



Charlotte Mecklenburg Library

Library Board of Trustees

Main Library
Dickson Boardroom
Thursday, January 21, 2010

**** 12 Noon ****

AGENDA

- I. **Call to Order**
Chair Robin Branstrom will convene the meeting
- II. **Approval of the Minutes of the November 19, 2009 Meeting * (Attachment 1)**
- III. **Update: Security Trial and Proposed County/Library Study of Maintenance and Project Management Activities (Charles Brown/Brian Beavers)** *15 minutes*
- IV. **Sales Tax Refund Update (Charles Brown /Bob Stephens)** *10 minutes*
- V. **Financial Report (Brian Beavers) (Attachment 2)** *10 minutes*
Budget Adjustment(s)*
- VI. **Introduction and Overview of Work - Consultant Paula Singer** *15 minutes*
- VII. **Board Retreat Update (Handout)** *15 minutes*
- VIII. **ImaginOn: The Joe & Joan Martin Center- Update** *15 minutes*
- IX. **Facilities Update (Charles Brown/Brian Beavers)** *10 minutes*
Beatties Ford Road
Hickory Grove
Scaleybark
- X. **Facilities Master Plan: Next Steps? (Charles Brown)** *10 minutes*
- XI. **Proposed DC Public Library Site Visit-June 2010**
(Charles Brown) (Attachment 3) *10 minutes*
- XII. **Adjournment**

***Board action requested**



Charlotte Mecklenburg Library

Library Board of Trustees

Regular Meeting

**Whitehead Manor Conference Center
5901 Sardis Road
Charlotte, NC 28270**

February 18th, 2010

**** 2:00 p.m.****

AGENDA

- I. **Call to Order** *2:00 p.m.*
Chair Robin Branstrom will convene the meeting
- II. **Approval of the Minutes of the January 21, 2010 Meeting * (Attachment 1)** *2:05 p.m.*
- III. **Audit Report Presentation** *2:10 p.m.*
- IV. **Financial Report (Brian Beavers) (Attachment 2)
Budget Adjustment(s)*** *2:40 p.m.*
- V. **Suggested Bylaws Change (Attachment 3)** *2:50 p.m.*
- VI. **Other Updates (Hickory Grove, Scaleybark, etc.)**
- VII. **Adjournment**

***Board action requested**

Library Board of Trustees

Retreat

Whitehead Manor Conference Center
5901 Sardis Road
Charlotte, NC 28270

February 18th, 2010

AGENDA

- VIII. Future Directions (Brown/CORE/Board Discussion)** 90
minutes
- a. **Current Realities**
 - b. **Fiscal Year 2011 Budget Priorities**
 - c. **Main Library/Spirit Square Development: Next Steps
(Potential Leverage for Fundraising Efforts)**
--Related--
 - d. **The Possible Creation of a Library Foundation or High-Level Library
Advisory Board or Committee—for Fundraising and Advocacy Purposes**
- (BREAK)**
- IX. Role of the Friends of the Library (Brown/Beach/Board)** 30
minutes
- X. Discussion of the Future of Novello (Beach/Branstrom)** 30
minutes
- XI. Proposed Revised Board Committee Structure (Branstrom/Board)** 15
minutes
- **Communications**
 - **Community Engagement**
 - **Development**
 - **Executive**
 - **Finance**
- XII. Virtual Tour of Selected Libraries (Brown/CORE)** 15
minutes
- XIII. Social Period/Dinner**



Charlotte Mecklenburg Library

Library Board of Trustees Meeting

Main Library
Francis Auditorium – Lower Level
March 18th, 2010

**** 12:00 Noon ****

AGENDA

- | | |
|--|-------------------------------------|
| I. Call to Order | <i>Noon</i> |
| Chair Robin Branstrom will convene the meeting | |
| II. Approval of the Regular and Retreat Minutes of the February 18, 2010 Meeting *
(Attachment 1) | <i>12:05 p.m.</i> |
| III. Financial Report (available at meeting) | <i>12:10 p.m.</i> |
| IV. FY 2010/11 Budget Overviews | <i>12:40 p.m.</i> |
| A. FY 2010 Budget Reductions | |
| 1. The “New Normal” (Attachment 2) | |
| 2. Layoff Situation | |
| 3. Draft criteria for location closings * (Attachment 3) | |
| a. General discussion | |
| b. Questions/potential implications of closing leased facilities | |
| c. Etc. | |
| B. Preliminary 2011 Budget Submission (Attachment 4) | |
| C. Other Budget Issues | |
| V. Bank Signatures (Charles Brown/Brian Beavers) | <i>(approximate time 5 minutes)</i> |
| VI. Other Issues | |
| VII. Adjournment | |

***Board action requested**

Library Board of Trustees Meeting
Main Library, Francis Auditorium
May 20, 2010, Noon

