LIBRARY BOARD OF TRUSTEES

Vote on nominee listed below, nominated at the May 21, 2019 meeting.

One (1) appointment for a four-year term expiring June 30, 2023.

See attached recommendation from the Board's Ad Hoc Committee.

Nominee	Round 1	Round 2	Round 3	Round 4
Melissa McGuire District 5 (White)				

Current Membership Demographics: District 1 (1) - District 2 (1) – District 3 (0) – District 4 (2) – District 5 (4) – District 6 (1)

White (4) – Black (4) - Latina (1) – Asian (1)

Female (4) – Male (6)

Charlotte Mecklenburg Library
Board of Trustees

Ad-Hoc Committee Recommendation

MECKLENBURG COUNTY
Board of County Commissioners

MEMORANDUM

To: Board of County Commissioners

From: Commissioner Mark Jerrell, Ad Hoc Appointment Committee Chair

Date: June 17, 2019

Subject: Report of the Library Board of Trustees Ad Hoc Appointment Committee

On Monday, June 17, 2019, the Library Board of Trustees Ad Hoc Appointment Committee interviewed one candidate for appointment consideration for one vacant seat on the Library Board of Trustees. The Committee was comprised of myself and Commissioners Vilma D. Leake, Elaine Powell, and Susan B. Harden.

The Committee interviewed the following candidate who was nominated at the May 21, 2019 meeting of the Board of County Commissioners: Melissa McGuire.

After interviewing the candidate, the committee unanimously recommends to the full Board to request additional applicants for the vacant seat.

The Board is scheduled to make an appointment to the Library Board of Trustees at the June 18, 2019 Board of County Commissioners meeting.

Charlotte Mecklenburg Library
Board of Trustees

Nominee

Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** LIBRARY BOARD OF TRUSTEES
- **Name:** Melissa McGuire
- **Home address:** 1524 Queens Road West
- **City:** Charlotte
- **Zip code:** 28207
- **Home Phone**: 704-968-8310
- **Work Phone:** 704-350-3333
- **Email:** mmcguire@sherpallc.com
- **Occupation:** Business Owner, Talent Acquisition
- **Place of employment:** Sherpa
- **Race:** White
- **Sex:** Female
- **Age:** 61
- **Hours per month available for position:** 20
- **County advisory board currently serving on:** None
- **Expiration date:** N/A
- **Education:** BSBA in Accounting from the University of Iowa
- **How did you learn of this vacancy?** Other
- **If you selected Other, please explain:** Board Member
- **Business and civic experience:**
  - Sherpa LLC--Owner and Managing Director, 2001-present
  - Robert Half International—Various Positions, 1987-2001
  - Arthur Andersen & Co.—Audit Senior, 1984-1987
  - Deloitte (formerly Touche Ross & Co.)—1981-1984

  Civic and Professional Involvement:

  - Foundation for the Carolinas, Charlotte Mecklenburg Community Foundation—Immediate Past Chair 2018-2019, Trustee since 2013. Previously Chair 2016-2017 and Member of the Child and Youth Committee 2013-2015
  - Center City Partners—Treasurer and Executive Committee Member since July 2014 and Board member since July 2013
  - International Women's Forum—member since 2015
  - Charlotte Regional Business Alliance Foundation (formerly Charlotte Chamber)—Board Member 2019
  - Federal Reserve Industry Round Table, Charlotte Region—Member since 2011
  - Johnson & Wales Epicurean Society Member, Co-Chair 2013-2018

• Charlotte Regional Business Alliance (formerly Charlotte Chamber)—Executive Committee member 2017-2018 and 2010-2012. Board of Directors Member 2014 through 2016. Co-chair of the 2010 and 2011 revenue campaign. Board of Advisors Member.

