

AGENDA

Charleston County Public Library

Board of Trustees Meeting

April 26, 2016

5:15pm

#	TOPIC	WHO	PROPOSED ACTION	FOLLOW-UP
1	Welcome	Janet Segal		
2	Public Comment			
3	Board Comment			
4	Freedom of Information Report	Susan Parsons		
5	Deletions and/or Additions to Agenda			
6	Approval of Minutes from March 22, 2016			
7	Capital Plan Update			
8	Friends of the Library Update	Brittany Mathis		
9	Library Reports: A. Director's Report B. Financial Report			
10	Begin Annual Policy Review			
11	Discussion of Executive Director Search Process			
12	Adjournment			

All items on the agenda will be discussed and possible action taken.

This Board meeting will be held at the Main Library
68 Calhoun Street, Charleston, SC 29401

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
March 22, 2016

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, March 22, 2016, at 5:15p.m. at the Mt. Pleasant Regional Library in Mt. Pleasant.

Board members present were Ms. Segal, Ms. Reider, Ms. Strunk, Ms. Hollinshead, Mr. Clem, Ms. Manigault, Mr. Brack, Mr. Fava, Mr. Norris, and Mr. Strother. Mr. McKellar was unable to attend. Staff members present were Darlene Jackson, Perry Litchfield, Nancy Sullivan and Susan Parsons. Ms. Brittany Mathis, representing the Friends of the Library, was also in attendance, as were Karen Miller, JoBeth Bradbury and Dan Bradbury, representing Bradbury Associates/Gossage Sager Associates.

Ms. Segal called the meeting to order and stated that the media had been informed of the meeting and its agenda.

Public Comment

Ms. Segal welcomed everyone including our guests from Bradbury Associates/Gossage Sager Associates.

Ms. Segal asked whether there was any public comment. There was none.

Board Comment

Ms. Segal asked whether there was any Board comment.

Ms. Hollinshead congratulated Ms. Andria Amaral, Young Adult Librarian for being named a "Library Mover and Shaker."

Deletions or Additions to Agenda

Ms. Segal asked whether there were any deletions or additions to the minutes. There were none.

Minutes of Previous Meeting

The minutes of the February 23, 2016 meeting were reviewed and approved as written.

Capital Plan Update

Ms. Sullivan reported that there have only been minor changes so there is not much to report. She added that she and Ms. Janette Alexander were in meetings all day interviewing three short listed architectural firms. They will be ranked and sent on to County Council for the final decision.

Friends of the Library

Ms. Mathis reported that on Tuesday, April 12th, Bay Street Biergarten will be hosting the Friends of the Library Books for Beer event. She added that there has been a lot of good publicity for this event.

Ms. Mathis noted that if you donate a gently used book at the event you get one free beer. She noted that children will receive a free root beer. There will also be a silent auction and the Friends are still looking for items, so if you have any anything to donate, please let Ms. Mathis know.

Ms. Mathis reported that will be having "pop up" book sales at various library branches during the month of April. This will be great exposure for the Friends.

Ms. Mathis stated that the Otranto Book Sale grossed over \$7,600, which is more than \$3,000 higher than last year. She added that the next book sale will be from June 17 through 19 at the Main Library on Calhoun Street.

Ms. Mathis said that the College of Charleston Center for Civic Engagement is holding a book drive for the Friends in the month of April.

Ms. Segal stated that she received a call from the Friends Board Chair to discuss a purely social event for the Friends and Library boards. She added that a back yard type casual event is being considered.

Director's Report

Ms. Jackson noted that she is filling in for Ms. Bledsoe who is on vacation.

Ms. Jackson thanked Mr. Norris for the program he held at the Main Library for third graders from Memminger Elementary School. It was about the Peace

Corps.

Mr. Norris responded that he was a Peace Corps Volunteer in Bolivia for three and a half years and it was coordinated through the Worldwide Schools program. He added that the program at the Main Library with the Memminger students generated the most questions that he has ever gotten while hosting a program. It was a wonderful group of kids.

Budget Report

Mr. Litchfield noted that the County Budget office indicated that they would restore the line items in our budget that we requested. He noted that this was due to the letter that was written to the County per the Library Board's request.

Mr. Litchfield stated that the Library system will not be over budget this year.

