



Library Board of Trustees
Library Board of Trustees Meeting
Via Zoom
Monday, June 21, 2021, 4:00pm – 5:30pm

Trustees Present

Jennifer Appleby
Ailen Arreaza
Rob Harrington
Joe Helweg, Chair
Dr. Kimmerly Martin
Dr. Amy Hawn Nelson
Charles Thomas
Ed Williams

Absent

Gloria Kelley
Brandon Neal
Dr. Ricky Woods

Staff Present

Karen Beach
Kevin Bittle
Shelley Book
Barbara Cantisano
David Dillard
Michael Engelbrecht
Seth Ervin
Jenni Gaisbauer
Lea Glaze
Saul Hernandez
Jesse Isley
Meryle Leonard
Pamela McCarter
Caitlin Moen
Angie Myers
Chantez Neymoss
John O'Connor
Amy Richard
Ann Stawski
Holly Summers-Gil
Sandy Stratton
Kim Sykes-Joseph
Tony Tallent
Marcellus Turner
Martha Yesowitch

Others Present

Mark Kutny

Joe Helweg welcomed everyone and thanked them for their time.

Absence with Cause

Mr. Helweg requested a motion to approve absence with cause for Brandon Neal, Gloria Kelley and Dr. Ricky Woods. On a motion by Charles Thomas and seconded by Jennifer Appleby, 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 May 17, 2021. On a motion by Charles Thomas and seconded by Ailen Arreaza, the Trustees unanimously approved the May 17, 2021 meeting minutes.

Chair Report

FY 2022 Board of Trustees Meeting Schedule

Mr. Helweg proposed the following schedule:

July		No meeting
August		No meeting
September 24	4-5:30	Meeting at Wray Ward
September 24	5:30-7:30	Social at Wray Ward
September 25	9:00 – 1:00	Meeting at Wray Ward
October		No meeting
November 15	4-5:30	Meeting at Main Library
December		No meeting
January 24	4-5:30	Meeting at SSC
February		No meeting
March 21	4 -5:30	Meeting at AWB
April		No meeting
May 16	4 – 5:30	Meeting at SOR
June 20	4 - 5:30	Meeting at SPK

Committee Assignments

BOARD COMMITTEES	SCOPE OF RESPONSIBILITIES	CHAIR	MEMBERS	STAFF LEAD
Executive	Make decisions on behalf of the Board of Trustees as needed	Joe Helweg	Jennifer Appleby Rob Harrington Brandon Neal Charles Thomas	Marcellus Turner
CML Foundation Board	Consult, advise and oversee fundraising and awareness strategies and activities of the Library Foundation that support the Library	Jennifer Green	Joe Helweg Marcellus Turner	Jenni Gaisbauer
Customer & Community Impact	Review, consult, advise and oversee the Library's programming and service offerings to ensure they improve lives and build a stronger community	Dr. Amy Hawn Nelson	Gloria Kelly Ailen Arreaza	Caitlin Moen
Finance	Consult, advise and oversee Library financial practices, transactions, decisions, and funding sources and trends.	Dr. Ricky Woods	<i>(Potential Ex Officio member – TBD)</i>	Angie Myers
Governance	Recommend Library Trustee candidates based on regular review of the Board's and organization's current and future governance needs.	Rob Harrington	Ed Williams Charles Thomas	Marcellus Turner

ImaginOn Management	Oversee management and activities at ImaginOn jointly with our partner, Children's Theater of Charlotte	Ailen Arreaza	Dr. Kimmerly Martin	Seth Ervin
Real Estate	Consult, advise and oversee Library real estate strategies, planning, practices, transactions, and decisions	Brandon Neal	Ed Williams George Sistrunk, <i>Ex Officio</i> Walker Morris, <i>Ex Officio</i>	David Dillard

Committee Reports

Finance Committee

Angie Myers provided the following updates:

Budget Adjustments

- \$2,500,000 from Mecklenburg County to Facility Related
- \$600,000 from Mecklenburg County to Personnel Related
- \$100,000 from ABC Board to Interfund Transfer
- \$5,290 from ABC Board to Misc. General Operating
- -\$7,860 adjustment to our Federal Budget due to an IMLS grant that is shifting money from year 1 of the program to year 2

Budget Transfers

- \$5,600 from the CML Foundation to Misc. General Operating
- \$3,458 from Other to Misc. General Operating

On a motion by the Finance Committee, the Board of Trustees unanimously approved the Budget Adjustments and Transfers.

