



**Library Board of Trustees Meeting
Communications Subcommittee
Main Library, Dickson Boardroom
Tuesday, January 31, 2012
2 p.m.**

AGENDA

- 2 p.m. Communications Plan 2012 (Cordelia Anderson)**
- 2:30 p.m. Strategies for spring 2012 (All)**



Library Board of Trustees Meeting

*Main Library
Dickson Boardroom
Thursday, March 15th, 2012
Noon*

Noon	Call to Order, Welcome & Introductions	(Molly Griffin)
12:05	Minutes	(Molly Griffin)
	<ul style="list-style-type: none">• Approval of the Meeting Minutes for January 19, 2012 (Attachment 1) *• Review of Meeting Minutes of Executive Committee for February 2, 2012	
12:10	Committee Activity – Reports from Lead Trustees of Board Committees	
12:25	CEO Report	(Vick Phillips)
	<ul style="list-style-type: none">• Development Plan - Update• DNC Rental Interest - Update• Main Library Committee - Update	(Karen Beach) (Frank Blair) (Vick Phillips)
12:45	Financial Report (Attachment 2)	(Vick Phillips)
	<ul style="list-style-type: none">• FY12 End of Month February• Budget Adjustments *• FY13 Budget Preview	
1:05	April 19 th Annual Retreat	(Vick Phillips)
1:15	Other Business/Adjournment	

**Requires Board Approval*

Next Meeting Thursday, April 19th



**Library Board of Trustees Retreat
Foundation For The Carolinas
Pavillion Conference Room
Thursday, April 19, 2012**

AGENDA

10:00 Board Meeting

- I. Call to Order**
- II. Approval of the Minutes of the March 15, 2012 Meeting (Attachment 1)**
- III. Welcome CEO-elect – Q&A with Trustees**
- IV. Committee Activity (including review of EXCOM minutes)**
- V. March Financial Report (Attachment 2)**
- VI. Adjourn formal meeting; next meeting May 17, 2012**

*Needs Board Approval **

10:30 FY13 Submitted Budget /Advocacy

10:45 Programming Plan – FY12 update/FY13 proposed plan

11:15 Development Plan – FY12 update/FY13 proposed plan; Foundation update

11:45 LUNCH – FFTC rooftop patio

12:45 Update on Task Force recommendations

1:00 Strategic Planning

- **County Process – rolling 3-year plans**
- **Timeline**
- **New CEO involvement**
- **Components (Overall, Technology, Facilities)**

2:00 Other/Miscellaneous

2:30 Adjourn



Library Board of Trustees Meeting

*Main Library
Dickson Boardroom
Thursday, May 17, 2012
Noon*

Noon	Call to Order, Welcome & Introductions	(Charles Bowman)
12:05	Minutes	(Charles Bowman)
	<ul style="list-style-type: none">• Approval of the Regular & Retreat Meeting Minutes of April 19, 2012 (Attachment 1) *	
12:10	Committee Activity—reports from Lead Trustees as needed	
12:25	CEO Report	(Vick Phillips)
	<ul style="list-style-type: none">• Grant proposal for serving homeless• Director's Award (Employee Recognition)• Urban Institute/UNC Charlotte Study Update	(David Singleton) (Rick Ricker) (Vick Phillips)
12:45	Financial Report (Attachment 2)	(Vick Phillips)
	<ul style="list-style-type: none">• FY12 End of Month April• Budget Adjustments *• Approval to authorize bank signatures for new CEO	
1:05	Annual Retreat Overview—Trustee feedback	(Vick Phillips)
1:15	Other Business/Adjournment	

**Requires Board Approval*

Next Meeting Wednesday, June 27th



Charlotte Mecklenburg Library

Library Board of Trustees Meeting

Main Library

Dickson Boardroom

Wednesday, June 27, 2012

Noon

Noon	Call to Order, Welcome & Introductions	(Charles Bowman)
12:05	Minutes	(Charles Bowman)
[ACTION]	• Approval of Meeting Minutes for May 17 (Attachment 1) *	
12:10	Committee Activity—reports from Lead Trustees as needed	
12:20	CEO Report	(Vick Phillips)
[ACTION]	• ULC Innovations Initiative Award; LSTA Grant	(David Singleton)
[ACTION]	• FY13 Development Plan*	(Karen Beach)
[ACTION]	• FY13 Programming Plan*	(David Singleton)
	• FY13 Communications Plan	(Cordelia Anderson)
	• Staffing for Sunday Hours	(Joel Riddle)
	• Server Move Update	(Frank Blair)
	• Senior Fiscal Analyst	(Vick Phillips)
	• CEO Transition Update	(Vick Phillips)
12:50	Financial Report (Attachment 2)	(Vick Phillips)
[ACTION]	• FY12 End of Month May	
[ACTION]	• Budget Adjustments *	
[ACTION]	• Projected 6/30/12 Financial Results	
[ACTION]	• FY13 Budget Approval*	
1:15	Other Business/Adjournment	

