



**Library Board of Trustees**

**Library Board of Trustees Meeting  
Main Library, Francis Auditorium  
Monday, June 26, 2017, 12:00pm – 1:30pm**

**Trustees Present**

Jennifer Appleby, Chair  
Ailen Arreaza  
Molly Griffin  
Rob Harrington  
Joe Helweg  
Brandon Neal  
Charles Thomas  
Ed Williams  
Hyong Yi

**Staff Present**

Melanie Baron  
Frank Blair  
Shelley Book  
Jessica Davis  
Walker Doermann  
Seth Ervin  
Sean Hogue  
Jenni Gaisbauer  
Deanna Griffin  
Angela Haigler  
Peter Jareo  
Leonora Kaufmann  
Lee Keesler  
Meryle Leonard  
Ed McDonald  
Angie Myers  
Katy Rust  
David Singleton  
David Sniffin  
Holly Summers-Gil  
Teleia White  
Martha Yesowitch

**Others Present**

Susan Patterson  
George Sistrunk  
Leslie Johnson

**Trustees Absent (with cause)**

Gloria Kelley  
Dr. Ellen McIntyre

**MINUTES**

Jennifer Appleby called the Board of Trustees meeting to order at 12:05 PM and welcomed guests Susan Patterson and George Sistrunk. She also recognized Charles Thomas and The Knight Foundation for their generous support in sending Jenni Gaisbauer and Seth Ervin to the NEXT LIBRARY Conference in Denmark.

Ms. Appleby requested a motion to approve absence with cause for Trustees Gloria Kelley and Dr. Ellen McIntyre. On a motion by Rob Harrington and seconded by Charles Thomas, the Trustees unanimously approved their absence with cause.

Ms. Appleby requested a motion to approve the minutes from the Board of Trustees meeting held on May 15, 2017. On a motion by Joe Helweg and seconded by Charles Thomas, the Trustees unanimously approved the May 15, 2017 meeting minutes.

## **Chair Report**

### **Long-Term Library Board Main Library Engagement/Oversight**

Ms. Appleby provided a handout outlining the purpose and scope of the Joint New Main Library Advisory Committee she is enacting. She explained the purpose is to advise the full Library Board of Trustees and the Library Foundation Board of Directors on progress, timelines and key decisions required of the two boards related to all the activities associated with the development of Sixth & Tryon and a new Main Library.

Ms. Appleby reviewed the committee's composition, answered the Board's questions and thanked the board members who agreed to serve. The committee will begin its work in September 2017.

### **Library Naming Policy**

Ms. Appleby explained that currently the Library does not have a naming policy and is asking for the Board's approval for the naming policy that was discussed and distributed at the May 15, 2017 board meeting. After some discussion Ms. Appleby requested a motion to approve the naming policy.

**On a motion by Charles Thomas and seconded by Molly Griffin the Trustees unanimously approved the naming policy.**

### **Recommendation for Naming Recognition**

David Singleton presented the biography of Allegra Westbrook, provided in the board packet. He explained how Ms. Westbrook influenced change at the Charlotte Mecklenburg Library and how she worked tirelessly to ensure everyone, regardless of race, had access to library materials. The Library is recommending the large community room at Beatties Ford Road Regional Library be named in recognition of Ms. Westbrook. The Library asks that the Board consider this request and be ready to make a decision at the next Board meeting in September.

### **Recognition and Thank You**

Molly Griffin read the resolution for Ms. Clark aloud. Unfortunately, Ann Clark was unable to attend the meeting so a recognition of her contributions to the Library will be held at a later time.

## **Committee Activity**

### **Finance Committee**

#### **FY 2018 Library Budget**

Ms. Myers reviewed the FY 2018 budget recommendation that was sent to the Board on June 14, 2017 and answered several questions.

On a motion by Hyong Yi and seconded by Molly Griffin, the Board unanimously approved the FY 2018 Library Budget.

### **Finance Report**

Ms. Myers reported that the Library would finish the year around 98% of budget.

