

## PLCMC - About Us - June 20th, 2002 Trustees Meeting MinutesQuick

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**PUBLIC LIBRARY OF CHARLOTTE AND MECKLENBURG COUNTY**

**Library Board of Trustees**

**June 20th, 2002**

**Dickson Board Room - Main Library**

**Charlotte, North Carolina**

**TRUSTEES PRESENT STAFF PRESENT OTHERS PRESENT**

**Rev. William Wood**

**Robert Bisanar**

**Laura Foxx**

**Kathi M. Knier**

**Patsy B. Kinsey**

Patty Norman Robert Cannon, Executive Director  
Rich Rosenthal  
Helene Blowers  
Dick Pahle  
Rita Rouse  
Melanie Huggins  
Carol Myers  
Susan Harden  
Susan Herzog  
Marilyn C. Rorie Martin House Jane Parks Erick Cruz  
Joyce Edwards Dick Waters Atty. Mark Kutny Atty. Meg  
Maloney Reporter, Michelle Wayman

## MINUTES

William Wood, Vice Chair, called the meeting to order at 12:10 p.m.

Director Cannon introduced Martin House, Information Specialist, from the Main Library's Information Services Department. As part of PLCMC's librarian exchange program supported by the Bertlesmann Foundation in Germany, Martin recently returned from a trip to Germany, where he worked for three weeks in two German public libraries in Stuttgart and Heilbronn. Martin learned much from his trip and thanked the library for participating in the program. A report written by Martin about his trip is attached to these minutes.

Presenting "Director's Awards", Director Cannon introduced and recognized three employees for their outstanding work: Jane Parks, Eric Cruz and Joyce Edwards. Jane Parks began work for PLCMC in 1971 in what is now the Collection Management Department as a cataloger. Jane excels at problem solving and can always come up with a faster, more efficient way to accomplish lots of work in a short time. Erick is a very hard working, diligent employee. He is eager to take on new projects and loves keeping busy. He is a great help at the North Park branch where he works because of his Spanish speaking ability and he has helped out at the Plaza Midwood branch as a volunteer. His supervisor, Jonita Edmonds, said "you could not have a person more deserving of this award". Joyce Edwards is the core of PLCMC's Adult Outreach Services, the small department that provides library services to people who are

isolated from the library otherwise. She works with people in nursing homes, adult day care and nutritional sites, assisted living and retirement centers. Those she serves sing her praises, particularly her patience and helpfulness. She is positive, calm and dedicated to the library's outreach services. Director Cannon, the senior staff and the Trustees thanked these employees for their hard work and dedication.

Saying he would mail them to the Trustees, Director Cannon showed the Board three articles: a School Library Journal (circulation 39,000) article about the PLCMC's new Storytelling Streaming Video service, an article about the Virtual Village in American Libraries (circulation 65,000) magazine and an article about Ed Schlossberg's interactive design work and philosophy in Metropolis (circulation 47,000) magazine.

Director Cannon introduced Helene Blowers, Web Services Director, which gave the Board a brief computer video presentation about "brarydog.net" web site for homework assistance. The site was created September 13, 2000 and over 5,000 students have created their own web pages on it, using it as their "homework help and web companion". The site helps students create their own customized web page, allowing access to dozens of homework help resources and links to their own or recommended favorite sites and research tools.

Director Cannon presented an amendment (Amendment #3) to the library's Section 125 Plan, saying the board needed to authorize the library's Finance Director to sign the amendment. (This amendment allows 125 Plan participants to extend the time of appeals to the Plan's decisions.) The Trustees approved this authorization unanimously. (Amendment #3 is attached to these minutes.)

Trustee Kinsey presented the board a brief report about the recent activities of Novello Festival Press. Her report is attached to these minutes.

At this time in the meeting, the Board of Trustees approved the Minutes of the May 2002 board meeting unanimously with the correction of adding Bob Stephens name to the list of those attending.

Director Cannon discussed Library Foundation/Friends of the Library strategies with the board. He had recently met with the outgoing President of the Friends of the

Library and some library staff had met with Trustees Foxx and Knier, as well as the Executive Director and development staff of the Children's Theater.