• North Carolina Association of Certified Public Accountants (NCACPA)—Long-time member. Past president of the Charlotte Chapter

• Women Executives—Member since 2004. Past president, past co-chair of programs and networking

• WFAE—Board of Directors—2011-2016. Served on executive, governance, audit, strategic planning, search and relocation committees

• Cultural Life Task Force—2014 appointment to study cultural section funding model

• McColl School of Business at Queens University—Executive MBA business plan competition judge for several years. Previous chair of the Entrepreneurial Leadership Circle

• Susan G. Komen for a Cure, Charlotte Affiliate—Founding board member, Honorary Chair 2018, volunteer

• Leadership Charlotte Alumna—Class 30

- **Areas of expertise and interests/skills:**

Please note that we are planning to move May 14, but will likely remain in district 5.

Talent acquisition experience helps me understand workplace readiness issues in our community.

Business ownership experience has provided with a wide range of learning.

Accounting education and experience helps me understand financial statements, budgets and fiscal issues.

Civic/board involvement has helped me understand the communities' needs, aspirations and assets, as well as helped me grow as a leader.

I'm interested in improving the community and individuals in it.

- **Am I a current vendor with Mecklenburg County?** No
- **County Commission District:** 5
- **I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that the information contained in this application is true and correct according to the best of my knowledge and belief. I understand that this application is subject to the N.C. Public Records Law (NCGS 132-1) and may be released upon request.** I agree
- **Signature of applicant:** Melissa McGuire
- **Date:** 4/16/2019

CHARLOTTE MECKLENBURG
LIBRARY

April 23, 2019

Mr. George Dunlap
Chairman
Mecklenburg County Board of County Commissioners
600 East 4th Street, 11th Floor
Charlotte, NC 28202-2835

Dear Chairman Dunlap:

We're writing to review upcoming appointment activity for the Charlotte Mecklenburg Library Board of Trustees in preparation for actions by the Board of County Commissioners at meetings next month.

As a reminder, Charlotte Mecklenburg Library operates under the guidance of a volunteer Board of Trustees whose members give generously of their time, talent and treasure to support the Library's mission. Trustees do not receive compensation for serving on the Board. Trustees hire, direct and advise the Library CEO, approve organizational policies and an annual budget, and serve as advocates and ambassadors for the organization across the community. Our trustees are asked to support the organization financially with donations to our Library Foundation, subject to their individual financial circumstances.

Reappointment of Current Trustees

One Library Trustee will complete an unexpired term at June 30, 2019:

- Allen Arreaza

Ms. Arreaza has served the Library Board with distinction since her arrival in 2017. She brings the valuable voice of "library parent" to the board, informed by her own experiences and those of her family. Her professional responsibilities as leader of a parent advocacy non-profit organization also help her to contribute to important discussions about library programming for children and their families. Ms. Arreaza has agreed to serve an initial full four-year term expiring at the conclusion of FY 2023 if reappointed.

Departing and Retiring Trustees

At June 30, 2019 the Library Board will say good-bye to a board leader who has contributed greatly over her two four-year terms:

- Molly Griffin

Ms. Griffin is completing her second full four-year term on the Library Board of Trustees this June. During her time on the Board, she served as Chair for two years and also as Nominating Chair. Ms. Griffin has served as an important voice and advocate for public education during her service on the Library board. Her wise counsel will be missed in our Board's strategic conversations.

Considerations for Recruitment of New Library Trustees

The Library CEO, Board of Trustees Chair, and Nominating Committee Chair annually review the Board's composition with an eye on five things --- (1) depth and breadth of engagement; (2) skills, knowledge and experiences; (3) leadership potential; (4) diversity of all types; and (5) strategic priorities, to ensure that the Library's governing body has the capacity and capabilities to guide the organization. Recruiting priorities are determined based on unmet needs.

As we went through this process in 2019 the following trustee recruiting priorities were established:

- Board leadership --- The Library Board needs "bench strength" for the board chair position. Additional trustee capacity, knowledge, experience, and ability to commit time to leadership duties would enhance the Board's sustained ability to govern.