### **Budget Adjustments**

Ms. Myers reported the following:

- \$1,000 from Foundation Contributions to Library Collections for children's books at Cornelius
- \$7,000 from Foundation Contributions to General Operating for gift fund contributions
- \$25,000 from Foundation Contributions to Library Collections for the Duke Energy-Science Collections Grant

On a motion by Charles Thomas and seconded by Ailen Arreaza, the Board unanimously approved the budget adjustments.

At 12:30 PM Ed Williams joined the meeting.

### **Infrastructure Committee**

Rob Harrington explained that the Myers Park easement request has been narrowed to only allow a crane to swing over the library as opposed to granting Opus a construction access easement as well. The Infrastructure Committee is seeking Board approval for the following action in regards to the Myers Park Branch:

- Authorize Lee Keesler to negotiate and finalize a Tower Crane Agreement with Opus Myers Park, LLC.

On a motion by Brandon Neal and seconded by Hyong Yi, the Board unanimously approved the action item listed above.

### **CEO Report-Lee Keesler**

#### **Sixth & Tryon Project**

Lee Keesler provided the Board an update on the 6<sup>th</sup> & Tryon project stating that a meeting was recently held to discuss how the different stakeholders in the project would share the pre development costs and to discuss the parking feasibility study. He then presented a PowerPoint updating the Board on the 6<sup>th</sup> & Tryon pre development cost share decision that came out of this meeting. Highlights included:

- Current schematic and features of development.
- Legal arc overview and investment check points.
- Process timeline.
- Budget overview.
- Breakdown of projected pre development costs per stakeholder.

He explained that the Library's \$94,000 portion of pre development costs is not supported by the Library budget or the Foundation and that the Library would be exploring other ways to pay for this. Leslie Johnson stated that different options should be available to finance the Library's portion but it's too early to say for certain what they are.

Mr. Keesler requested a motion for the Library to move forward with paying our portion of the pre development costs.

On a motion by Joe Helweg and seconded by Charles Thomas, the Board unanimously agreed to allow the Library to move forward with paying its portion of the 6<sup>th</sup> & Tryon pre development costs.

### **Library Foundation Campaign Update**

Jenni Gaisbauer updated the Board on the progress of the campaign. Highlights included:

- Ms. Gaisbauer thanked Charles Thomas and the Knight Foundation for sending her and colleague, Seth Ervin, to Denmark to participate in the NEXT LIBRARY Conference. So much knowledge was gained from this experience and it will be used in helping plan for the new Main Library.
- The Foundation has created its Campaign Marketing & Communication Committee. The first meeting will be held in July and we plan to begin the “quiet phase” this fall where we will approach our top five donors.

Ms. Gaisbauer is requesting the Board of Trustees approve two new members for the Foundation Board of Directors. The two community members up for appointment are Jennifer DeWitt and Barbara Ellis. Ms. DeWitt has been volunteering with the Foundation already and is the Director of Foundation Programs and Community Affairs for Duke Energy in Charlotte. Ms. Ellis comes highly recommended by Crawford Pounds of PNC. Ms. Ellis is retired from IBM Corporation and has held several executive level roles with North Carolina Central University and North Carolina A&T State University.

On a motion by Jenni Gaisbauer and seconded by Brandon Neal the Board unanimously approved the appointment of Jennifer DeWitt and Barbara Ellis to the Foundation Board of Directors.

### **Year in Review**

Lee Keesler, David Singleton, Jenni Gaisbauer, Angie Myers, Seth Ervin and Frank Blair presented a PowerPoint that summarized the work the Library has accomplished over the last year and also pointed out areas where we fell short. Highlights included:

- Active card holder growth.
- Technology related wins including a new Adroid app and a soft launch of the new digital branch.
- Increased success with Library partnerships.
- Internal improvements in business processes and infrastructure.

Ms. Appleby thanked the staff for their hard work and dedication to the work of the Library.

On a motion by Ed Williams and seconded by Hyong Yi the meeting was adjourned at 1:35 PM.

Respectfully submitted,

Lee Keesler  
CEO