The consensus of these meetings was that we didn't need to create a separate foundation now but that we should take immediate steps to enhance and re-build the Friends group, involving all the branches in that effort. It was also certain that there would be additional fundraising needs for the Children's Learning Center after the cost of the construction of the building was known. The Children's Theater and library would work on those needs together, whatever they turned out to be.

Laura Foxx said she believed it was time to re-build the Friends as a grassroots organization, that it was golden time to build interest in the Friends and that she would be very interested in helping the staff work on this.

Kathi Knier agreed and also volunteered to help.

This discussion concluded, Director Cannon asked Rich Rosenthal, Director of Operations, to present a recommendation for the "Construction Management at Risk" firm that the library should hire for the Children's Learning Center project. Rich indicated that four proposals/presentations were presented to library staff and architect Jeff Huberman the week before and that, after analysis, the library was prepared to make a recommendation. Based on experience, the type of projects completed, the work of the company in the downtown area and the expertise of the company and its personnel, it was recommended that the firm of Rogers Harden be selected. Rich asked the board that the staff be authorized to negotiate a contract with Rogers Harden to provide "Construction Management at Risk" services for the Children's Learning Center project but if those negotiations failed, the second firm to be negotiated with would be Centex Construction Company.

A motion supporting this recommendation was made by Trustee Kinsey, seconded by Trustee Norman. The motion passed with five affirmative votes, no negative votes but Trustee Wood abstained.

Relating to the selection of an architect for the new Coulwood Branch Library, Trustee Kathi Knier provided the board the architect selection committee's recommendation. The committee, consisting of Trustee

Knier, Rich Rosenthal and Bob Cannon, had interviewed six outstanding, highly competitive firms. These firms had been short listed from over twenty-five proposals received. Based on design excellence and demonstrated commitment to libraries and library design, the firm of Jenkins Peer Architects was recommended.

A motion recommending the selection of Jenkins Peer Architects and authorizing staff to negotiate a contract with that firm was thus made by Trustee Knier and seconded by Trustee Norman. The motion passed unanimously.

Director Cannon asked the board to approve several budget transfers:

AmountFromToReason

\$62,794.15BooksRevenue, StateReduction in State

\$38,168.00State RevenueBooksRestoration of reduction

\$320,000Revenue, Co.Mechanical contractNew chillers for Main

\$250.57PrintingSuppliesTo purchase office supplies

\$105,000SBA\* GrantSBA Center expensesRevenue for SBA Center

\$3,805Foundation for the CarolinasGrant expensesGrant for visually impaired

Trustee Foxx made a motion to approve the transfers, Trustee Knier seconded the motion and the motion passed unanimously.

Director Cannon told the board about the recently adopted county budget. The library had lost 10 full time and 19 part time permanent positions and the funds associated with that loss. However, the Board of County Commissioners had approved partial year operating costs and fifty new staff positions for two new joint use libraries which would open in 2003. Funds were approved to open the new Berry Academy media center/library (with Charlotte Mecklenburg Schools) and the library/police station/jobs center (with the City of Charlotte) at the new Sugar Creek Service Center. Both projects were currently under construction.

Depending on the outcome of the North Carolina's reimbursement of funds owed Mecklenburg County, if the

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revenue did not come to the county, a “freeze” on any new vacant positions would continue to be in place for all of FY03 and the library loss of its computer replacement funds – another \$90,000 – would not be restored.

The county had made available funds to increase every employee’s salary 3% which would be allocated at the Annual Review Date (typically, the date of hire anniversary). However, there would be large increases for family health insurance premiums in January.

Director Cannon said that the county and the library were extremely fortunate that there were no employees who would lose their jobs and that only vacant positions were lost.

The Board of County Commissioners also approved borrowing of over \$5 million of capital funds for the Berry Academy library and the new Coulwood Branch Library. The Commissioners had also approved \$320,000 to replace the chillers (which went out last April) for the Main Library.

