



Library Board of Trustees
Library Board of Trustees Meeting
Via Zoom
Monday, April 18, 2022, 12:00pm – 1:30pm

Trustees Present

Ailen Arreaza
Jon Buchan
Rob Harrington
Joe Helweg, Chair
Gloria Kelley
Dr. Kimmerly Martin
Tracy Montross
Dr. Amy Hawn Nelson
Charles Thomas
Dr. Ricky Woods

Absent

Brandon Neal

Staff Present

Karen Beach
Elyse Berrier
Kevin Bittle
Shelley Book
Barbara Cantisano
David Dillard
Asha Ellison
Harold Escalante
Saul Hernandez
Jesse Isley
Meryle Leonard
Pamela McCarter
Caitlin Moen
Angie Myers
Emily Nanney
Chantez Neymoss
John O'Connor
Keisha Portis
Amy Richard
Elesha Roupp
Holly Summers-Gil
Hillary Swierc
Tony Tallent
Marcellus Turner

Others Present

Mark Kutny
Safiyyah "StayTuned", Community
Member

Joe welcomed everyone to the Board Meeting at 12:00pm.

Absence with Cause

Mr. Helweg requested a motion to approve absence with cause for Brandon Neal. On a motion by Charles Thomas and seconded by Jon Buchan, the Trustees unanimously approved their absence with cause.

Minutes

Mr. Helweg requested a motion to approve the minutes from the Board of Trustees meeting held on April 18, 2022. On a motion by Jon Buchan and seconded by Charles Thomas, the Trustees unanimously approved the April 18, 2022, meeting minutes.

Chair Report

Mr. Helweg provided the following updates:

- Mr. Helweg thanked the Library for inviting him to the Library Service Awards and shared a video of Mimi Curlee expounding on her experience working for the Library and helping customers.
- Thanked Chantez Neymoss for her dedication to the interim role she has taken on for Innovation.
- Thanked Rob Harrington, Tracy Montross and Charles Thomas for their tremendous work on the Nomination Committee.
- May Board Retreat
 - Monday, May 9th at ImaginOn from 4:00pm-7:00pm. The meeting will be dedicated to the Racial Equity Task Force Report deep dive.

Committee Reports

Governance Committee

Rob Harrington provided the following updates:

- As a reminder the committee is working to replace me (Rob Harrington) and Gloria Kelley. Both of our terms were extended 1-year due to the library losing so many trustees and at the same time having so many important projects going on.
- The recommendations the Board of Trustees recommended this year to the Board of County Commissioners are Peggy Brookhouse and Stacy Brown. Peggy Brookhouse brings the marketing and communication expertise we are missing now that Jennifer Appleby is gone, and Stacy Brown is an education specialist.
- The BOCC is reconsidering their appointment and interview process for advisory boards, and they will let us know the new process and timeline for appointment.
- No one will be required to roll off in 2023 but Ailen Arreaza and Dr. Ricky Woods are both up for reappointment.
- The committee is beginning to work on a review of committee charters and tasks.

Real Estate Committee

Brandon Neal and David Dillard provided the following updates:

Action Item

Authorize the first-tier Subcontractor Prequalification procedure created by Rodgers Builders and reviewed by Mecklenburg County Asset and Facilities Maintenance for the new Main Library construction, specifically for the early bid package for the curtain wall.

Background

The Board of Trustees authorized the use of Construction Manager @ Risk Contract Methodology for this project in accordance with G.S. 143-128.1

Revisions to state law 2014-42 (H1043), amends G.S. 143-135.8 by establishing specific procedural requirements for when and how local governments may prequalify construction contractors to bid on construction and repair contracts (these new requirements also apply to the prequalification of first-tier subcontractors by a construction manager at risk under [G.S. 143- 128.1\(c\)](#).

The construction manager at risk shall contract directly with the public entity for all construction; shall publicly advertise as prescribed in G.S. 143-129; and shall prequalify and accept bids from first-tier subcontractors for all construction work under this section. The construction manager at risk shall use the prequalification process determined by the public entity in accordance with G.S. 143-135.8, provided that public entity and the construction manager at risk shall jointly develop the assessment tool and criteria for that specific project, which must include the prequalification scoring values and minimum required score for prequalification on that project. The public entity shall require the construction manager at risk to submit its plan for compliance with G.S. 143-128.2 for approval by the public entity prior to soliciting bids for the project's first-tier subcontractors. A construction manager at risk and first-tier subcontractors shall make a good faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities

Rodgers Builders will provide a prequalification process based on statutory requirements that meet the following criteria:

1. Be uniform, consistent, and transparent in its application to all bidders.
2. Allows all bidders who meet the prequalification criteria to be prequalified to bid on the construction or repair work project (in other words, a bidder who meets the prequalification criteria must be allowed to bid on the project).
3. Clearly state the prequalification criteria, which must comply with all of the following:
 - a. Be rationally related to construction or repair work.
 - b. Not require that the bidder has previously been awarded a construction or repair project by the governmental entity.
 - c. Permit bidders to submit history or experience with projects of similar size, scope or complexity.
4. Clearly state the assessment process of the criteria to be used.
5. Establish a process for a bidder to protest to the governmental entity its denial of prequalification. The protest process must be completed prior to the bid opening to allow sufficient time for a bidder whose protest is successful to submit a bid on that project.
6. Outline a process by which the basis for denial of prequalification will be communicated in writing, upon request, to a bidder who is denied prequalification.