FY 2022 Budget

Ms. Myers presented the following highlights:

Highlights:

- \$42.3M - Total Budget
- 2.3% increase (total) over FY2021
- 2.7% increase in Mecklenburg County funding
- 92% of total funding comes from Mecklenburg County

Wins include:

- Fine Free!
- Class & Compensation Project (September 2021 implementation)
- No use of unrestricted Fund Balance

Revenues

- 259% increase from the Federal Government is due to the WISP timing issue addressed earlier
- 7.4% increase from the ABC Board that I've already addressed

Expenditures

- -24.5% primarily driven by the money we got last year for the Facilities Master Plan
- 22% in Technology & Equipment due to the WISP project and we got money from Mecklenburg County for new software
- 39.2% in programming due to an increase in programming related expenses as compared to last year

After some Board discussion and on a motion by the Finance Committee, The Board of Trustees unanimously approved the FY 2022 Budget.

Governance Committee

Rob Harrington provided the following updates:

Library Trustee Appointment Update

- The BOCC has delayed interviews for board appointments due to summer schedules, COVID and short staffing issues.
- The BOCC interview panel will interview our 2 recommendations.
- Ed Williams and Jennifer Appleby have both agreed to serve the next few months until their successors have been appointed.

FY 2022 Slate of Officers

Officer Position	Office Holder
Board Chair	Joseph E. Helweg
Board Vice-Chair	J. Brandon Neal
CEO	Marcellus Turner
Library Director	Caitlin E. Moen
Secretary	Shelley S. Book
Treasurer	Angela L. Myers

On a motion by the Executive Committee and Governance Committee, the Board of Trustees unanimously approve the FY 2022 Slate of Officers.

Real Estate Committee

Brandon Neal and David Dillard provided the following updates:

- Support Services Center:
 - Construction is proceeding according to schedule
 - Anticipating a temporary certificate of occupancy around Thanksgiving so that we can start installing technology etc.
- Uptown Temporary Service Locations
 - 2 locations have been identified
 - 1 location will be similar to the old “Check It Out” model and materials centric and will open Sept. 1
 - 1 location will be more geared to serve our day customers and will have access to an outdoor patio, general seating, wifi, computer use, social worker, bathrooms and some programming.

CEO Report

Marcellus Turner gave the Board an update on what he has been doing the last 12 weeks including branch visits, meeting with county staff and the main library project.

Mr. Turner also announced that our M&C Leader, Ann Stawski, was leaving the library to pursue another job and that Asha Ellison would be filling in until a new leader can be hired. Ann Stawski thanked the Board for their support over the last 4 years.

Library Director Report

Caitlin Moen provided the following updates:

Story of Impact

Our staff member, Melanie Murdock, is a frequent customer at the Cook-Out fast-food restaurant near the branch. A library customer who works there recognized Melanie when she came into our branch and shared that she is currently in school to be a medical office assistant. The young woman came to the Library because she needed help with a Power Point presentation for one of her classes. Staff members Melanie Murdock and Lonna Vines helped her complete her PPT project on time. Later that same day when Melanie pulled through the Cook-Out drive thru, the young woman used the loudspeaker system to announce to the workers in the kitchen, “The Library Lady is here” and “Hickory Grove Library is the best, most helpful place in the world!”

