



Library Board of Trustees
Library Board of Trustees Meeting
Via Zoom
Monday, October 17, 2022, 4:00pm – 5:30pm

Trustees Present

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

Absent

Rob Harrington

Staff Present

Karen Beach
Elyse Berrier
Shelley Book
David Dillard
Michael Engelbrecht
DeTrice Fox
Jenni Gaisbauer
Krystal Green
Jesse Isley
Caitlin Moen
Chantez Neymoss
John O'Connor
Emery Ortiz
Keisha Portis
Holly Summers Gil
Kim Sykes-Joseph
Hilary Swierc
Tony Tallent
Marcellus Turner
Martha Yesowitch

Others Present

Gina Esquivel
Leslie Johnson
Mark Kutny

Joe welcomed everyone to the Board Meeting at 4:00pm.

Absence with Cause

Mr. Helweg requested a motion to approve absence with cause for Rob Harrington. On a motion by Tracy Montross and seconded by Charles Thomas, the Trustees unanimously approved the absence with cause.

Minutes

Mr. Helweg requested a motion to approve the minutes from the Board of Trustees meeting held on September 19, 2022, and on a motion by Dr. Kimmerly Martin and seconded by Ailen Arreaza, the Trustees unanimously approved the September 19, 2022, meeting minutes.

Committee Reports

Governance Committee

Tracy Montross provided the following updates:

Honorary Advisory Committee Introduction - In an effort to both acknowledge the contributions of former board members and keep them engaged in future endeavors, the Governance Committee would like to introduce the concept of having an Honorary Advisory Committee. We are not seeking an approval today but wanted to put this on your radar for future discussion and approval before the end of 2022. We ask that if you would like to nominate someone for this committee to send those nominations to Tracy Montross asap.

In order to be considered for the advisory board, nominees must be a current or former member of the Board of Trustees or the Library Foundation Board of Directors who served with distinction, held a leadership position, made significant contributions and engaged in volunteer and advocacy activities. Ms. Montross provided several names for the first class of the Honorary Advisory Committee.

Dr. Woods asked for clarification on what this Honorary Advisory Board would be responsible for and what if any approval from the County Commissioners we might need. Tracy Montross and Joe Helweg explained that this Board will not have any fiduciary or governance power it is more of an honorary position that will allow us to keep them updated and be able to engage them in advocacy. Dr. Woods asked that since we are seeking deeper engagement from the County that we give them an update on this issue.

The Governance Committee will come back to the full board at a future meeting with formal appointments and the charter of this new board.

Customer & Community Impact Committee

Amy Hawn Nelson provided the following update:

Our charge is to review, consult, advise and oversee the Library's programming and service offerings to ensure they improve lives and build a stronger community; and oversee prioritized actions in support of CML's Racial Equity Framework and Implementation Plan.

Gloria Kelley asked for clarification about the word in the charter "oversee." This language is confusing, and I would strike that word and keep "consult" and "advise."

The committee is looking forward to welcoming new committee members and have an ex officio member, Laura Clark.

Finance Committee

Charles Thomas presented the YTD Financial Report:

- Projection data is based on 3 months (25% of the year) of activity. Internal revenue generation has started to recover from COVID 19 impacts, and we will continue to monitor throughout FY2023.
- FY2022 Audit is in the final review phase and a full updated will be provided in November.

Charles Thomas presented the following Budget Adjustments:

FY2023 Budget Adjustments					
Budget Adjustment Number	FY2023 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
221001	FY2023	DLPA Living Archives Support	Revenue: Other	50,000	
221001	FY2023	DLPA Living Archives Support	Expenditure: Programming		35,000
221001	FY2023	DLPA Living Archives Support	Expenditure: Technology Related		15,000
Total FY2023 Budget Adjustments				50,000	50,000
Multi-Year Budget Adjustments					
Budget Transfer Number	FY2023 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
221002	Multi-Year	PWC Mobile Library Support	Revenue: Foundation	25,000	
221002	Multi-Year	PWC Mobile Library Support	Expenditure: Collections		20,000
221002	Multi-Year	PWC Mobile Library Support	Expenditure: Programming		5,000
Total Multi-Year Budget Transfers				25,000	25,000
Grand Total Budget Transfers				75,000	75,000

After some discussion and on a motion by the Finance Committee, seconded by Tracy Montross, the Trustees unanimously approved the budget transfers listed above.

FY2023 Budget Preview

Michael Boger gave the following update:

- The library's leadership team has begun preparing for the FY 2024 budget process which will be launched by the county in January.
- We are entering the process, knowing that there are several high priority items on our needs and wish list including the employee equity adjustments, several internal support positions, and ensuring we have enough money for programs and collections should there be a downturn in the economy that typically leads to an increased need for library services.
- At our next couple of board meetings, we will take a deeper dive into our budget priorities.