Director Cannon showed the board a copy of the library’s current line item budget (attached to these minutes). He explained each category of expenditure: county, state, library, grants and special funds. He discussed the checks and balances on the library budget throughout the year, how he kept the board, the county and his staff informed about changes in the budget through budget transfer requests, their notice on the revised budget form and that copies of the current budget were mailed out with the board agenda almost every month. Director Cannon said that it was board practice to have budget transfers brought forward to them in the amount of \$25,000 or more but that transfers less than that would be listed in the minutes the following month. He also pointed out that the annual audit was a check on the financial operations of the library and that the library had had an “unqualified” audit for the past several years. The audit was sent to the county, the state library and was available to any board member at any time.

Director Cannon then referred to the “Preliminary Budget” for FY03 (also attached to these minutes). He explained that at this point the entire library budget

was mostly unknown. The county portion was not firm because the 3% salary adjustments had not been added to the budget. Library funds were not known for sure because the current library budget had not been closed out. State revenues were totally unknown and even most grants anticipated had not been firmed up. He stated that at this point last year, a major several hundred thousand dollar mistake had been made in the Preliminary Budget – that he had missed the miscalculation in possible library revenues -- but that the error had been caught and corrected by the time the Final Budget had been adopted in September last year.

Director Cannon said he would have a Final Budget for FY03 by September of this year (the Trustees traditionally do not meet in August).

Director Cannon summarized what he would try to accomplish in the new budget even though the 29 positions had been lost:

Service reductions, if any, would be minimal. He would have to ask some employees to transfer locations and perhaps change duties and hours of work but that was the only way to reduce any chances of service reductions. He would make every effort to keep the Latino children's outreach program, eliminated from state Smart Start funding but nevertheless absolutely necessary. He would do whatever he could to keep the Teens Succeed programs at West Boulevard and Beatties Ford Road operating even though the grant funding for those programs would end in October. He would find clerical staff to staff the CheckIt Outlet on South Tryon and the Asian Herald foreign language library. He would attempt to keep up on replacement computers even though the county withdrew the funds to do so. He would provide some funds for marketing "brarydog.net" services to young people and he would attempt to find large amounts of funds to get Ed Schlossberg started on producing software and hardware "scope of work" drawings for the Children's Learning Center interactive designs.

Director Cannon also stated that he did not know the final budget for Novello at this point.

At this point in the meeting, Director Cannon turned the meeting over to Carol Myers, Chief of Public Services and Dick Waters with Providence Associates to lead a

workshop on the Facilities Master Plan.

Carol passed out summary information about the plan (attached to these minutes) covering all questions previously asked by the Trustees, the Board of County Commissioners, from staff and from the public from two public presentations of the plan over the last few months. The documents also summarized the recommendations and the costs.

Carol Myers reminded the board that the plan was for ten years but that it would probably take twenty years to implement it.

Dick Waters went over his recommendations as to population projections, density, distance between libraries and the kinds (and sizes) of libraries he recommend the board consider in the future. There was a discussion of leasing space for libraries versus owning them. Dick and Carol listed the positives for owning (as shown on the attached summary). Director Cannon provided his thoughts on the benefits of leasing: you could start small and work up to an owned facility, you could move as the service area moved, you could avoid huge amounts of time and processes by leasing.

It was decided that Dick Waters and Carol Myers would incorporate what comments/issues they heard over the last few months and that a final plan would come to the Trustees for adoption in August. After that was accomplished, the plan would be presented to the Board of County Commissioners for their information and comments and then they would be asked to receive and file the report as information.

The agenda completed, on a motion by Trustee Bisanar, seconded by Trustee Norman and approved unanimously, the board adjourned the regular meeting and went into closed session under G. S. 143-318.11 (a) (6) for an employee matter at 1:25 p.m.

The board returned from closed session at approximately 2:30 p.m. and the meeting was adjourned.

Respectfully submitted,

Robert E. Cannon,

Secretary

Note: \* A complete copy of the minutes (including attachments) is available to the public by contacting Library Administration.



Last Update: 10/30/2002 14:40:30

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