meeting Minutes – April 6th Regular & Retreat; & May 2nd Special (Attachment 1) *

12:05  CEO Report  
(Vick Phillips)

12:10  April Financial Report  
(Vick Phillips) (Attachment 2)
  • Budget Adjustments *
  • Approval of Audit Contract for FY 2011*
  • FY 2012 Budget Discussion

12:25  Development & Fundraising  
(Karen Beach)
  • Progress Report on Library Foundation
  • FY2012 Development Plan

12:45  FY2012 Programming Plan  
(David Singleton)

1:00  Updated By-Laws *  
(Bob Sink, Bob Stephens)

1:30  Schedule of Meetings  
(Robin Branstrom/Vick Phillips)
  • Discussion & Approval of 2012 & 2013 (emailed on April 19, 2011) *
  • Next meeting—Wednesday, June 29th, 2011 @ Noon

1:45  Adjourn

*Requires Board Approval
Library Board of Trustees Meeting  
Main Library, Francis Auditorium (lower level)  
Wednesday, June 29th, 2011  
Noon

AGENDA

Noon       Call to Order       (Robin Branstrom)
          • Approval of the Meeting Minutes – of May 19th (Attachment 1) *

12:05      Introductions & Welcome  (Vick Phillips)

12:10      Staff Rewards & Recognition  (Charles Brown)

12:25      CEO Report  (Vick Phillips)

12:30      May Financial Report
          • Budget Adjustments *
          • Approval of FY 2012 Budget *

12:45      FY 2012 Development Plan *  (Karen Beach) (Attachment 3)

12:55      FY2012 Programming Plan *  (David Singleton) (Attachment 4)

1:05       Revised By-Laws * (Attachment 5)
          Resolution on By-Laws and Fin/Audit Committee  (Bob Sink/Robert Stephens)

1:10       Schedule of Meetings 2012/2013 *
          And Schedule of Meetings for 2011  (Robin Branstrom)

1:15       Closed Session Session– Personnel Matter
          (Pursuant to NCGS 143-318.11(a)(6)

*Requires Board Approval
Library Board of Trustees Meeting
Main Library, Dickson Boardroom
Thursday, September 15th, 2011
Noon

AGENDA

Noon    Call to Order  (Robin Branstrom)
        • Welcome Gloria Kelley, New Board Member
        • Harry Jones, County Manager
        • Approval of the Meeting Minutes – of June 29th (Attachment 1) *

12:05   Introductions & Welcome  (Vick Phillips)
        Jeff Vince, Technical Services Director, Mecklenburg County IST

12:10   CEO Report  (Vick Phillips)
        • Update on Task Force Recommendations
        • Staff Recognition
        • Update on Programming  (David Singleton)
        • Update on Foundation  (Karen Beach)
        • Charlotte Mecklenburg Organizational Chart  (Attachment 2)

        • 2011 Year End
        • August Year to Date

12:50   Other Business

1:00    Adjourn

*Requires Board Approval

Next Meeting Thursday, October 20th, 2011
Library Board of Trustees Meeting  
Main Library, Dickson Boardroom  
Thursday, October 20, 2011  
Noon

AGENDA

Noon  Call to Order  
(Robin Branstrom)

- Approval of the Meeting Minutes – of September 15th, 2011 (Attachment 1) *

12:05  Welcome & Introduction  
(Vick Phillips)

- Michael Schoonmaker, Mecklenburg County Security  
  G4S Deputy Chief of Police

12:10  CEO Report  
(Vick Phillips)

- Directors Award/Employee Recognition  
  (Vanessa Ramseur)
- Star Rating—Library Journal  
  (Cordelia Anderson)
- Update on Programming  
  (Patrice Ebert)
- Update on Foundation  
  (Karen Beach)
- Main Library Review Committee  
  (Vick Phillips)
- DNC & Children’s Theatre  
  (Bruce LaRowe)
- DNC update and proposal  
  (Vick Phillips)

12:40  Financial Report  
(Vick Phillips) (Attachment 2)

- FY12 First Quarter results

1:00  Library 2012 Holiday Calendar  
(Rick Ricker) (Attachment 3)

1:05  Other Business

1:15  Closed Session– Personnel Matter  
(Pursuant to NCGS 143- 318.11(a)(6)

*Requires Board Approval  
Next Meeting Thursday, November 17, 2011
Library Board of Trustees Meeting
Main Library, Dickson Boardroom
Thursday, November 17, 2011
Noon

AGENDA

Noon Call to Order (Robin Branstrom)

- Approval of the Meeting Minutes – of October, 2011 (Attachment 1) *

12:05 Welcome & Introduction (Vick Phillips)

12:10 Audit Report Collin Hill, C.P.A.
Cherry, Bekaert & Holland

12:15 CEO Report (Vick Phillips)

- Service Excellence Awards (Rick Ricker)
- ALA Emerging Leaders Program - Catherine Haydon (Michele Gorman, Teen Services Coordinator)
- Update on Programming (Vick Phillips)
- Update on Development & Foundation (Karen Beach)
- Main Library Committee Update (Vick Phillips)
- DNC (Vick Phillips)
- Axiell Symposium (Vick Phillips)

12:40 ImaginOn/Library Partnership Update (Reneé Casali and Bruce LaRowe/Lois Kilkka)


- FY12 End of Month October
- Budget Adjustments *

1:00 Organizational Structure (Robin Branstrom)

1:15 Officers – Library Board of Trustees ’12 (Robin Branstrom)

1:05 2012 Schedule of Meetings – Library Board (Vick Phillips) (Handout)

1:10 Other Business

*Requires Board Approval

Next Meeting Thursday, January 19, 2012 * Noon