- Accounting and Finance --- The Library Board currently lacks a trustee with significant accounting and finance experience who can work with the Chief Capacity Officer on financial planning and reporting.

- Digital marketing --- Telling the Library story and reaching users and non-users with information to build usage remains one of the Library's biggest challenges. Board-level expertise would be helpful.

- Data analytics and customer relationship management --- Data gathering and analytics processes at the Library can be improved and would benefit from trustee involvement. The Library is lacking an effective customer relationship management tool to help serve library users. Candidates with CRM experience would be attractive to the organization.

- Corporate sector leadership --- The Library Board currently has two trustees from the corporate sector. Over time the Nominating Committee would like to broaden participation by the corporate sector to three of the eleven trustee slots.

- Commercial construction/real estate/capital project expertise --- The Library is in the midst of several funded and unfunded projects that would serve to extend and improve its delivery system. More experience at the Board level in commercial project development and distribution system optimization would be helpful to staff efforts.

New Library Trustee Recommendation

On behalf of the Library Board, and based on the organization's identified volunteer leadership needs, we recommend the following local leader for appointment to the Board effective July 2019:

- Melissa McGuire

Ms. McGuire is the founder and owner of Sherpa, a staffing, recruiting and consulting firm headquartered in Charlotte. Sherpa specializes in accounting, finance, human resources, executive administration, marketing, information technology and project management.

Prior to forming Sherpa, Ms. McGuire spent 14 years with an international recruiting and staffing company. Previous to that, Ms. McGuire worked for Arthur Anderson in Charlotte and Deloitte in Minneapolis. She graduated with a BBA in Accounting from the University of Iowa with honors.

Ms. McGuire's knowledge and experience in accounting and staffing could be most useful to the Library in our financial activities and in our efforts to attract the best possible talent to the Library. The latter of these needs is becoming increasingly acute.

Ms. McGuire has been heavily engaged in our community. Among many other civic activities she has:

- Chaired the Charlotte Mecklenburg Community Foundation
- Served as Treasurer of the Board of Charlotte Center City Partners
- Served on the Executive Committee of the Charlotte Chamber (now Charlotte Regional Business Alliance)
- Chaired the Board of WFAE
- Chaired the Entrepreneurial Leadership Circle at the McColl School of Business at Queens University
- Helped found the Susan G. Komen for a Cure, Charlotte affiliate

Under her leadership Sherpa has been recognized as Best/Top Places to Work by both the Charlotte Observer and Charlotte Business Journal.

Ms. McGuire has agreed to serve on the Library Board of Trustees if appointed.

On a board of only eleven all of our trustees are counted on to provide the necessary stewardship for a largely publicly funded enterprise serving the needs of the entire county. Ms. McGuire would bring specific skills and experiences that address targeted gaps and complement our returning Board. We believe she would be a terrific Library trustee.

We recommend that Melissa McGuire fill Molly Griffin's expiring four-year term. Her initial four-year term would expire June of 2023, after which she would be eligible for a second four-year term ending 2027.

<u>Board Mix</u>

As a very public institution serving all of Mecklenburg County, we take seriously the responsibility of reflecting and including our community. The addition of Ms. McGuire would maintain the demographic mix of our Board of Trustees at its current level.

	Current Board	New Board
Male	6	6
Female	5	5
African American	4	4
Asian American	1	1
Latino	1	1
White	5	5

Final Thoughts

Under the leadership of our Board of Trustees and with the support of Mecklenburg County the Library is focusing its efforts on four important Strategic Business Plan goals:

- Increase access to resources, knowledge, and services to broaden economic opportunity
- Improve educational outcomes
- Establish the Library as *Public Commons*
- Increase organizational capacity, excellence and sustainability

The Library Board of Trustees is one of this organization's most valuable assets and a regular contributor to each of these goals. On behalf of the Library organization and its Board of Trustees, we recommend the names above for reappointment and appointment and ask for your support and the support of the BOCC.

