



Library Board of Trustees

**Library Board of Trustees
Main Library, Dickson Boardroom
Thursday, January 19, 2012**

Noon

TRUSTEES PRESENT

Charles Bowman, Chair
Molly Griffin, Vice Chair
Robin Branstrom
Reneé Casali
Gloria Kelley
Joan Martin
Leland Park
Sally Robinson
Bob Sink
Darrel Williams
Ed Williams

STAFF PRESENT

Vick Phillips
Cordelia Anderson
Karen Beach
Frank Blair
Jenifer Daniels
Angela Haigler
Chuck Mallas
David Singleton
Irish McNair
Dana Walters
Elisha Minter
Julie Ward
Vanessa Ramseur

OTHERS PRESENT

Mark Kutny, Hamilton, Stephens,
Steele & Martin PLLC
Harry Jones, Mecklenburg County
Manager
Leslie Johnson, Mecklenburg County
Associate General Manager
Chris Peek, Mecklenburg County
Director of Human Resources,
Shelley Book, Mecklenburg County
Human Resources Consultant
Sean Hogue, Library Consultant
Rick Ricker, Deputy Director of
Human Resources
Bruce LaRowe, Children's Theatre of
Charlotte Executive Director
Mark Price, Charlotte Observer

MINUTES

Chair Charles Bowman called the meeting to order at 12:04 p.m. and welcomed Mecklenburg County Human Resources Consultant Shelley Book.

Mr. Bowman asked the Trustees for approval of the minutes of the November 17, 2011 Library Board of Trustees meeting. On a motion by Molly Griffin, seconded by Bob Sink, the Trustees unanimously approved the minutes of the November 17, 2011 meeting.

CEO Vick Phillips added that the minutes of the February 2, 2012 Executive Committee were previously emailed to Board members for their review.

Newly appointed Trustee Leland Park joined the meeting. Mr. Phillips welcomed Mr. Park, who is Director Emeritus of the Davidson College Library, and highlighted his vast knowledge of Charlotte Mecklenburg Library. He reminded the Board that Mr. Park was appointed by the Charlotte Mecklenburg School Board.

Attorney Mark Kutny joined the meeting. Mr. Phillips added that Mr. Kutny was sitting in for Library General Counsel Bob Stephens.

Deputy Director of Human Resources Rick Ricker recognized the following Service Excellence Award recipients: Irish McNair, Elisha Minter, Dana Walters and Julie Ward of our Beatties Ford Road Regional Library for the strategy developed by the staff that gave patrons an opportunity to receive a free Library card as part of the opening day celebrations.

Interim Director of Libraries David Singleton delivered an update of the Programming Plan which was approved by the Board and implemented six months ago. Mr. Singleton stated the three major focus areas for library programming are Literacy, Educational Success and Workforce Development. He also updated Trustees regarding the creation of the Program Portal designed for managing program data; training of staff on use of the portal; training of staff on outcomes; appointing of the Program Review Team; and adding of new staff to expand hours at the Regional Library locations that began on September 2011. (Report Attached)

Director of Community Engagement Karen Beach updated the Trustees on the FY 2012 Development Plan, which included the creation of a Library Foundation; a defined role for the Friends of the Library; a specific fundraising effort for general support, books & materials, programs and established an overall fund raising goal of \$750,000. Ms. Beach explained that the Friends of the Library Board formulated their fundraising strategy and launched the Library's Annual Campaign. And lastly, she advised the Board that she will present further details on the progress of the creation of the Library Foundation and a FY 2013 Development Strategy.

Mr. Phillips followed with information on some confidential inquiries regarding the rental of our facilities during the 2012 Democratic National Convention. He then asked Director of Technology and Operations Frank Blair to share the details with the Board. Mr. Blair explained that there has been continued interest for facilities rental of the Library's uptown space. One particular interested party is negotiating with the Library to rent spaces for approximately two weeks around the 2012 Democratic National Convention. Another interested party declined to pursue a lease after further consideration.

On a motion by Darrel Williams, seconded by Joan Martin, the Trustees unanimously approved that Charlotte Mecklenburg Library continue to negotiate with the interested party regarding facilities rental of the Library's uptown space during the 2012 DNC.

Mr. Phillips noted that one year ago today the Library Board announced the resignation of Director of Libraries Charles M. Brown and introduced the new CEO role. At that time, he said there were many questions about the state of the Library, including the following:

- What will The Future of the Library Task Force recommend?
- Can a banker lead the Library?
- And will the Library become a County department?

