



Library Board of Trustees

**Library Board of Trustees Meeting
Francis Auditorium**

Monday, November 5, 2018, 12:00pm – 1:30pm

Trustees Present

Jennifer Appleby
Ailen Arreaza
Molly Griffin
Rob Harrington, Chair
Joe Helweg
Gloria Kelley
Dr. Ellen McIntyre
Brandon Neal
Charles Thomas
Ed Williams
Hyong Yi

Staff Present

Karen Beach
Shelley Book
Jean Brookshire
Angela Craig
Jessica Davis
Seth Ervin
Dana Eure
Jenni Gaisbauer
Deanna Griffin
Sean Hogue
Peter Jareo
Lee Keesler
Susan McDonald
Angie Myers
Emily Nanney
Kathy Scott
Teleia White

Others Present

Eddie Burke, Cherry Bekaert
Daniel Gougherty, Cherry Bekaert
George Sistrunk, Hamilton Stevens

Trustees Absent (with cause)

N/A

MINUTES

Rob Harrington called the Board of Trustees meeting to order at 12:00 pm and welcomed guests Eddie Burke and Daniel Gougherty of Cherry Bekaert.

Mr. Harrington requested everyone review the minutes from the Board of Trustees meeting held on September 24, 2018. Approval of the September 24, 2018 meeting minutes was deferred until the January 14, 2019 meeting to allow trustees time to review properly.

Mr. Harrington reviewed the 2019 Board of Trustee meeting dates and noted that the January meeting would be held at the offices of Robinson Bradshaw at 101 N. Tryon St. The meeting will begin at 3:00 pm with a presentation on the *Library as Public Commons* work being done by *Public Commons* Resident Dr. Betsy Fleming. The regular Board agenda will follow from 4:00 – 5:30 pm, and a board/staff social from 5:30 – 6:30 pm will complete the afternoon’s activities.

Committee Activity

Finance Committee

Eddie Burke and Daniel Gougherty reviewed the annual report. Highlights included:

- The role of the external auditor is to (1) plan and perform audit, (2) express opinions and (3) communicate findings to the Board
- All three opinions are unmodified including financial statements, Yellow Book and State Single Audit
- No management letter comments were included as the library has excellent fiscal controls
- Auditors received full cooperation from management while completing their work
- The Governmental Accounting Standards Board (GASB) approved new accounting standards for OPEB plans on June 2, 2015. Last year the new standards added a \$37 MM obligation to the Library’s liabilities. This year the Library will add \$62 MM in liabilities due to the requirement that unfunded OPEB liabilities be recognized in full on the Library’s balance sheet.

After some discussion of why GASB 75 is important and how it will affect the Library moving forward, Rob Harrington made a motion to approve the audit findings. It was seconded by Joel Helweg and the Board unanimously approved the audit findings.

Angie Myers reviewed the year-to-date financial statement and explained that it is still very early in the year and projection data is limited and based on only one quarter of activity. All current revenue collections and related expenditures are on target.

Budget Adjustments

Angie Myers reported there were no budget adjustments that need approval.

Brandon Neal asked if the library was still considering a fine free policy. Mr. Keesler responded that a “fine free” library is still under consideration and agreed to bring a strategy to the board.

Real Estate Committee

David Dillard reported that Duke Energy is seeking an easement at the Myers Park branch to move a power pole from its current location very close to Providence Road to a new location further off the road. The Real Estate Committee believes this will make the branch more secure and will not impact our ability to provide service at the branch.

On a motion by the Real Estate Committee, the Board unanimously approved the Duke Energy easement request at the Myers Park branch library.

Story of Impact

Emily Nanney shared the following stories:

- Oceane Hangyas, a VolunTeen at South County Regional Library, was awarded a President’s Volunteer Service Award in the Bronze category for achieving 50 service hours in a single year.
- During October, Reading Mentor training sessions at Nations Ford Elementary had more than 100 families in attendance (best turnout ever). After the training session, a mom hugged the Active Reading Coordinator and shared that she had always read with her daughter but now knew techniques and questions for keeping her student engaged while reading
- Main Library held its fifth job fair since 2016 at the Job Help Center in October and hosted more than 35 employers and 350+ participants. Mecklenburg ABC interviewed 4 people on the spot because they were so impressed by the candidates in attendance. Mini job fairs are planned for Sugar Creek Library and will be modeled after the Job Help Center events.
- ImaginOn hosted a Fall Festival in Spangler Library on October 23, 2018. Darth Vader led storytime and one parent stated, “This is the most fun we’ve had since moving here. I still cannot believe this is a library!” ImaginOn provided this family a much-needed break from the challenges of transitioning to a new home.
- Girl Scout Camden Reimers worked with staff at Hickory Grove Library to present storytimes and literacy extension activities on the environment. Weekend programs were also offered for this 4-week series and Camden was able to work towards her Girl Scouts of America Gold Award. Camden reached 120 customers through this program.

