



**Library Board of Trustees**

**Library Board of Trustees Meeting  
Main Library, Dowd Learning Studio  
Monday, November 16, 2015, 12:00pm – 1:30pm**

**Trustees Present**

Molly Griffin, Chair  
Jennifer Appleby  
Charles Bowman  
Rob Harrington  
Gloria Kelley  
Joan Martin  
Dr. Leland Park  
Bob Sink  
Charles Thomas  
Ed Williams

**Staff Present**

Cordelia Anderson  
Frank Blair  
Shelley Book  
Angela Craig  
Seth Ervin  
Dana Eure  
Jenni Gaisbauer  
Sean Hogue  
Lee Keesler  
Susan McDonald  
Angie Myers  
David Singleton

**Others Present**

George Sistrunk (Legal)  
Chris Peek (Mecklenburg County)  
Collin Hill (Cherry Bekaert)  
Troy Shadoin (Cherry Bekaert)

**Trustees Absent (with cause)**

Dr. Eric Freedman

**MINUTES**

Molly Griffin called the meeting to order at 12:00 PM.

Mrs. Griffin welcomed guests Collin Hill and Troy Shadoin from Cherry Bekaert, Chris Peek from Mecklenburg County and George Sistrunk who was substituting in for Mark Kutny.

Mrs. Griffin requested a motion to approve absence with cause for Trustee, Dr. Eric Freedman. On a motion by Rob Harrington and seconded by Ed Williams, the Trustees unanimously approved absence with cause for Dr. Eric Freedman.

Mrs. Griffin requested a motion to approve the minutes from the Board of Trustees meeting held on September, 21 2015. On the motion by Charles Bowman, seconded by Dr. Leland Park, the Trustees unanimously approved the September 21, 2015 meeting minutes.

**Finance Committee**

Collin Hill reported on the audited financial statements for FY 2015 and offered three opinions:

1. Charlotte Mecklenburg Library's application of *Generally Accepted Accounting Principles (GAAP)* in Financial Statements--- Cherry Bekaert's opinion is clean and unmodified.
2. Charlotte Mecklenburg Library's application of Government Auditing Standards (Yellow Book)--- Cherry Bekaert's opinion is clean and unmodified.
3. Charlotte Mecklenburg Library's Single Audit Results (State Aid to Public Libraries)--- Cherry Bekaert's opinion is clean and unmodified.

Mr. Hill explained the SAS 114 letter is used to communicate to those charged with governance, such as the Board of Trustees, the scope of the audit procedures performed, significant findings and other relevant information. Cherry Bekaert agrees with management's estimates of the most sensitive areas affecting the Library's financial statements. There was one journal entry regarding a year-end manual process identified but they were confident the Library's finance team would have found it.

The SAS 115 letter is used to communicate to those charged with governance, such as the Board of Trustees, any significant deficiencies or material weaknesses. Cherry Bekaert found no significant deficiencies or oversights to report.

In summary, Cherry Bekaert gave clean and unmodified opinions providing the highest level of assurance. All Trustees have been provided with a full audit report with basic financial statements and accompanying information.

#### **Infrastructure Committee**

Bob Sink stated that there were two items for the Board to take action on. The first was a general policy for Pre-Qualification of Contractors for Construction and Repair Contracts and the second was a more specific policy for Adopting Subcontractor Pre-Qualifications For Morrison Renovation and Expansion. He explained the full process is provided in the two documents Trustees received ahead of the meeting for review. In summary, (1) vendors apply to be qualified to participate, (2) vendors who are prequalified submit bids, and then (3) a vendor is selected as lowest responsible bidder. There is also a process for vendors to appeal and be reviewed if they were not deemed qualified.

On a motion by the Infrastructure Committee, the Board unanimously approved the Policy for Pre-Qualification of Contractors for Construction and Repair Contracts and the Policy for Adopting Subcontractor Pre-Qualifications For Morrison Renovation and Expansion.

#### **Nominating Committee**

Charles Bowman reported the following updates:

- Dr. Leland Park was approved by the Board of Education to serve another term on the Library Board of Trustees
- The Library Board of Trustees has recommended to the Board of County Commissioners that Ellen McIntyre and Hyong Yi be appointed to replace outgoing Trustees, Bob Sink and Joan Martin
- There were two other self-nominations from the community

Mr. Bowman proposed a 2016 Officers Slate of Jennifer Appleby, Chair, Rob Harrington, Vice Chair, Lee Keesler, CEO, David Singleton, Director of Libraries, Shelley Book, Secretary and Angie Myers, Treasurer.

On a motion by the Nominating Committee, the Board unanimously approved the 2016 Library, Officers Slate.

Molly Griffin read aloud the Resolution of the Charlotte Mecklenburg Library Board of Trustees, In Recognition and Profound Appreciation for Robert C. Sink.