AGENDA

- I. Call to Order** *12:00 p.m.*
Chair Robin Branstrom will convene the meeting and deliver opening remarks
- II. Approval of the Board Minutes for both the regular and special meetings on April 15th and May 5th * (Attachment 1)** *12:05 p.m.*
- III. FY 2010/11 Budget Update (Robin Branstrom/Charles Brown)** *12:10 pm*
- A. County Manager’s Final FY 2010/11 Recommended Budget**
- B. Budget-related Activities over the Past Month (Charles Brown) (Attachment 2)**
- IV. Initial Implementation of Library’s FY 2010/11 Sustainability Plan** *12:40 pm*
- A. Business Case (Sean Hogue)(Attachment 3)**
- B. “Creating a Stable Platform for the Future – Charlotte Mecklenburg Library” (Sean Hogue) (Attachment 4)**
- C. Consolidation of Maintenance & Security Services with Mecklenburg County (Brian Beavers)**
- D. Initiation and discussion of preparations to close Belmont Center, Carmel and Check It Outlet locations by June 30. (Charles Brown/David Singleton) ***
- E. Authorization for the temporary closing of the Beatties Ford Road Branch Library on or before July 3 in order to expedite the completion of the current expansion/renovation project and its reopening in early 2011 as a regional library location. (Charles Brown/David Singleton/Brian Beavers) ***
- V. Priority Criteria for Restoring Library Services if/when Additional Funding Becomes Available (Attachment 5)** *1:10 p.m.*
- VI. Advocacy from Trustees (Frank Blair)** *1:25 p.m.*
- VII. Financial Report FY 2009-2010 (handout)** *1:35 p.m.*
- Budget Adjustments (Brian Beavers)
- VIII. Other Issues**
- IX. Adjournment (5 minute recess; followed by media interviews)**

Library Board of Trustees Meeting
Main Library, Francis Auditorium
June 24, 2010, Noon
AGENDA

- I. Call to Order** 12:00 p.m.
Chair Robin Branstrom will convene the meeting and deliver opening remarks
- II. Approval of the Board Minutes for the meeting on May 20, 2010 * (Attachment 1)** 12:05 p.m.
- III. Review of the Library's FY 2010/11 Sustainability Plan (Robin Branstrom, Bob Sink, Charles Brown)** 12:10 pm
A. Agreements (and conditions) with:
 1. Mecklenburg County (Attachment 2)
 2. City of Charlotte (Attachment 3)
 3. Mecklenburg County Towns (Attachment 4)
B. Initial Planning Efforts for Forming a Task Force on the "Future of the Library"
C. Other
- IV. Adoption of the FY 2010/11 Budget (Robin Branstrom) * (Attachment 5)** 12:40 pm
- V. Proposed FY 2010/11 Operational Schedule (Charles Brown/David Singleton) * (Attachment 6)** 1:00 p.m.
- VI. Financial Report FY 2009-2010 (handout)** 1:20 p.m.
 - Budget Adjustments (Brian Beavers) *
 - Bank Signatures *
- VII. CheckIt Outlet; Possible Use of Facility FY 2011 (Charles Brown/Brian Beavers) ***
- VIII. Other Issues**
- IX. Adjournment (5 minute recess; followed by media interviews)**

**Needs Board Approval*

Next Scheduled Regular Board Meeting September 16th



Library Board of Trustees
Executive Committee Meeting

Main Library
Dickson Boardroom, Third Level
Thursday, July 29th, 2010

**** Noon ****

AGENDA

I. Call to Order

Chair Robin Branstrom will convene the meeting

II. Year End Financials - Approval of Routine

Budget Adjustments (Brian Beavers/Chuck Mallas)

III. Personnel Policy Review/Revisions (Charles Brown/Rick Ricker)

IV. Director's Report

V. Other Items

Library Board of Trustees Meeting
Main Library, Dickson Boardroom
September 16, 2010, Noon
AGENDA

- | | | |
|--------------|---|-------------------|
| I. | Call to Order
Chair Robin Branstrom will convene the meeting and deliver opening remarks | <i>12:00 p.m.</i> |
| II. | Jim Woodward - Update on The Future of the Library Task Force | <i>12:05 p.m.</i> |
| III. | Approval of the Board Minutes for the meeting on June 24, 2010 * (Attachment 1) | <i>12:15 p.m.</i> |
| I. | Report on Status of Volunteer Recruitment & Placement (Attachment 2)
(Charles Brown/Karen Beach) | <i>12:20 p.m.</i> |
| II. | Financial Report FY 2009-2010 (Brian Beavers) (Attachment 3) <ul style="list-style-type: none">- Review Budget Adjustments Approved by Executive Committee 7/29/10- Budget Adjustments (Brian Beavers) * | <i>12:25 p.m.</i> |
| III. | Development Report (Robin Branstrom/Karen Beach) <ul style="list-style-type: none">- Harriet Smith – Friends of the Library | <i>12:30 p.m.</i> |
| IV. | Facilities Updates (Charles Brown/Brian Beavers) <ul style="list-style-type: none">- Beatties Ford Road Renovation- Freedom Regional- Contract Services Update (Brian Beavers) | <i>12:40 p.m.</i> |
| V. | Update on Personnel Policy Review/Revisions (Charles Brown/Rick Ricker)* | <i>12:45 p.m.</i> |
| VI. | Proposed Policy Changes & New Schedule of Hours (Charles Brown/David Singleton) <ul style="list-style-type: none">- Meeting Room Reservation Policy (Mark Kutny/David Singleton) * (Attachment 4)- Proposed Fine/Fee Structure (David Singleton) * (Attachment 5)- New Schedule of Hours (David Singleton) | <i>12:50 p.m.</i> |
| VII. | Director's Report <ul style="list-style-type: none">- Articles of Interest – Featuring Library
http://www.plcmc.org/about_us/in_the_news/press.asp | <i>1:00 p.m.</i> |
| VIII. | Other Issues | <i>1:10 p.m.</i> |
| IX. | Adjournment | <i>1:30 p.m.</i> |

