

**Library Board of Trustees Meeting**

**Main Library – Dickson Boardroom**

**Wednesday, January 19<sup>th</sup>, 2011**

**Noon**

**AGENDA**

- I. **Call to Order** *Noon*  
Chair Robin Branstrom will convene the meeting
- II. **Approval of the Minutes of the December 8<sup>th</sup>, 2010 Meeting \* (Attachment 1)**
- III. **The Future of the Library Task Force Update (Jim Woodward)** *12:05 p.m.*
- IV. **Financial Report (Brian Beavers) (Attachment 2)** *12:15 p.m.*  
- Budget Adjustments \*
- V. **Presentation Annual Financial Audit Report (Attachment 3)** *12:25 p.m.*  
(Brian Beavers/Chuck Mallas)
- FY 2011 Update Budget (Brian Beavers) (Handout)
  - Impacts on revenue and expenses (CTC/gasoline)
- VI. **Development Report – Library Foundation \*** *12:35 p.m.*  
(Robin Branstrom/Karen Beach)
- VII. **Director’s Report Articles of Interest – Featuring Library**  
- [http://www.plcmc.org/about\\_us/in\\_the\\_news/press.asp](http://www.plcmc.org/about_us/in_the_news/press.asp)
- VIII. **Other Issues**
- IX. **Executive Session Closed Session – Personnel Matter** *12:45 p.m.*  
(Pursuant to GS 143- 318.11 (a) (16))
- X. **Adjournment**

*\*Needs Board Approval*

*Next Meeting: February 17<sup>th</sup> at 4:00 p.m.*

**Library Board of Trustees Meeting**

**Main Library – Dickson Boardroom  
Thursday, February 17th, 2011**

**4:00 p.m.**

**AGENDA**

- I. **Call to Order** *4:00 p.m.*  
Chair Robin Branstrom will convene the meeting
- II. **Approval of the Minutes of the January 19, 2011 Meeting \* (Attachment 1)**
- III. **The Future of the Library Task Force Update (Jim Woodward)** *4:05 p.m.*
- IV. **Financial Report (Vick Phillips/Chuck Mallas (Attachment 2)** *4:20 p.m.*  
- **Budget Adjustments**
- V. **Communications Report (Cordelia Anderson)** *4:25 p.m.*
- VI. **Presentation – ImaginOn: The Joe & Joan Martin Center** *4:35 p.m.*  
(Bruce LaRowe, Executive Director, Children’s Theatre & Lois Kilkka,  
Library Manager)
- VII. **Progress Report – Library Foundation (Karen Beach)** *4:45 p.m.*
- VIII. **Report – Main Library Services to the Homeless** *4:50 p.m.*  
(David Singleton/John Zika/Jonita Edmonds) (Attachment 3)
- IX. **Director’s & CEO’s Reports** *5:00 p.m.*  
- **Articles of Interest – Featuring Library**  
[http://www.plcmc.org/about\\_us/in\\_the\\_news/press.asp](http://www.plcmc.org/about_us/in_the_news/press.asp)
- VIII. **Other Issues**
- IX. **Adjournment**

*\*Needs Board Approval*

*Next Meeting: ?*



**Board of Trustees Retreat  
The Duke Mansion  
Wednesday, April 6<sup>th</sup>, 2011**

**AGENDA**

- 8:30 Continental Breakfast**
- 9:00 Introductory Remarks by Special Guest—County Manager Harry Jones**
- 9:30 Formal Board of Trustees meeting (Robin Branstrom)**
- 1. Call to Order**
  - 2. Approval of the Minutes of the February 17<sup>th</sup>, 2011 Meeting (Attachment 1)**
  - 3. February Financial Report (Vick Phillips) (Attachment 2)/Budget Adjustments**
  - 4. Revised BOCC Appointment Policy Procedures & Summary and Conflict of Interest Policy (Bob Stephens)**
  - 5. Next meeting—Thursday, May 19<sup>th</sup>, 2011**
- 10:00 <BREAK>**
- 10:15 Introduction to Retreat (Vick Phillips)**
- 10:30 Review of Task Force Recommendations (Vick Phillips)**
- Funding**
  - Operations**
  - Programming**
  - Volunteers**
  - Development and Fundraising**
  - Main and ImaginOn**
  - Governance**
  - Update on workgroup (Griffin, Sink Williams)**
- 12:00 Lunch - The Solarium (Trustees; CML leadership; guest Carol Hickey, County Budget Office representative)**

**1:00 Breakout Groups: How will these impact CML?  
What issues/concerns do you have?  
Clarification, questions for Dr. Woodward?**