Real Estate Committee

David Dillard provided the following updates:

- Pineville Update
 - The Town of Pineville is now open on the second floor of the Pineville City Building.
 - The opening day collection is almost shelved, and IT is in process.
 - Hiring is underway and we hope to open in mid to late November.
 - Grand opening would be after the Thanksgiving holiday.
- North Branch
 - CML acquired some property in the 1950's for a West Branch.
 - After Allegra Westbrooks was opened, we deeded the property to the City of Charlotte for use for community support services.
 - The City then leased it to CMS for Project Lift.
 - The City now plans to exercise the reversion clause and it will come back to the Library.
 - CMS has expressed interest in keeping Project Lift there and there are other entities that have expressed interest in using it.
- Shopton Road
 - We also have a five-acre undeveloped parcel that Charlotte Mecklenburg Library acquired in 2009. It is on Shopton Road, near the intersection of Steel Creek Road, just north of I-485.

- We were going to keep it until we received funding to build a library there however, this community has not developed the way that we had anticipated, and it is far more industrial and residential which makes it undesirable for a library.
- We almost sold it in 2020 but the deal fell through.
- This property will go back to the Joint Use Task Force for first dibs by the City or County.
- TreesCharlotte
 - TreesCharlotte is a nonprofit that collaborates with public and private entities to grow, diversify and steward the city's urban forest.
 - They would like to plant 50 trees on our Independence Regional branch property.

Tracy Montross asked the Real Estate Committee to review CMS' CIP priorities for community feedback as there are several properties that have the potential to go into county surplus, specifically the Villa Heights property.

After some board discussion about the size and scope of the new University City branch the board moved on to the Innovation Report.

Innovation Report

Emery Ortiz provided the following update:

- 1,678 refurbished laptops distributed
- 7 replacements issued
- Most common feedback: device needs a new battery
- 7 drop-in Digi Lit sessions offered across branches (2 in Spanish)
- Next distribution: Saturday, October 22

Charles Thomas commented on the great process and collaboration with the Center for Digital Equity and getting people signed up for discounts on internet service.

CEO Report

Marcellus Turner provided the following updates:

- Joe Helweg will deliver the annual update to the Board of County Commissioners on Tuesday, October 18.
- Topics he will cover are as follows:
 - Fast Facts
 - FY 2023 Annual Budget of \$45, 543,705
 - 477 Library employees
 - 21 locations
 - 750 Personal computers
 - 5,963,272 items borrowed
 - 1,525,288 visits to branches
 - 271,871 active cardholders
 - Projects & Progress
 - Library Administration Center is now open
 - Pineville Branch will open in November of 2022
 - University City will open in 2024
 - New Main Library will open in 2025

- Facilities Master Plan Overview
 - Community engagement process
 - Community input
 - Benchmarking data
 - Priority modeling
 - Recommendations for 1-5, 6-10 and 11-15 years
 - Outside Library Walls
 - MoLi
 - MeckTech laptop distribution
- Staff Day 2022
 - October 10, we had our annual Staff Day
 - Thanks to Charles Thomas for coming by
 - First in-person meeting since the pandemic
 - Sending out a follow-up survey but from all accounts it seems to have been a successful day
- Employee Climate Survey
 - 77% participation rate
 - We have identified 5 themes to work on:
 - Communication
 - Leadership
 - Safety
 - Performance management
 - Miscellaneous category
 - Next steps will include members of SLT leading each of the 4 sections noted and will work through what we have already done, what we plan to do and communicate that out to staff.

Joe Helweg would like to see in writing what we are doing to respond to the 4 major themes identified from the ECS and any important information that comes from the focus groups.

Library Director Report

Caitlin Moen provided the following updates:

- Story of impact from a homeless patron who used the library to improve their life and gain housing and full-time employment
- Introduced new Pineville branch manager, Garrett Smith and new Sugar Creek branch manager, DeTrice Fox
- Chantez Neymoss was selected as the 2022 NTEN Digital Inclusion Fellow in Charlotte and will be doing work around digital literacy and the digital divide
- Saul Hernandez was selected as the 2022 Karen Hake Outstanding Bookmobile Librarian Award. Saul is the heart of the mobile library.

Foundation Update

Jenni Gaisbauer provided the following updates:

- The Foundation's FY22 contributions, totaling \$1,227,638, to the library this past year went to fund these important initiatives:
 - Community Read
 - Branch enhancements
 - Mobile Library

- Digital inclusion
- Summer Break
- ImaginOn summer exhibit
- Flight Fund
 - A new fund the Foundation is launching for staff called the Flight fund is a \$25,000 fund that staff will be able to apply for two times a year with grant sizes of \$500 - \$2,500, and is meant to try out new programming or enhance programming.

Chair Report

Joe Helweg stated that we need to make a change to the Board's Executive Committee by removing Ailen Arreaza and adding Amy Hawn Nelson due to the time commitment that the Ms. Arreaza must provide to the Real Estate Committee.

Mr. Helweg requested a motion to approve the change to the Executive Committee's roster by replacing Ailen Arreaza with Amy Hawn Nelson. On a motion by Charles Thomas and seconded by Ailen Arreaza, the Trustees unanimously approved the change.

At 5:30pm, pursuant to NC GS 143.318.11A6 Joe Helweg made a motion to go into closed session to discuss a personnel matter. The motion was seconded by Charles Thomas and the Trustees unanimously approved the motion to go into closed session.

Respectfully submitted,

Marcellus Turner
CEO