**Requires Board Approval*

Next Meeting Thursday, Sept. 20



Charlotte Mecklenburg Library

**Library Board of Trustees Meeting
Main Library
Dickson Boardroom
Monday, September 24, 2012
Noon**

Noon	Call to Order, Welcome	(Charles Bowman)
12:05	Minutes	(Charles Bowman)
[ACTION]	<ul style="list-style-type: none"> • Approval of Meeting Minutes for June 27 (Attachment 1) * 	
[ACTION]	Resolution – J. Vick Phillips (Attachment 2) *	(Charles Bowman)
	Director’s Service Excellence Award – Serena Morrow & Pamela McCarter	(Rick Ricker)
12:15	Committee Activity—Reports from Lead Trustees <ul style="list-style-type: none"> • Charlotte Mecklenburg Library Foundation Board • Nominating Committee 	
12:20	CEO Report <ul style="list-style-type: none"> • Potential Transfer of Historical Archives • Programming Report FY 2012 (Attachment 3) • Industry Update • Mecklenburg County Relationship Update • Quick Hits <ul style="list-style-type: none"> - Summer Reading Recap - Expanded Sunday Hours- Rollout/Recap - Customer Service Survey - Employee Climate Survey - Development Report - DNC Recap - Library in the News (Attachment 4) • Strategic Planning 	(Lee Keesler) (David Singleton) (David Singleton) (Lee Keesler) (David Singleton) (David Singleton) (Sean Hogue) (Rick Ricker) (Karen Beach) (Frank Blair) (Cordelia Anderson) (Lee Keesler)
1:10	Financial Report (Attachment 5)	(Chuck Mallas)
[ACTION]	<ul style="list-style-type: none"> • FY13 End of Month August • Facsimile Signatures for Lee Keesler * 	
1:20	Other Business/Adjournment	

**Requires Board Approval*

Next Meeting Thursday, October 18



Charlotte Mecklenburg Library

Library Board of Trustees Meeting
Main Library
Dickson Boardroom
Thursday, October 18, 2012
Noon

Noon	Call to Order, Welcome & Introductions	(Charles Bowman)
12:05	Minutes (Attachment 1)	(Charles Bowman)
[ACTION]	<ul style="list-style-type: none"> • Approval of Meeting Minutes for September 24* 	
	Paul Stroup, Chief Executive Officer Mecklenburg County Alcoholic Beverage Control Board	(Charles Bowman)
12:10	Committee Activity – Reports from Lead Trustees	
[ACTION]	Ad Hoc Work Group Report/Recommendation Communication Committee (Attachment 2) * Nominating Committee	(Reneé Casali) (Ed Williams) (Sally Robinson)
12:20	CEO Report	
	<ul style="list-style-type: none"> • Industry Update • County Relationship Highlights • Quick Hits <ul style="list-style-type: none"> - Long Creek Elementary Accelerated Reader pilot - IMLS Early Childhood Literacy/Announce Coordinator - Early Voting - Development Report - Library in the News (Handout) - 2013 Holiday Schedule (Attachment 3) 	(David Singleton) (Lee Keesler) (David Singleton) (David Singleton) (Karen Beach) (Cordelia Anderson) (Rick Ricker)
	<ul style="list-style-type: none"> • Strategic Plan 	(David Singleton, Molly Griffin)
12:50	Financial Report (Attachment 4)	(Chuck Mallas)
[ACTION]	<ul style="list-style-type: none"> • FY13 End of Month September • Budget Adjustments * 	
1:15	Other Business/Adjournment	

*Requires Board Approval

Library Board of Trustees

Main Library
Dickson Boardroom
Thursday, November 15, 2012
Noon

AGENDA

- Noon Call to Order, Welcome & Introductions (Bowman)
- 12:05 Minutes
*Approval of the Minutes of the October 18 Meeting (Attachment 1) (Bowman)**
- 12:05 Fiscal Year Audit Report (Attachment 2) (Collin Hill, C.P.A., Cherry, Bekaert & Holland)
- 12:25 Committee Activity – Reports from Lead Trustees
- Facilities Committee (Casali)
 - *Library Foundation** (Branstrom)
 - *Nominating Committee** (Robinson)
 - *Community Engagement Committee** (Attachment 3) (Kelley)
- 12:45 Library Board of Trustees Schedule of Meetings 2013 (Attachment 4) (Bowman)
- 12:50 CEO Report (Keesler)
- Industry Update (Singleton)
 - County Relationship (Keesler)
 - Strategic Plan (Griffin, Singleton)
 - Quick Hits
 - Charlotte Museum of History collection status (Blair)
- 1:00 Financial Report (Attachment 5) (Mallas)
- FY 2013 End of Month October
 - FYE 2013 Projection
 - *Budget Adjustments **
- 1:15 Other Business/*Adjournment** (Bowman)

* *Action Item*