**Group A**

- Funding
- Operations
- Governance

**Trustees: Griffin, Sink, Williams  
Staff: Hogue, Mallas, Phillips  
General Counsel: Stephens**

**Group B**

- Main and ImaginOn
- Programming

**Trustees: Branstrom, Maiz-Peña, Martin  
Staff: Blair, Singleton**

**Group C**

- Volunteers
- Development and Fundraising

**Trustees: Casali, Robinson  
Staff: Anderson, Beach, Ricker  
Friends: Amanda Anderson**

**2:15 <BREAK>**

**2:30 Small Group Reports**

**3:30 Brainstorm Questions for Dr. Woodward (All)**

**3:45 <BREAK>**

**4:00 Q&A with Special Guest: Dr. Jim Woodward, Task Force Chairman**

**5:00 Adjourn**



## **SPECIAL MEETING**

**Library Board of Trustees Meeting  
Main Library, Dickson Boardroom  
Thursday, May 2, 2011**

### **AGENDA**

<b>4:00 p.m.</b>	<b>Call to Order – Welcome Guests</b>	<b>(Robin Branstrom)</b>
<b>4:05 p.m.</b>	<b>Confirm Quorum</b>	<b>(Bob Stephens)</b>
<b>4:10 p.m.</b>	<b>Review &amp; Approve the Report of the Library Task Force Workgroup *</b>	<b>(Bob Sink)</b>
<b>4:30 p.m.</b>	<b>Other Business as needed</b>	<b>(Robin Branstrom)</b>
<b>5:00 p.m.</b>	<b>Adjourn</b>	

**\*Board Action**

**Next meeting—Thursday, May 19, 2011 at NOON  
Main Library, Dickson Boardroom**



**Board of Trustees Meeting  
Main Library, Dickson Boardroom  
Thursday, May 19, 2011  
Noon**

**AGENDA**

- Noon Call to Order (Robin Branstrom)**
- Welcome Ed Williams, Newly Appointed Board Member
  - Approval of the Meeting Minutes – April 6<sup>th</sup> Regular & Retreat; & May 2<sup>nd</sup> Special (Attachment 1) \*
- 12:05 CEO Report (Vick Phillips)**
- 12:10 April Financial Report (Vick Phillips) (Attachment 2)**
- Budget Adjustments \*
  - Approval of Audit Contract for FY 2011\*
  - FY 2012 Budget Discussion
- 12:25 Development & Fundraising (Karen Beach)**
- Progress Report on Library Foundation
  - FY2012 Development Plan
- 12:45 FY2012 Programming Plan (David Singleton)**
- 1:00 Updated By-Laws \* (Bob Sink, Bob Stephens)**
- 1:30 Schedule of Meetings (Robin Branstrom/Vick Phillips)**
- Discussion & Approval of 2012 & 2013 (emailed on April 19, 2011) \*
  - **Next meeting—Wednesday, June 29<sup>th</sup>, 2011 @ Noon**
- 1:45 Adjourn**

*\*Requires Board Approval*



**Library Board of Trustees Meeting  
Main Library, Francis Auditorium (lower level)  
Wednesday, June 29<sup>th</sup>, 2011  
Noon**

**AGENDA**

<b>Noon</b>	<b>Call to Order</b> <ul style="list-style-type: none"><li>• <b>Approval of the Meeting Minutes – of May 19<sup>th</sup> (Attachment 1) *</b></li></ul>	<b>(Robin Branstrom)</b>
<b>12:05</b>	<b>Introductions &amp; Welcome</b>	<b>(Vick Phillips)</b>
<b>12:10</b>	<b>Staff Rewards &amp; Recognition</b>	<b>(Charles Brown)</b>
<b>12:25</b>	<b>CEO Report</b>	<b>(Vick Phillips)</b>
<b>12:30</b>	<b>May Financial Report</b> <ul style="list-style-type: none"><li>• <b>Budget Adjustments *</b></li><li>• <b>Approval of FY 2012 Budget *</b></li></ul>	<b>(Vick Phillips) (Attachment 2)</b>
<b>12:45</b>	<b>FY 2012 Development Plan *</b>	<b>(Karen Beach) (Attachment 3)</b>
<b>12:55</b>	<b>FY2012 Programming Plan *</b>	<b>(David Singleton) (Attachment 4)</b>
<b>1:05</b>	<b>Revised By-Laws * (Attachment 5) Resolution on By-Laws and Fin/Audit Committee</b>	<b>(Bob Sink/Robert Stephens)</b>
<b>1:10</b>	<b>Schedule of Meetings 2012/2013 * And Schedule of Meetings for 2011</b>	<b>(Robin Branstrom)</b>
<b>1:15</b>	<b>Closed Session Session– Personnel Matter (Pursuant to NCGS 143-318.11(a)(6))</b>	

***\*Requires Board Approval***



**Library Board of Trustees Meeting  
Main Library, Dickson Boardroom  
Thursday, September 15<sup>th</sup>, 2011  
Noon**