Ms. Segal thanked Mr. Litchfield for the letter to the County regarding the line items that have been restored, noting that it was such a good letter.

Employee of the Quarter

Ms. Jackson announced that Ms. Carol Hull, a Librarian at the Dorchester Road Regional Library, was named the library's Employee of the Quarter for her dedication to improve the branch's service to the local Hispanic community.

Ms. Jackson stated that Ms. Hull started with the library as a substitute, eventually becoming a library assistant in 2008, while she earned her Masters in Library Science Degree from the University of South Carolina in 2011. She became a Librarian I at the Dorchester Road branch in 2014 and dedicated herself to developing innovative programming and improving materials for the Spanish speaking community.

Ms. Jackson noted that Ms. Hull learned to speak Spanish so that she could communicate with and better understand the needs of the Hispanic community. Since starting at the Dorchester Regional Library, Ms. Hull has created weekly English Clubs for adults, developed monthly bilingual storytimes, created immigration clinics, organized outreach opportunities to promote library card sign up and applied for grants to expand the branch's Spanish language materials.

As part of Ms. Hull's efforts she worked to build new relationships with leaders in the Hispanic community and helped make Hispanic patrons feel more welcomed. Additionally, Ms. Hull headed up a year-long project for ILEAD USA last year to purchase materials for a Makerspace technology kit, called MaKit Work,

which is held by the State Library and can be borrowed by libraries in the state.

Ms. Jackson noted that Ms. Hull volunteers with the Trident Literacy Association's Adult Basic Education program weekly and works part-time designing online training for Kixal LLC, which designs classes for DigitalLearning.org.

Ms. Jackson praised Ms. Hull for her can-do attitude to take on responsibilities and ensure area residents are provided excellent customer service.

Ms. Segal presented Ms. Hull with a framed photo of herself with her favorite book and congratulated her on a job well done.

Advocacy Award

Ms. Jackson announced that Ms. Andria Amaral, Young Adult Services Librarian, and the first Young Adult Librarian in the state, has been named to Library Journal Magazine's list of Movers and Shakers. She added that only fifty-four individuals in the nation were recognized this year for being committed to providing excellent service to shape the future of libraries.

Ms. Jackson stated that the magazine noted Ms. Amaral's commitment to the profession and her advocacy for young adults. Specifically, she was praised for her response to a local school's challenge of the book *Some Girls Are*, along with her work on the annual YALLFest event that attracts young adult authors and teen readers nationwide.

Ms. Jackson reported that this year's winners were featured in the March 15 issue of the magazine, and they will be honored during a reception at the American Library Association conference this summer in Orlando.

Ms. Amaral said that she is honored and humbled to be in such good company.

Discussion of Search Process

Ms. Jackson introduced Karen Miller, JoBeth Bradbury and Dan Bradbury, of Bradbury Associates/Gossage Sager Associates to those in attendance who did not know them.

Mr. Bradbury thanked the Board for the opportunity to come to Charleston again and introduced himself, as did Ms. Bradbury and Ms. Miller.

Mr. Bradbury stated that they are here to help the Trustees find the next Executive Director for the library system.

Mr. Bradbury noted that he has been in this business for thirteen years and previously was the Kansas City Public Library Director before retiring from there.

Ms. Bradbury stated that she worked with the North Kansas City Public Library for thirty years. She retired as the Director of that library system, noting that with gaming revenues, service quadrupled.

Ms. Bradbury stated that she is married to Mr. Dan Bradbury and they do between twelve and fifteen searches per year.

Ms. Miller said that she was a career librarian in Ohio, working there almost twenty-five years. She noted that she was the Director of small libraries in the state of Ohio, as well as other places.

Mr. Bradbury asked that the Board of Trustees each introduce themselves so that the firm can know who you are. The Trustees each stated their names, how long they were on the Board, and what they do for a living.

Mr. Bradbury noted that it is custom for the firm to work with a search committee – to work for them – and typically they pass three final candidates on to the full Board. He added that the committee works very hard with candidates.

Mr. Fava asked whether Mr. Bradbury had a recommendation on who the committee should consist of. Mr. Bradbury responded that since there are eleven Board members, frequently the size of the committee would consist of five to seven members. He added that a disadvantage of the whole Board not being on the committee is that those not participating sometimes forget what is going on.

