



Library Board of Trustees

**Library Board of Trustees Meeting
Main Library, Dowd Learning Studio
Monday, June 22, 2015, 12:00 Noon**

Trustees Present

Molly Griffin, Chair
Jennifer Appleby
Charles Bowman
Rob Harrington
Gloria Kelley
Joan Martin
Dr. Leland Park
Bob Sink
Charles Thomas
Ed Williams

Staff Present

Cordelia Anderson
Karen Beach
Frank Blair
Shelley Book
Seth Ervin
Dana Eure
Julissa Fernandez
Jenni Gaisbauer
Leonora Kaufmann
Lee Keesler
Susan McDonald
Angie Myers
Emily Nanney
Linda Raymond
David Singleton

Others Present

Sean Hogue (Financial Consultant)
Mark Kutny (Legal)

Trustees Absent (with cause)

Dr. Eric Freedman

MINUTES

Molly Griffin called the meeting to order at 12:00 PM.

Ms. Griffin requested a motion to approve absence with cause for Trustee Dr. Eric Freedman. On a motion by Charles Bowman and seconded by Jennifer Appleby, the Trustees unanimously approved absence with cause for Dr. Eric Freedman.

Ms. Griffin requested a motion to approve minutes from the Board of Trustee meeting held on May 18, 2015. On a motion by Charles Bowman, seconded by Bob Sink, the Trustees unanimously approved the minutes.

Committee Activity Report:

Finance Committee: Rob Harrington thanked Mecklenburg County for its support and asked Angie Myers to update the Board on the FY 2016 budget

Ms. Myers reported five “good news” items regarding the budget:

1. FY2016 funding is up 4% over the current fiscal year
2. County support for the Library remains strong
3. Employee merit increases are funded
4. Digital Strategy is funded, except for new FTEs
5. The Library’s FY2016 budget does not tap into our fund balance

Ms. Myers reported two budget challenges:

1. The Library has very limited budget flexibility and discretionary funds
2. A partially funded collection request will prevent us from accomplishing all of the strategic initiatives we had planned

Mr. Harrington explained that although the County was unable to give us as much discretionary spending as last year, approximately \$100,000 down year-over-year, we are very appreciative of overall funding levels and grateful for support of the Digital Strategy.

Ed Williams inquired about State funding and David Singleton responded that the \$400,000 County cap implemented last year by the State Legislature was going away this year and we should be receiving about \$540,000 in State aid this year.

On a motion brought by Rob Harrington on behalf of the Finance committee and seconded by Ed Williams, the Board unanimously agreed to approve the FY2016 budget as presented.

Mr. Harrington asked Trustees to read and sign their Conflict of Interest form. Trustees were encouraged to call Mark Kutny to discuss any questions they have regarding conflicts of interest.

Infrastructure Committee: Bob Sink updated the Board on the Morrison renovation. Highlights included:

- Present zoning at Morrison only allows for a 2,000 sq ft expansion
- Will be seeking an administrative exception to add more than 2,000 sf that would allow a better book drop-off area.
- Will be seeking approval for the administrative exception of up to 1,000 sf from two developers
- This issue is slowing the architecture contract process
- Adding 4,000 sf is not an option now due to the time it would take to conduct a full re-zoning

Frank Blair reported the copier contract is still under negotiation. If it is ready before the Board’s next meeting in September then it will go to the Executive Committee for action.

CEO Report:

FY 2015 Year in Review: Mr. Keesler reviewed the PowerPoint entitled *FY 2015 Year in Review*. (Attached)

Main Library Reinvention Update and Next Steps: Dennis Rash recapped the Main Library Reinvention Advisory Committee’s (MLRAC) actions and conclusions to-date. Highlights included:

- Concluded to keep the Main Library on the current site, accessible to North Tryon St.
- Explored how the nature of Libraries is changing and how Main Library could make significant changes to its longstanding role of serving as primary book repository for the system.

- Determined that the Main Library should have strong community feel with spaces that allow for collaboration and convening of groups.
- Gained an understanding of the cost of a renovation and a complete reconstruction.
- Gained an understanding of how the North Tryon Master Planning Group sees our block as a pedestrian crossroads in the North Tryon Master Plan (NTMP).
- Agree with the NTMP that more parking is needed in this general area of downtown.
- Believe that there needs to be a smaller group formed to steer this project going forward.

On a motion by Charles Bowman and seconded by Bob Sink, they board unanimously agreed to allow Lee Keesler to select a group of leaders and form a steering committee to guide the Main Library Reinvention Project from this point forward.

Library Awareness and Engagement Update: Cordelia Anderson reviewed the PowerPoint titled *Increasing Engagement & Awareness*. (Attached)

Jennifer Appleby requested that at some point during the year the Library should share the entire marketing plan with the Board. Lee Keesler agreed that this would be done in a future Board meeting.

FY 2016 Programming Plan: Dana Eure presented the FY 2016 Programming Plan (attached) drawing attention to several highlights:

- Programming focus areas include literacy, educational success, workforce development, humanities and other.
- Literacy is the largest focus area with 50% of our programming dedicated to it, followed by education success with 32%.
- The Library plans to deliver 303 unique programs in FY2016, replicated a total of 21,921 times, reaching 294,121 customers.
- The Library will conduct several programmatic initiatives that address community needs such as “Get Ready with Words”, Community Read, Google Fiber Digital Inclusion Fellow and One Access with CMS.
- The average full cost for a Library program is projected to be \$3.20 per attendee, of which \$2.43 is the average cost of staff time per attendee.
- Success will be measured by outputs such as number of programs and program attendance as well as outcomes such as change in behavior, skill or attitude as a result of Library programs.

Library Foundation Update: Jenni Gaisbauer asked the Board to approve a new Foundation Board member, Helen Kimbrough.

On a motion by Ed Williams and seconded by Jennifer Appleby, the Board unanimously agreed to approve the addition of Helen H. Kimbrough to the Foundation Board of Directors.

Financial Report

Angie Myers explained that the Library finished FY 2015 3% under budget which is where we want to be.

Budget Adjustments: Ms. Myers reported budget adjustments totaling \$50,000 in copier expense, print revenue and contingency. She drew particular attention to a budget transfer item totaling \$600,000 that was approved by Mecklenburg County, to transfer funds from Salaries & Benefits to Insurance and Library Collections. This is consistent with similar actions in FY2012, 2013 and 2014.

On a motion by Rob Harrington, seconded by Jennifer Appleby, the Board unanimously approved the requested budget adjustments.

Ms. Griffin asked the Trustees for a motion to adjourn the meeting. On a motion by Charles Bowman, seconded by Charles Thomas, the meeting was adjourned at 1:50 p.m.

Respectfully Submitted,

Lenoir C. Keesler, Jr.