Community Update

Jenni Gaisbauer provided the following updates:

- Verse & Vino
 - Capacity crowd of 1,250
 - Raised more than \$400,000
 - Save the Date! Verse & Vino 2019 is Thursday, November 7, 2019
- EpicFest
 - 12 authors visited 24 Charlotte-Mecklenburg Schools
 - 2,547 people attended the Saturday festival
 - Introduced Young Adult Author Panel
- Final Draught- Art is Hard
 - Thursday, November 15, 6:00 pm to 8:00 pm at Elder Gallery of Contemporary Art
 - More information can be found at finaldraughtclt.com
- An Evening with President Bill Clinton and James Patterson
 - Thursday, November 29
 - VIP reception 5:30 pm and program 7:00 pm in the Knight Theater
 - More information can be found at foundation.cmlibrary.org/Patterson
- An Evening with Tommy Tomlinson
 - Will discuss his new book *The Elephant in the Room*
 - Thursday, February 7, 2019 at Morrison Regional Library
 - Reception at 6:00pm, followed by the program at 7:00pm
- Capital Campaign Update
 - Recruited more than 55 campaign cabinet members

- Held successful Campaign Leadership kickoff meeting September 20th
- Evaluating \$55-75M fundraising goal (includes capital, programming and endowment)
- Secured \$1.8 MM pledges to-date
- Will finalize Campaign Leadership gifts by March 30, 2019
- Introduction of newly recommended Foundation Board Member- Cristina Wilson
 - Chief Operating Officer and a Partner of *Charlotte Agenda*, creating innovative ad campaigns and developing new products like *City Notes*
 - Former editor of *Carolina Bride* magazine and *SouthPark Magazine*, and has been a regular contributor to Thrillist.com. In 2014, she co-authored *Carolina Bride: Inspired Design for a Bespoke Affair*, the brand's premiere coffee table book
 - A Davidson College alum and native of Salisbury, NC, she's a proud University City resident with her husband, one-year-old daughter and two pups

On a motion by Brandon Neal, seconded by Jennifer Appleby, the board unanimously approved the appointment of Cristina Wilson to the Foundation Board of Directors.

Talent Update

Deanna Griffin provided the following updates:

- *FOREWORD*
 - Launched *FOREWORD* on Staff Day
 - Will target one principle per month and include stories of impact and employee insight
 - Adding to New Employee Orientation process
 - Will incorporate six principles in our Performance Management Process
 - Will host *FOREWORD* on the new intranet
- Chief Customer Officer/Library Director Search
 - Have reviewed first set of potential candidates with the search firm
 - Due diligence on short list to follow
 - Search firm will continue to source potential candidates

Performance Update

Mr. Keesler provided the following Key Performance Indicator (KPI) updates:

- 31.95% increase in YTD Digital Circulation over last year
- 6.7% increase in YTD Pre-3rd Grade Early Literacy Program Attendance over last year
- 30.3% increase in YTD Wi-Fi Usage over last year
- 97.2% YTD Customer Satisfaction (up over last year)
- 44.1% decrease in Library Gifts, Grants and Earnings due mainly to timing issues

7th & Tryon Update

Mr. Keesler provided the following updates:

- Master Developer candidates submitted proposals 10/4/2018 and presented their plans 10/15/2018 to the full steering committee
- Both proposals addressed parking, affordable housing and renovation of Hall House
- Differences: team composition; previous working experience; office strategy; timing of land take-down; land valuation, retail strategy; project energy

- One proposal included residential tower option in the Library's air space
- Library architects attended the presentations
- Follow-up questions have been formulated and delivered to the two master developer candidates for responses
- Both candidates still under consideration
- Selection by year-end and MOU negotiation to follow

New Main Library Update

Mr. Keesler provided the following updates:

- Architects and contractors have produced 90,000 sf program for total all-in project cost of \$100MM
- Launch of conceptual design #2 awaits County's plans for Spirit Square
- Current timeline:
 - March 2019 – conceptual design #2 delivered
 - January 2021 – abatement, demolition begins
 - May 2021 – construction begins
 - July 2023 – move-in begins
 - Fall 2023 – grand opening
- Benchmarking continues – new Austin, TX Central Library
- Questions for Board input
 - Stand alone
 - Partial air rights
 - Future development

After some discussion regarding a stand-alone building versus selling the library's air rights, it was decided that Trustees would defer this conversation until January or March.

The Safety & Security item on the agenda will be deferred to the January 2019 meeting due to time constraints.

On a motion by Molly Griffin, seconded by Hyong Yi, the meeting was adjourned at 1:32pm.

Respectfully submitted,

Lenoir C. Keesler, Jr.

CEO