Many thanks for your consideration.

Sincerely,

Robert E. Harrington
Chair
Charlotte Mecklenburg Library Board of Trustees

Jennifer O. Appleby
Chair, Nominating Committee
Charlotte Mecklenburg Library Board of Trustees

Lenoir C. Keesler, Jr.
Chief Executive Officer
Charlotte Mecklenburg Library

cc: Members, Board of County Commissioners
Dena Diorio, Mecklenburg County Manager
Derrick Ramos, Mecklenburg County Assistant County Manager/Chief of Staff
Leslie Johnson, Assistant County Manager
Janice Paige, Clerk to the Board of County Commissioners
Members, Library Board of Trustees

(Report 14)

Mecklenburg County

Advisory Boards, Committees and Commissions

Board Appointments Due

Renewals From 6/1/2019 To 6/30/2019

LIBRARY BOARD OF TRUSTEES

Number of BOCC Members: 10 **Term Length in Years: 4**

Purpose

The Library Board of Trustees was created by the North Carolina General Assembly and has full control and supervision of the Public Library System. It employs the staff and makes the rules governing the library. The Library Board of Trustees is an eleven member board with ten members appointed by the Board of County Commissioners and one by the Charlotte-Mecklenburg Board of Education.

Qualifications

Appointments are made for four-year terms with no one serving more than two consecutive full terms. Must be a resident of Mecklenburg County.

Special Notes

APPOINTMENT NEEDED FOR:

One (1) four-year term expiring June 30, 2023.

There is one (1) nominee, nominated May 21, meeting.

See attached Letter of Recommendation.

1 Appointment(s) For 4 Year Term:

Name	Qualifications	Appointed:	Expires	Eligibility
Griffin, Molly	(BOCC)	1/20/2010	06/30/2019	Not eligible for Reappointment

LIBRARY BOARD OF TRUSTEES Applicants:

Name	BOCC Dist	Qualifications	Race/Sex
McGuire, Melissa	5	(BOCC)	W / F
Wendorff, Liliana	5	(BOCC)	H / F
Williams, Shalinda	6	(BOCC)	B / F

LIBRARY BOARD OF TRUSTEES Members:

Name (* = Chairman)	BOCC Dist	Qualifications	Race/Sex	Appointed	Expires	Elig Code	Expired Position
Appleby, Jennifer	5	(BOCC)	W / F	11/7/2012	6/30/2021	NE	
Arreaza, Ailen	4	(BOCC)	L / F	12/20/2016	6/30/2023	EL	
Griffin, Molly	5	(BOCC)	W / F	1/20/2010	6/30/2019	NE	<==
Helweg, Joe	Unknown	(BOE)	W / M	3/14/2017	6/30/2020	EL	
Kelley, Gloria	5	(BOCC)	B / F	9/7/2011	6/30/2021	NE	
McIntyre, Ellen	5	(BOCC)	W / F	12/15/2015	6/30/2020	EL	

(Report 14)

Mecklenburg County

Advisory Boards, Committees and Commissions

Board Appointments Due

Renewals From 6/1/2019 To 6/30/2019

LIBRARY BOARD OF TRUSTEES Members:

Name (* = Chairman)	BOCC Dist	Qualifications	Race/Sex	Appointed	Expires	Elig Code	Expired Position
Neal, Brandon	5	(BOCC)	B / M	12/31/2016	6/30/2021	EL	
Thomas, Charles	2	(BOCC)	B / M	11/5/2014	6/30/2021	EL	
Williams, Ed	4	(BOCC)	W / M	5/3/2011	6/30/2021	NE	
Yi, Hyong	1	(BOCC)	A / M	12/31/2015	6/30/2020	EL	
*Harrington, Robert	6	(BOCC)	B / M	11/7/2012	6/30/2021	NE	