



Library Board of Trustees
Library Board of Trustees Meeting
Conference Call
Monday March 16th, 2020, Noon – 1:30pm

Trustees Present

Jennifer Appleby
Ailen Arreaza
Rob Harrington, Chair
Joe Helweg
Gloria Kelley
Brandon Neal
Charles Thomas
Ed Williams
Kimmery Martin

Staff Present

Karen Beach
Kevin Bittle
David Dillard
Asha Ellison
Michael Engelbrecht
Seth Ervin
Dana Eure
Jenni Gaisbauer
Peter Jareo
Lee Keesler
Julia Lanham
Pamela McCarter
Caitlin Moen
Angie Myers
Keisha Portis
Elesha Roupp
Ann Stawski

Others Present

Mark Kutny

Trustees Absent (with cause)

Dr. Ricky Woods

MOTION

Mr. Harrington requested a motion to approve Dr. Ricky Woods' absence with cause. The motion was unanimously approved by Joe Helweg and seconded by Charles Thomas.

MINUTES

Mr. Harrington requested a motion to approve the minutes from the Board of Trustees meeting held on January 13, 2020. On a motion by Jennifer Appleby and seconded by Charles Thomas, the Trustees unanimously approved the January 13, 2020 meeting minutes.

Chair Report

Mr. Harrington has requested that Lee Keesler's COVID-19 report be moved up in the agenda. There will be an action item later in the report. No objections.

CEO REPORT

COVID19

Highlights include:

- Many peer libraries around the country have closed or will shortly
- Mecklenburg County is preparing to close all county offices and migrate toward a virtual organization
- COVID-19 now represents a public safety issue as well as a public service issue

Action Item

Mr. Keesler recommended for approval by the Board:

1. Align with the County wherever possible in response to COVID-19
2. Cancel all programs and services immediately and prepare to close all branches effective 5:00 pm on Tuesday, March 16

After closing the libraries the Library will continue to serve customers and the community virtually. Mr. Keesler asked Acting Library Director Dana Eure to provide a brief update on foot traffic across the system. Ms. Eure reported that foot traffic is down in all but two branches.

Motion

Mr. Harrington requested a motion to accept the staff's recommendation to align with the County and close the Library's branch locations effective Tuesday, March 17, 2020 at 5:00 pm with an announcement by end of day. On a motion by Charles Thomas and seconded by Brandon Neal, the Trustees unanimously approved.

Committee Reports

Finance Committee (Brandon Neal, Angie Myers)

- February 2020 Financial Update – everything on target

Budget Adjustments

Ms. Myers requested the following budget adjustments totaling \$82,000

- \$50,000 in additional ABC funds
- Refunds from Main Library flooding
- Summer Break incentives from the Library Foundation

Action Item:

Mr. Harrington declared that no motion was needed to approve the requested budget adjustments, but asked for one for good measure, seconded by Mr. Helweg. The motion passed unanimously.

Action Item:

On a motion by Angie Myers, seconded by Jennifer Appleby, the Trustees unanimously approved using Cherry Bekaert as the Library's FY 2020 Financial Auditor.

Action Item:

On a motion by the Finance Committee and seconded by Charles Thomas, the Trustees unanimously approved the CEO to execute the mobile library delivery contract with Summit Bodyworks Specialty Vehicles.

Action Item:

On a motion to approve by the Finance Committee and seconded by Joe Helweg, the Trustees unanimously authorized the CEO to implement temporary Library policy or procedure modifications related to COVID-19 to stay aligned with Federal, State, or Local (Mecklenburg County) directives for 30 days, effective 3/16/2020. Notification will be sent to Library Trustees on a real time basis if or when these occur.

Nominating Committee

Jennifer Appleby reported the following:

- The committee is planning to make a recommendation to the BOCC for its appointment to Ellen McIntyre’s vacated position. Deadline for applications to the County is April 29, 2020.
- The committee has met to discuss candidates.
- All forms of diversity were discussed, particularly geographic representation across the County.
- Applications continue to come in from the County. The committee is reviewing these.

CEO Report

- 7th & Tryon Update and Discussion
 - Continues to move forward however at slower pace due to COVID19

Budget Requests

The Library is requesting a total of \$2.1 million from the County.

- All requests align to the Library’s FY2020 - FY2022 Strategic Business Plan
- 63% of this request aligns to the BOCC’s Reduce Racial Disparities priority and Library Deserts Area of the Interest
- 1 mission-critical position is requested and was discussed with the Library’s ACM in advance of submission
- \$1.0M of this request can be funded with one-time funds:
 - \$350K Facilities Master Plan
 - \$500K South County Regional Library Opening Day Collection
 - \$50K Digitization & Electronic Content Management Services
 - \$100K Service Model Redesign
- \$1.1M of the County Request represents recurring funding:
 - \$73K Contractual Increases
 - \$60K Digital Position
 - \$100K Fine Free Initiative

Allegra Westbrooks Library – Beatties Ford Road Re-Naming (Asha Ellison, Karen Beach)

- BOT voted in 2018 to re-name the location
- Planning committee has met and is working towards re-naming/re-dedicating event. As of this date, the event is scheduled for April 25, 2020, but may need to be postponed and re-scheduled due to COVID-19.
- Examples were shown of signage and plaques to support the re-naming.

Rob Harrington adjourned the meeting at 1:32pm.

Respectfully submitted,

Lenoir C. Keesler, Jr.
CEO