

**DRAFT SUMMARY MINUTES OF A WORK SESSION  
OF THE CHAPEL HILL TOWN COUNCIL  
CHAPEL HILL PUBLIC LIBRARY  
WEDNESDAY, JUNE 5, 2013 AT 6:00 P.M.**

**Council Members Present:** Mayor Mark Kleinschmidt, Mayor pro tem Ed Harrison, Council Member Donna Bell, Council Member Matt Czajkowski, Council Member Laurin Easthom, Council Member Sally Greene, Council Member Gene Pease, Council Member Lee Storrow, and Council Member Jim Ward.

**Council Member Absent:** none

**Others present:** Town Manager Roger Stancil, Deputy Town Manager Florentine Miller, Town Attorney Ralph Karpinos, Budget Manager Matthew Brinkley, Business Management Director Ken Pennoyer, Assistant to the Town Manager Jason Damweber, Business Management Assistant Director Jeanne Tate, Interim Library Director Mark Bayles, Manager's Intern Ben Chambers, Manager's Intern Sarah Hazel, Mayoral Aide Mark McCurry, Library Director Susan Brown, Assistant Library Director Meeghan Rosen, and Communication and Public Affairs Director and Town Clerk Sabrina Oliver.

**AGENDA ITEMS**

Item 1: Approve Agenda

Mayor Mark Kleinschmidt called the meeting to order at 6:05 p.m.

Item 2: Continued Budget Discussion

Town Manager Roger Stancil introduced Library Director Susan Brown, describing her as an excellent leader who was still assessing the operational requirements of the larger building and would return next budget season with a longer-term plan.

Council members began with a discussion on Library operations and funding, prompted by recent questions about staffing needs, hours of operation, and service expectations in the expanded facility. Ms. Brown summarized what had changed since the library reopened: the building is now twice its former size with double the number of service points, yet staffing levels have remained the same. She explained that previous reductions in operating hours were necessary to stabilize staffing demands and that restoring hours requires additional personnel. She noted that increased space has led to increased levels of programming, community outreach expectations, and general activity.

Council members asked questions about self-checkout efficiency, volunteer support, and use of meeting rooms. Council Member Ward raised the question of whether meeting room operations should be coordinated with Parks and Recreation. Mr. Stancil stated that interdepartmental discussions were already occurring and that the Town had never before had a meeting space of this size and flexibility.

Council Members discussed library attendance patterns and the cost of operating hours, including the prior estimate of \$25,000 per additional hour per week. Council Member Czajkowski asked whether low-use hours could be shifted rather than fully restored. Ms. Brown responded that circulation alone does not capture building use and that the library intends to strengthen outreach, particularly to the 18–28 age group, while also building partnerships with the County. Council Member Greene emphasized that restoring hours is essential for community engagement and for supporting the new director’s ability to expand services.

Council members expressed differing views on how many hours to fund. Mr. Stancil indicated that the additional \$64,000 in County funding combined with increased Town valuation could support just over 64 hours if directed to the library. He committed to returning with options that illustrate the impacts of operating at 58, 64, or 68 hours per week.

Mr. Stancil then presented options for addressing the remaining \$101,000 funding gap needed to return the library to 68 hours, noting that the gap must be resolved alongside other priorities: employee compensation and Classification & Compensation implementation, a potential social-media/communications position to support two-way public engagement, and youth-focused initiatives. Options included: reducing the across-the-board pay increase to 1.5%; adjusting the debt-management tax rate and shifting funds to the General Fund; increasing use of fund balance; reducing pay-as-you-go capital funds; deferring technology pool enhancements; or implementing departmental priority cuts. Roger Stancil recommended Option 2, shifting a portion of the debt-service tax to the General Fund to generate approximately \$109,350.

Council discussion reflected mixed perspectives. Council members generally supported restoring the library to approximately 64 hours per week, viewing it as a workable level that balanced community expectations with available resources. There was agreement that additional County revenue and vehicle tax proceeds could support this level of service, and several members emphasized the importance of giving the new Library Director the operational flexibility needed to succeed without micromanaging individual hour allocations. Council members raised concerns about committing to the full 68-hour schedule without clearer long-term data on utilization, staffing requirements, and the sustainability of increased operating costs. Council members expressed interest in reserving \$80,000 for further evaluation later in the year, allowing the Manager to return in the fall with recommendations on how best to deploy those funds in the context of library operations and other emerging needs.

Council members also reviewed options for closing the remaining gap in library funding and considered the Manager’s recommended strategy of shifting a portion of the debt-service tax to the General Fund. Opinions were mixed, with some members cautious about modifying the debt-service structure and others more comfortable with doing so to avoid reductions in compensation or program funding. Despite differing views, the Council coalesced around prioritizing core services and ensuring that any adjustments aligned with long-term fiscal stability.

Council members demonstrated broad support for the proposed 2% pay increase, emphasizing the importance of maintaining a competitive, fair compensation system, sustaining morale, and acknowledging rising living costs. While some noted the tax implications for residents, the

prevailing sentiment was that supporting the Town's workforce was an essential part of delivering high-quality public services.

Before closing, Council members briefly addressed additional budget topics, including homelessness funding requests, the need for improved notice regarding service changes such as bus-route adjustments, and upcoming youth-engagement initiatives. Based on the discussion, a clear consensus emerged among Council members to support funding 64 library hours per week and reserving \$80,000 for future recommendation.

The meeting adjourned at 8:00 p.m.

**Brittney Hunt**  
**Town Clerk**