Rationale

Approval of these requirements ensures that, in compliance with statutory requirements, a prequalification process is conducted transparently, using criteria that relates to the specific project being bid, and are applied objectively and fairly to all bidders. These requirements also give bidders an opportunity to learn why they were denied prequalification and to appeal that denial

Rodgers Builders has provided the following to AFM for review:

- Prequalification Instructions
- Prequalification Forms
- Prequalification Scorecard

The Board unanimously approved the action item authorizing the first-tier Subcontractor Prequalification procedure created by Rodgers Builders and reviewed by Mecklenburg County Asset and Facilities Maintenance for the new Main Library construction, specifically for the early bid package for the curtain wall.

Facilities Master Plan

It is now on Library Leadership to take a look at the second and third parts of the CIP. The Real Estate Committee and Ad Hoc Committee will review the recommendations of the consultants and prioritize them based on the CFP process the county has. The second part of the CIP is 2024 through 2028. We will have plenty of time to discuss with county staff and Commissioners our requests in FY 2023. Whatever does not get approved for the second part will move to the top of the list for the third part.

Finance Committee

Finance Report

- Projection data is based on 9 months (75% of the year) of activity. Internal revenue generation was significantly impacted by COVID 19 throughout FY2022. The Library has adjusted expense spending accordingly to ensure we end the year on budget
- Over the weekend the Library did receive funding from the Federal Emergency Connectivity Fund (\$8M MeckTech expansion project) for the (January) initial 500 device purchase.
- If you look at the budget projection report, you will see significant under collection of federal revenue and significant under spending in technology due to the Meck Tech expansion shifting into FY 2023.

Budget Adjustments

- \$1,000 from UMD Grant to Programming

On a motion from the Finance committee the Board unanimously approved the Budget Adjustment.

Action Item: Approve selection of Cherry Bekaert as FY 2022 Library Auditor.

Background

The Library participated in in a joint RFP with Mecklenburg County a couple years ago and we are in the fourth year of a potential 5-year time contract. The complexity of the Foundation and the capital campaign has increased over the last couple years, so the contract is a little higher coming in at \$67,000 which we believe is reasonable given al the new work they have to so around the campaign and pledges.

On a motion from the Finance Committee the Board unanimously approved the selection of Cherry Bekaert to perform the FY 2022 audit.

CEO Report

Marcellus Turner provided the following updates:

- Several of us recently participated in Public Library Association's annual conference held in Portland, OR where our own Chantez Neymoss and Tara Smith gave a presentation on the Meck Tech project. This elevates the Charlotte Mecklenburg Library on a national scale.
- We are recruiting for both Marketing and Communications and Chief Strategy & Innovation Officer.
- We are embarking on a communications audit to assess our internal and external communications.
- Karen Beach reported that this year's Library Giving Day was the best one to date with \$35,369 coming in from 345 donors. MT challenged our staff to participate in the day if they could and we had 85 library staff and board members contribute.

Library Director Report

Caitlin Moen provided the Story of Impact:

- A customer named Jesse who is a youth without a home visited the Mobile Library. The MoLi team helped him get registered for a library card and checked out items and asked about getting help with a gmail account because they now require a phone number which is a huge issue for a lot of folks that we work with in our libraries. The staff worked with him to identify some solutions and got him an email address. He immediately started applying for jobs and he was also able to get information about a Parks & Recreation job fair.
- Día is a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds. It is a daily commitment to linking children and their families to diverse books, languages, and cultures. Join to hear from Featured Author Sonia Manzano this Wednesday, April 20th at 6:30 via Library Facebook and YouTube channels.

Programming Update

Emily Nanney and Jesse Isley provided the Programming Priorities Overview.