He believed that over the course of the following few months those and other questions were answered. Mr. Phillips then delivered a month-by-month highlight of activities over the last year (see attached). Mr. Phillips then stated that, in his opinion, all of the questions that were on our minds a year ago have been answered.

Mr. Bowman extended his appreciation to Mr. Phillips and Library Staff for a great job and also to Trustees Robin Branstrom and Bob Sink for their countless volunteer hours over the last year. He also commented that all of their efforts impacted the entire community in a positive manner and will continue into the future.

Mr. Phillips asked County Manager Harry Jones to speak about the Memorandum of Understanding that outlines the roles and relationships of the County and the Library in their virtual partnership. Mr. Jones supported the MOU which lays the groundwork of a relationship reflective of a strong commitment and mutual respect from both parties.

Mr. Phillips then updated the Board on Library finances. He provided a brief summary of the current state of revenues and expenses. He also requested Board approval for the following Budget Adjustments; #11-30 and 11-30 B. On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved the Budget Adjustments. (Financial Report Attached)

Mr. Bowman then announced the 2012 Board Committee assignments. (Document Attached). On a motion by Bob Sink, seconded by Joan Martin, the Trustees unanimously approved the Board Committee Assignments for 2012.

Mr. Singleton spoke next and reviewed the proposed Library Policy changes regarding "Temporary Deposits" and "Lost Materials." On a motion by Molly Griffin, seconded by Reneé Casali, the Trustees unanimously approved the Library Policy changes regarding "Temporary Deposits" and "Lost Materials".

Mr. Bowman suggested that the Board review the procedure to approve Library Policy revisions and requested that staff develop recommendations for the Board. Mr. Singleton

added that he will take the lead on the development to revise the current approval procedure of Library Policies and present the proposal to the Board at the March 15th meeting.

Mr. Blair presented to the Board the proposal from the City of Charlotte that the Library grant approximately 2,000 square feet in permanent easements on Library owned property to support The Beatties Ford Road Business Corridor Project. On a motion by Sally Robinson, seconded by Darrel Williams, the Trustees unanimously approved the City's request for permanent easements on the Library property at 2412 Beatties Ford Road.

On a motion by Robin Branstrom, seconded by Molly Griffin, the Trustees unanimously approved moving into Closed Session - Pursuant to North Carolina General Statutes, Section 143-318.11(a) (6) for Board to consider a Personnel Matter.

On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved moving into Open Session at 1:25 p.m.

Mr. Bowman announced that in closed session the Board discussed appointing David Singleton Library Director of Libraries, removing "Interim" from his title. The Board also discussed appropriate compensation to reflect this change. On a motion by Darrel Williams, seconded by Sally Robinson, the Trustees unanimously approved the appointment of Director of Libraries David Singleton and the associated salary.

Mr. Singleton offered his continued commitment to the Library and his appreciation to the Board for their support.

After a short break, the Board reconvened to discuss the Development Plan for the Library. Ms. Beach reviewed with the following information;

- Agreed on a third member of the Library Foundation Board, which must be appointed by the Foundation for the Carolinas.
- Reviewed Articles of Incorporation & Bylaws, noting the following areas – i.e., board terms/term limits, fiscal year. Also agreed that a small group should look at and be comfortable with other details.
- Discussed whether the Board Development Committee should be involved in those particular legal document discussions any longer.
- Reviewed the draft "resolution" document detailing the Trustees approval for creation of the Library Foundation.
- Reviewed a quick snapshot of the Library Foundation board terms, term limits, and board sizes in other cities, which was created at the request of the Trustees. Also included is how other library foundations handle board terms/term limits.
- The Board discussed a marketing plan for the foundation launch and determined that the "launch" is really when we're ready to celebrate publicly, i.e., with a press

conference or other event to announce the full slate of Foundation Board members and announce a first major gift. It was recognized that there are lots of other significant foundation-related milestones e.g., recruited the board, created a coordinated Communications Plan, created a Development Plan, held a first Board meeting, etc.) that will happen before the public launch/the smashing of the champagne to christen the boat launch. Also discussed was the timing of the launch given such factors as summer breaks and the 2012 DNC.

- Lastly, there was a suggestion to enter into a 6-month contract with an outside consultant for the purpose of maximizing a successful Library Foundation launch. This action was deferred for further discussion.

Mr. Bowman adjourned the meeting at 2:30 p.m.

Respectfully submitted,

Vick Phillips
Secretary