Mr. Bradbury noted that Board involvement is key and critical.

Mr. Clem stated that his feeling is to default toward the committee as a whole. Mr. Brack said that he thought the committee should consist of five people and anyone who wants to attend any of the meetings is welcome to attend. He added that managing ten people is a big task, but added that the fundamental job of the Board is to hire, evaluate and fire the Executive Director.

Ms. Reider asked Mr. Bradbury whether the firm has involved other people in the library system in the hiring process. Mr. Bradbury responded that the Friends, library staff, community members, and council members have all been involved. They will all have an opportunity to provide input, but they need not be on the committee.

Mr. Strother noted that he thinks the Board should be a committee as a whole for transparency, but those that have to step away should do so.

Mr. Clem agreed that one of the principle responsibilities of the Board is to hire the Executive Director, but he added that he would like Trustees to state whether or not they can commit to the process.

Mr. Fava stated that if less than the entire Board is on the committee, we need to make sure that three or so members have longer terms left on the Board.

Ms. Segal said that the Board should listen to the process that Mr. Bradbury and his associates present, and then make up their minds at the end. The other Trustees agreed.

There was discussion about solidifying dates at this meeting.

The ads to recruit a candidate pool will be posted from April 9 through May 29, 2016. Applications will close on May 29, 2016, and all candidate documents will be sent to the Search Committee on May 30, 2016.

Mr. Bradbury noted that all pre-screening interviews by the consultants will be completed by June 1, 2016.

It was agreed that all of the dates the firm presented were good with the exception of the following dates. The meeting of the Search Committee to present the pool of candidates and select six to eight semifinalists was changed from June 10 to June 8. The semi-final interviews on site or via Skype with the Search Committee, and the consultants will be present in Charleston then. These dates were changed from June 22 and 23 to June 21 and 22. The final interviews on site, with the consultants present were changed from July 7 and 8 to July 6 and 7.

Mr. Bradbury stated that reference reports will be given to the Board of Trustees on July 5, 2016.

Mr. Bradbury reported that negotiations will be completed with a new Executive Director by July 14, 2016, and the start date of the Director is still to be determined. He added that this will depend on how long it will take the new Director to move to Charleston.

Mr. Bradbury spoke at length in regard to what the consulting firm will do to make sure the Charleston County Library System get the right Executive Director. The questionnaire and phone interviews will be tailored to the library system.

Mr. Fava asked the consultants about the Director's potential salary. Ms. Miller noted that it will be included in the search advertisement.

Mr. Fava asked whether we can be competitive. Mr. Bradbury noted that it would be helpful to nudge above the midpoint range of the salary that has already been agreed upon.

Mr. Norris asked whether the consulting firm could make a salary study available. He also asked whether a list of salaries for comparable County jobs could be done as well. Mr. Bradbury said yes, they could have the salary study done, but the County would have to make their job salaries available to the Board.

A discussion ensued then regarding County salaries and the need to increase the salary of the Library Executive Director.

Ms. Bradbury then discussed in detail what the firm will do once the application processed is closed, and she noted all of the information and documents that will be sent to the Trustees.

Ms. Bradbury noted that the end goal is to find three to four candidate finalists to come to Charleston. She noted that the firm will be here as well and this will take place over the two days, July 6 and 7, which were decided on earlier in the meeting. Everything should be wrapped up by July 14, and probably as early as mid-August, a new Executive Director should start work.

Mr. Fava asked whether once a new Director is placed, do they ask for and get a contract. Mr. Bradbury responded that some do, but generally they are "at will" employment. He added that the firm encourages Boards not to offer a contract unless someone insists.

Mr. Bradbury noted that the firm also recommends that a final offer be contingent upon a background check.

There was a discussion regarding how much sick and annual leave should be offered to a new Director.

Mr. Brack noted that he thought there should be five core members of the Trustees on the Search Committee.

Mr. Brack, Ms. Segal, Mr. Strother, Ms. Strunk and Mr. Clem all agreed to be the core Committee and agreed to meet with the consulting firm the evening of June 8, 2016, to select six to eight semi-finalists.

Mr. Brack added that although the previously named people will be the Core Committee, anyone is welcome to attend.