COVID Re-Opening Update

June 1: Level 3

- Seating Open in Locations
- Extended Computer Sessions
- Expanded Capacity

Throughout June: Intermediary Steps

- Outdoor Programming Available
- Updates to Mask Requirements

Looking Ahead

- Piloting Indoor Programming
- Adding other services – book sale, meeting rooms, etc.
- Cash handling on hold

Summer Break

- Launched June 7
- Second year using the Beanstalk app
- Please sign up for the adult summer break challenge
- There are prizes/incentives for sign-up and completion but there are no Carowinds passes this year

Mobile Library

Meryle Leonard provided the following update:

- Video of a tour of the new mobile library
- Year to Date Progress
 - July-September 2019
 - Mobile Library Design Sprint
 - Prototyping events
 - January-March 2020
 - Request for proposal process
 - Board of Trustees approval

- Contract awarded to Summit Bodyworks
 - March 2020-Present
 - Hired Mobile Library Coordinator-Saul Hernandez
 - Design and build process
 - Purchased collection, technology and resources
 - Colleague Quorum – Mobile Library Best Practices
 - 2020 ABOS Conference
 - Estimated delivery time; late August 2021
- Determining Routes
 - City of Charlotte Community Leadership Division
 - Essential 2025
 - Design Sprint/Prototyping events
 - Facilities Master Plan survey information
 - Leading on Opportunity Task Force Report
 - Meck 60+ Community Needs Assessment Study
 - Opportunity Atlas
 - Quality of Life Explorer
 - United Way of Central Carolinas
 - Much More
- Mobile Library Features
 - Outdoor seating
 - 5G networking
 - On-site printing & full circulation services
 - Externally mounted 70” touchscreen television
 - (8) Samsung 4+ Chromebooks
 - (20) Raspberry Pi 400
 - (5) Apple Gen. 8 iPads (5) Samsung Galaxy Tablets
 - Modular desk space
- Mobile Library Services
 - Circulation
 - Technology
 - Programming/Job Help
 - Gather
 - Meet Community Need
 - Partnership Opportunities
 - Support Main Library

Library Foundation Update

The CommonSpark Campaign

- Comprehensive Goal: \$135,000,000
- Raised to Date: \$101,897,854 (75%)
- Goal for Building: \$100,000,000
- Raised to Date: \$79,317,054 (79%)
- More than \$43M outstanding in requests and adding to the pipeline every day
- Big push next 6 months to finish raising money for building before it comes down

Verse & Vino

- Author confirmed is Alka Joshi and she is our first Indian author.
- Authors Invited:
 - Alex Michaelides (suspense/thriller)
 - Heather Morris (historical fiction/WWII)
 - Ashley C. Ford (nonfiction/memoir)
 - Jodi Picoult (fiction)
 - Sunny Hostin (fiction)
 - Hilton Carter (nonfiction/lifestyle)
- Sponsorships: \$200,000 to date including PNC, Bank of America, Southminster, Lowe's
- Join us at Celebration or Party Package/Book Club Level
- Event promotion begins mid-summer

One for the Books: A Library Love Story

- November 6-14
- Outside Building Activation Beginning with Charlotte Shout (Sept 17-October 3)
- Promotional Coordination with Verse & Vino
- Major Components:
 - Documentary produced by Hue House and Lex Kimbrough
 - "Walking Tour" Experience at Main on 2 weekends: Performances, 24 Hours of Booky, AR, Beam Signing, Documentary Viewing, Graffiti Artists, QR Codes/Guidebook to share history and stories
 - Branch and Community Engagement
 - Golden Hammer event for CommonSpark campaign supporters
 - Special event for staff and retirees
 - Groups and Bookclubs – Fun ways to say Goodbye during the week
 - Auction/sale
 - Presenting Sponsor: Lowe's
 - Additional Sponsors Pending: Wells Fargo, Reemprise Fund

Racial Equity Task Force

Rob Harrington gave the following update:

- 4 meetings and 3 training sessions have been completed so far
- On June 11 we had a retreat to attack the issues that will ultimately be a report to this group
- We've done surveys of the board and library staff which produced a lot of data
- Will meet again on July 9 and do some testing
- There is a second listening session schedule with staff the beginning of July
- We will work with Joe Helweg on the timing of presentation of the report to the full board

On a motion by Charles Thomas, Joe Helweg adjourned the meeting at 5:35pm.

Respectfully submitted,

Marcellus Turner
CEO