Lee Keesler read aloud the Resolution of the Charlotte Mecklenburg Library Board of Trustees, In Recognition and Profound Appreciation for Joan Martin.

On a motion by Charles Bowman and seconded by Dr. Park, the Board unanimously approved the Resolutions of Appreciation for Robert C. Sink and Joan Martin.

### **CEO Report**

Lee Keesler reported on the following items:

**Blueprint Update---** We are currently approximately 90 days from the finish line of Blueprint. All work teams will report out final deliverables at the February 22 Board Retreat.

**2016 Library Holiday Calendar---** Asked the Board to review and approve the 2016 Library Holiday Calendar.

On a motion by Rob Harrington and seconded by Gloria Kelley the Board unanimously approved the 2016 Library Holiday Calendar.

**2016 Board of Trustee Meeting Dates---** Asked the Board to review the 2016 Board meeting dates. Noted that some meetings will be held at different locations around the County at the request of Chair-Elect, Jennifer Appleby.

David Singleton reported the Library is constantly looking for ways to expand access and based on customer feedback the decision was made to open all branches at 9:00am instead of 10:00am beginning January 4, 2016. We feel the public will be very pleased with this change.

**Library/County ILA and MOU---** The ILA codifies the Library's relationship with Mecklenburg County and the MOU does the same for the relationship between the organizations' executives. It is now time to update and share them with the Board.

Chris Peek explained the history of the ILA saying that it was initially executed and approved by the Library Board of Trustees in May of 2011, effective June 30, 2010, to cover Facilities & Maintenance and Security Services. It was approved by the Board of County Commissioners on June 7, 2011. It was amended in 2011 to add Capital Project Management, Human Resources and Information Technology. It expired June 30, 2015, and was automatically rolled over.

The function of the ILA is to identify services to be provided by the County to the Library and it defines roles and responsibilities of each partner. The term "partner" is used throughout and it is meant in the spirit of the word as opposed to the legal sense of the word.

In the updated version of the ILA the County is able to terminate the agreement on the same basis as the Library and it lengthens the transition time in the event of a termination. It also provides the ability for either partner to terminate one set of services rather than having to cancel all services.

Mr. Keesler explained that the MOU's function is to serve as an agreement between the County and Library chief executives on the roles, responsibilities and activities of each organization related to the delivery of public library services

to the local community. It identifies specific activities to be undertaken by each chief executive in support of each other and the partnering organization.

MOU modifications include new language describing the Library's distinct legal identity and adds details to reflect Library, County and shared responsibilities.

On a motion by Bob Sink and seconded by Rob Harrington the Board unanimously approved the updated ILA and MOU.

### **Marketing & Communications Plan**

Cordelia Anderson presented the FY 2016 Communications Plan Update (see attached). Highlights from the update include:

- We are a recognized industry leader in customer engagement strategies
- The Marketing and Communication's strategic plan is directly aligned to the Library's strategic plan
- Our social media management and governance is unique and working well
- Targeted re-engagement tactics have resulted in 20,935 Occasionals/Inactives coming back to use Library services
- Social media interactions are up year over year

Sean Hogue asked the Trustees to keep in mind the pressure on the collection increases with an increase in the number of users.

### **Library Foundation Endowment Update**

Jenni Gaisbauer reported that the Library Foundation's restricted and unrestricted assets for FY 2015 were \$5.4 MM. The Foundation Board will be discussing at its next meeting a process for moving money into the endowment. The Foundation's goal is to have a \$20 MM endowment that would feed \$1MM a year to the Library.

Verse & Vino surpassed the goal of raising \$150,000 and EpicFest was attended by more than 2,300 people.

### **Financial Report**

Angie Myers reported the financial report was very similar to the last Board report. Our E-Rate funding is down \$11,000 from projections and we had a credit card processing issue that held up fees for several months. We are projecting a \$500,000 savings in salaries. Other expenses are expected to be fully spent.

### **Budget Adjustments**

Ms. Myers reported four budget adjustments totaling \$490,939. The majority of the budget adjustment total was made up of \$471,939 from Mecklenburg County for employee merit increases.

On a motion by Rob Harrington and seconded by Joan Martin the Board unanimously approved the four requested budget adjustments.

### **Other Business**

Jennifer Appleby thanked Molly Griffin for her service and leadership as Chair to the Board of Trustees. Mrs. Appleby read a Resolution of Appreciation in recognition of Molly Griffin asked that the resolution be made a part of the minutes.

Bob Sink and Joan Martin reflected on their service to the Library Board of Trustees and the changes that have taken place in the last several years to move the Library forward to a much better place and wished the new Board and Library staff good luck.

Ms. Griffin asked the Trustees for a motion to adjourn the meeting. On a motion by Charles Bowman and seconded by Charles Thomas the meeting was adjourned at 1:35 p.m.