**AGENDA**

- Noon**      **Call to Order**      **(Robin Branstrom)**
- **Welcome Gloria Kelley, New Board Member**
  - **Harry Jones, County Manager**
  - **Approval of the Meeting Minutes – of June 29th (Attachment 1) \***
- 12:05**      **Introductions & Welcome**      **(Vick Phillips)**  
                 **Jeff Vince, Technical Services Director, Mecklenburg County IST**
- 12:10**      **CEO Report**      **(Vick Phillips)**
- **Update on Task Force Recommendations**
  - **Staff Recognition**
  - **Update on Programming**      **(David Singleton)**
  - **Update on Foundation**      **(Karen Beach)**
  - **Charlotte Mecklenburg Organizational Chart (Attachment 2)**
- 12:30**      **Financial Report**      **(Vick Phillips) (Attachment 3)**
- **2011 Year End**
  - **August Year to Date**
- 12:50**      **Other Business**
- 1:00**      **Adjourn**

*\*Requires Board Approval*

*Next Meeting Thursday, October 20<sup>th</sup>, 2011*





**Library Board of Trustees Meeting  
Main Library, Dickson Boardroom  
Thursday, October 20, 2011  
Noon**

**AGENDA**

- Noon Call to Order (Robin Branstrom)**
- Approval of the Meeting Minutes – of September 15<sup>th</sup>, 2011 (Attachment 1) \*
- 12:05 Welcome & Introduction (Vick Phillips)**
- Michael Schoonmaker, Mecklenburg County Security  
G4S Deputy Chief of Police
- 12:10 CEO Report (Vick Phillips)**
- Directors Award/Employee Recognition (Vanessa Ramseur)
  - Star Rating—Library Journal (Cordelia Anderson)
  - Update on Programming (Patrice Ebert)
  - Update on Foundation (Karen Beach)
  - Main Library Review Committee (Vick Phillips)
  - DNC & Children’s Theatre (Bruce LaRowe)
  - DNC update and proposal (Vick Phillips)
- 12:40 Financial Report (Vick Phillips) (Attachment 2)**
- FY12 First Quarter results
- 1:00 Library 2012 Holiday Calendar (Rick Ricker) (Attachment 3)**
- 1:05 Other Business**
- 1:15 Closed Session– Personnel Matter  
(Pursuant to NCGS 143- 318.11(a)(6))**



**Library Board of Trustees Meeting  
Main Library, Dickson Boardroom  
Thursday, November 17, 2011  
Noon**

**AGENDA**

<b>Noon</b>	<b>Call to Order</b>	<b>(Robin Branstrom)</b>
	<ul style="list-style-type: none"><li>• <b>Approval of the Meeting Minutes – of October, 2011 (Attachment 1) *</b></li></ul>	
<b>12:05</b>	<b>Welcome &amp; Introduction</b>	<b>(Vick Phillips)</b>
<b>12:10</b>	<b>Audit Report</b>	<b>Collin Hill, C.P.A. Cherry, Bekaert &amp; Holland</b>
<b>12:15</b>	<b>CEO Report</b>	<b>(Vick Phillips)</b>
	<ul style="list-style-type: none"><li>• <b>Service Excellence Awards</b></li><li>• <b>ALA Emerging Leaders Program - Catherine Haydon</b></li><li>• <b>Update on Programming</b></li><li>• <b>Update on Development &amp; Foundation</b></li><li>• <b>Main Library Committee Update</b></li><li>• <b>DNC</b></li><li>• <b>Axiell Symposium</b></li></ul>	<b>(Rick Ricker) (Michele Gorman, Teen Services) Coordinator) (Vick Phillips) (Karen Beach) (Vick Phillips) (Vick Phillips) (Vick Phillips)</b>
<b>12:40</b>	<b>ImaginOn/Library Partnership Update</b>	<b>(Reneé Casali and Bruce LaRowe/Lois Kilkka)</b>
<b>12:55</b>	<b>Financial Report</b>	<b>(Vick Phillips) (Attachment 2)</b>
	<ul style="list-style-type: none"><li>• <b>FY12 End of Month October</b></li><li>• <b>Budget Adjustments *</b></li></ul>	
<b>1:00</b>	<b>Organizational Structure</b>	<b>(Robin Branstrom)</b>
<b>1:15</b>	<b>Officers – Library Board of Trustees '12</b>	<b>(Robin Branstrom)</b>
<b>1:05</b>	<b>2012 Schedule of Meetings – Library Board</b>	<b>(Vick Phillips) (Handout)</b>
<b>1:10</b>	<b>Other Business</b>	

*\*Requires Board Approval*

*Next Meeting Thursday, January 19, 2012 \* Noon*