



Library Board of Trustees

**Library Board of Trustees Retreat
Foundation For The Carolinas, Tate Room
Monday, February 23, 2015, 8:30 AM**

Trustees Present

Molly Griffin, Chair
Jennifer Appleby
Charles Bowman
Robin Branstrom
Eric Freedman
Rob Harrington
Gloria Kelley
Joan Martin
Leland Park
Bob Sink
Charles Thomas
Ed Williams

Staff Present

Shelley Book
Frank Blair
Lee Keesler

Others Present

Mark Kutny (Legal)

Trustees Absent (with cause)

NA

MINUTES

Molly Griffin called the meeting to order at 8:30 AM.

Molly Griffin moved that the Library Board of Trustees authorize the Library Chief Executive Officer to negotiate a contract with the top-ranked firm, Holzheimer Bolek + Meehan, on the scope of work and professional compensation. If a mutually satisfactory contract cannot be negotiated with that firm, the Library CEO should formally terminate negotiations and notify the firm. In that event, the Library Board of Trustees authorizes the Library CEO to begin negotiations with the second-ranked firm, Perkins + Will in the same manner as conducted with the first-ranked firm. If a mutually satisfactory contract cannot be negotiated with the second-ranked firm, then the Library Board of Trustees authorizes the Library CEO to begin negotiations with the third-ranked firm, Jenkins + Peer. If no mutually satisfactory contract can be negotiated with any of these firms, the Library CEO shall cease all negotiations and notify the Library Board of Trustees.

Lee Keesler clarified that although he and Frank Blair would be involved in the negotiation process, Mark Hahn, Mecklenburg County's Director of Asset and Facilities Management, would be driving the majority of the negotiation.

On a motion by Molly Griffin and seconded by Eric Freedman, the Trustees unanimously approved the motion.

Mark Kutny presented the Library's proposed policy regarding use of employee's photographs. Mr. Kutny explained that the purpose of the policy is to encourage and assist the Library's employee in posting and providing employee photographs, whether on the Library's internet, intranet directory, social media or other outside source. The policy also is to protect and ensure employee privacy and appropriate use of employee photographs.

On a motion by Charles Bowman and seconded by Ed Williams the Board unanimously approved the new Library policy titled, Use of Employee Photos.

Molly Griffin adjourned the meeting at 8:50.