**Needs Board Approval*

Next Scheduled Regular Board Meeting October 21st

Library Board of Trustees Meeting
Main Library, Dickson Boardroom
November 18, 2010, Noon
AGENDA

- | | | |
|--------------|---|-------------------|
| I. | Call to Order
Chair Robin Branstrom will convene the meeting and deliver opening remarks | <i>12:00 p.m.</i> |
| II. | Approval of the Minutes of the September 16th, 2010 Meeting (Attachment 1) | |
| III. | Employee Rewards & Recognition – Charles M. Brown Service Excellence Award
(Charles Brown/Rick Ricker) | <i>12:05 p.m.</i> |
| IV. | Jim Woodward Update – Future of the Library Task Force | <i>12:10 p.m.</i> |
| V. | Community Engagement Update (Robin Branstrom/Karen Beach) (Attachment 2) <ul style="list-style-type: none">- Tom Wolfe Dinner- CPCC Foundation Example (Handout at Meeting)- Annual Fund Letter (Attachment 3)- Carnegie Circle- “Thank You” to Outgoing Friends President , Harriet Smith- Welcome to Incoming Friends President, Amanda Anderson- Kudos to Friends Book Sale Chair, Jane McNeary | <i>12:20 p.m.</i> |
| VI. | Report on Financial Projections/Modeling (Sean Hogue) | <i>12:30 p.m.</i> |
| VII. | Update on Organizational Restructuring Efforts (Charles Brown/Sean Hogue) | <i>12:40 p.m.</i> |
| VIII. | Financial Report FY 2009-2010 (Brian Beavers) (Attachment 4)
Budget Adjustments (Brian Beavers) * | <i>12:50 p.m.</i> |
| XI. | Beatties Ford Road Library Furnishings Bid Recommendation & Approval
(Brian Beavers) (Handout at Meeting) * | <i>12:55 p.m.</i> |
| X. | Updated Library Budget Fast Facts (Charles Brown) (Attachment 5) | <i>1:00 p.m.</i> |
| XI. | Library Holiday Schedule 2011 (Charles Brown/Rick Ricker) (Attachment 6) | <i>1:00 p.m.</i> |
| XII. | Library Board of Trustees Proposed 2011 Meeting Schedule (Robin Branstrom) (Attachment 7) | <i>1:05 p.m.</i> |
| XIII. | Election of Library Board of Trustees’ 2011 Officers (Robin Branstrom) * | <i>1:10 p.m.</i> |
| XIV. | Memorandum of Understanding for On-line Sale of Used Books
(David Singleton) (Attachment 8) * | <i>1:15 p.m.</i> |
| XV. | Director’s Report <ul style="list-style-type: none">- Articles of Interest – Featuring Library - http://www.plcmc.org/about_us/in_the_news/press.asp | <i>1:20 p.m.</i> |
| X. | Other Issues | <i>1:25 p.m.</i> |
| XI. | Adjournment | <i>1:30 p.m.</i> |

Library Board of Trustees Meeting

ImaginOn – The Joe & Joan Martin Center
McGuire Woods Boardroom
Wednesday, December 8th, 2010
** 10:30 a.m. **

AGENDA

- I. **Call to Order** *10:30 a.m.*
Chair Robin Branstrom will convene the meeting
- II. **Approval of the Minutes of the November 18th, 2010 Meeting (Attachment 1)**
- III. **Development of Budget Principles to Guide the FY 2012 Planning Process**
(Charles Brown) (Examples: Attachment 2) *10:35 a.m.*
- IV. **Potential FY 2012 Budget Scenarios (Sean Hogue)** *10:55 a.m.*
- V. **Update on Organizational Restructuring Efforts** *11:15 a.m.*
(Charles Brown/Sean Hogue)
- VI. **Financials (Brian Beavers) (Attachment 3)** *11:30 a.m.*
 - Budget Adjustments *
 - Value of Fidelity Bond for Library Finance Officer
- VII. **Final Review – Library Board of Trustees’ Proposed 2011 Meeting Schedule**
(Attachment 6) *11:40 a.m.*
- VIII. **Director’s Report Articles of Interest – Featuring Library**
11:45 a.m.
 - http://www.plcmc.org/about_us/in_the_news/press.asp
- IX. **Executive Session – Personnel Matter (Pursuant to GS 143-318.11(a)(6))**
- X. **Other Issues**
- XI. **Adjournment**

**Needs Board Approval*

Next Meeting: Tuesday, January 11, 2011 @ Noon