Programming at the Library

- Number of Programmers
 - 151 total
 - 54 adult services
 - 33 teen services
 - 64 children's services
- Age ranges for programming
 - Children (ages 0-11)
 - Teens (ages 12-18)
 - Adults 18+
- How we program
 - Virtually
 - Outdoors
 - Indoors
 - In branch
 - In community

Background Research

- Community Data
- Library Benchmarks
- Developmental Learning Needs
- State and National Trends

Programming Priorities Updates

FY19 Focus Areas:

1. Literacy and Educational Success
2. Community Conversations
3. College & Career
4. Continual Learning for Adults
5. WelcomeCLT

6. Humanities
7. ASC Culture Blocks
 - Different focus areas for each age group
 - Limit arts & creative programming
 - Very general, hard for staff to determine priority

FY22 Program Priority Areas

1. Learning
2. Literacies
3. Creativity
4. Community
5. Leadership & Life Skills
 - More crossover between ages
 - More consistent and linked with priority programs
 - Embrace creative programming

Priority Area	Children’s (0-11)	Teens (12-18)	Adult (18+)
Learning: Support peer to peer learning and educational support.	Programs that support educational success and developing literacy skills.	Programs to foster learning as a year-round focus, including programs to promote social emotional learning.	Programs that support peer to peer learning, and the adult as a lifelong learner.
Literacies: Address and develop multiple literacies relevant for each age group.	Literacies primarily addressed: Early Literacy Developmental Literacy Critical Literacy	Literacies primarily addressed: Information Literacy Recreational Literacy Media Literacy Civic Literacy	Literacies primarily addressed: Digital Literacy Information Literacy Cultural Literacy Recreational Literacy
Community: Create opportunities for cross-cultural and inter-generational interaction.	Programs that provide an opportunity for caregivers and children to learn and connect.	Programs that connect teens with community service opportunities, as well as connect teens to each other and Library staff mentors.	Programs that facilitate conversation, with a special focus on social justice and building social awareness.
Leadership & Life Skills: Support personal and professional development for all ages.	Programs that provide parents and caregivers with information to improve their well-being and the life of the children they serve. Programs that provide children with a pathway to success.	Programs that amplify the voices of all teens, including historically marginalized youth. Programs that provide teens with a pathway to success.	Programs that give adults the opportunity to build essential career skills, including small business and nonprofit support.
Creativity: Support self-expression in a variety of forms, especially innovative and collaborative problem-solving.	Programs that provide children with opportunities to create, collaborate, and express themselves.	Programs that give teens opportunities to create and share authentic, meaningful content.	Programs that give adults the opportunity to explore their creativity in a facilitated and safe environment and combat social isolation and cognitive decline.

Continuum of Literacy

All library programs contribute to improved literacy:

- Early Literacy Programs lay the foundation for literacy learning, parents and caregivers learn tips to put best literacy practices in place at home.
- School Age programs focus on developmental literacy to aid in the child's reading fluency, vocabulary, and comprehension.
- Programs for teens begin to introduce other forms of literacy, including recreational literacy, civic literacy, cultural literacy, and more to further improve literacy and develop responsible citizens in our society.
- Pursuing higher education and/or job skills, gaining experience and seeking out mentorship. Critical time to address learning gaps from formal education.
- Re-skilling, defining long term career goals, setting financial goals. Financial Literacy, civic literacy grows in importance.
- Taking on leadership roles, making major purchases, identifying and pursuing personal learning goals. Information literacy is key to continual learning
- Transitioning to retirement, or secondary career, financial planning, may experience social isolation. Digital Literacy allows for continued connection.

Community

Create opportunities for cross-cultural and inter-generational interaction.

Children's

- Storytimes

Teen

- Community Service opportunities

Adult

- Community Conversations
- WelcomeCLT

Leadership and Life Skills

Support personal and professional development for all ages.

Children's

- Parenting Programs

Teen

- Teen Volunteering

Adult

- Career Development

Creativity

Support self-expression in a variety of forms, especially innovative and collaborative problem-solving

Children's

- Art Education
- STEAM

Teen

- Writing Groups
- STEAM

Adult

- Culture Blocks
- Makerspace

Embedded Supporting Documents Community Needs Assessment

- Community Needs Assessment
- Equity in Programming
- Multiple Literacies
- Digital Literacy Strategy
- Additional Worksheets

Timeline for Program Plan

May 2021

- Shared draft document with leadership and gather feedback

July 2021

- Shared approved document with all staff

July-December 2021

- Hosted info sessions to walk through document

Spring 2022

- Staff will complete branch community need assessment

April/May 2022

- Final version of program plan will launch

Programming Expectations

- Need for consistency
- Meet the need of each unique community
- All staff contributing to system wide and branch goals
- Increase intergenerational programming
- Increase staff working together

Tracy Montross inquired about improving the reach of the Community Read program. Some years it seems to resonate more, and partnerships are able to be leveraged. Selecting titles that coincide with a community need is most impactful.

Charles Thomas asked to receive the PowerPoint and a pie chart at the end of the year of where and how the programs lined up with the programming priorities. He would also like to see the Needs Assessment

Amy Hawn Nelson invited Trustees to participate in the Customer and Community Impact Committee where deep dives are taken into many of these topics.

On a motion by Joe Helweg, seconded by Charles Thomas, the board adjourned the meeting at 1:30pm.

Respectfully submitted,

Marcellus Turner
CEO