Mr. Bradbury discussed the qualifications that will be in the advertisement for the Director search. He suggested a few changes, and Ms. Bradbury added that if you look at the firm's website you can see searches that are currently going on, and that may help with your final job description.

Mr. Bradbury noted that the Search Committee will have to post and announce meetings to the public, although they can be posted as and done in Executive Session.

Mr. Brack stated that the Board needs to keep all applicants confidential until the final three so that library staff do not hear rumors.

A discussion ensued regarding the final candidates meeting with staff and the community as well as the Trustees, although the Trustees will ultimately hire

the new Executive Director.

Ms. Segal adjourned the meeting at 7:25p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Maya Hollinshead". The signature is written in a cursive style with a horizontal line through the middle of the letters.

Maya Hollinshead, Secretary

DRAFT

Director's Report

April 2016

On March 31st, Main Library Reference Staff Member Steven Schwengel was working at a reference desk computer when a patron picked up a large book and, without forewarning or any prior conversation, walked straight over to Steven and violently struck him on the side of the head with the book. Luckily, Steven was okay, but this easily could have resulted in a serious injury. The patron has been arrested and a court date is scheduled for May 10th.

Darlene Jackson arranged a program with the City of Charleston Police department about situational awareness, and we are pursuing having the program offered again in three different areas of the county.

The Charleston County Council Finance Committee will consider approval of negotiations with the owner of a site for the Administrative/Support Services building at their April 21st meeting. County and library staff feel that this building meets our needs and is in a good location. If approved, this will move to the full Council for a vote.

We are working with the County again this year to hire students through their Summer Youth Employment Program. The County handles recruitment, selection and pays for students, which we then place in library locations system-wide. It's a first job for most of the students and a big help to us during the busy summer months. Many summer workers have transitioned from this program into library page positions, and it is a program that works well for everyone. The first CCPL work day is June 13th and the last library work day is July 20th.

I want to thank Darlene Jackson for stepping in to fill both the Acting Executive Director job and her own job while I was on vacation. She handled many challenges smoothly during that time period.

MARCH 2016

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	265,389	290,928	-8.78
BOOKMOBILE	16,003	19,203	-16.66
CRM	79,031	93,224	-15.22
DART	40,718	50,494	-19.36
JAMES ISLAND	134,023	144,649	-7.35
WEST ASHLEY	100,118	120,590	-16.98
VILLAGE	27,878	28,219	-1.21
MT PLEASANT	468,787	488,736	-4.08
ST ANDREWS	293,632	330,307	-11.10
DORCHESTER RD	105,976	133,678	-20.72
OTRANTO RD	134,647	154,062	-12.60
JOHN'S ISLAND	128,609	146,606	-12.28
POE	13,616	21,280	-36.02
EDISTO	8,996	9,592	-6.21
FOLLY	14,966	17,040	-12.17
ST PAULS	16,104	17,615	-8.58
MCLELLANVILLE	7,342	10,066	-27.06
Total Downloads	432,730	305,759	41.53
TOTALS	2,288,565	2,382,048	-3.92

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	208,204	266,265	-21.81
BOOKMOBILE	6,333	6,615	-4.26
CRM	107,884	106,051	1.73
DART	54,604	57,449	-4.95
JAMES ISLAND	82,621	84,315	-2.01
WEST ASHLEY	81,181	88,249	-8.01
VILLAGE	13,649	13,553	0.71
MT PLEASANT	189,186	194,466	-2.72
ST ANDREWS	175,286	183,744	-4.60
DORCHESTER RD	92,231	89,061	3.56
OTRANTO	114,042	115,108	-0.93
JOHNS ISLAND	89,827	96,280	-6.70
POE	7,496	10,226	-26.70
EDISTO	4,226	3,997	5.73
FOLLY	7,623	8,258	-7.69
ST PAULS	5,583	7,796	-28.39
MCLELLANVILLE	8,692	9,124	-4.73
TOTALS	1,248,668	1,340,557	-6.85

PC USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	48,299	54,200	-10.89
BOOKMOBILE	0	0	0.00
CRM	23,468	23,913	-1.86
DART	14,773	15,018	-1.63
JAMES ISLAND	10,896	11,996	-9.17
WEST ASHLEY	10,006	11,678	-14.32
VILLAGE	2,290	2,146	6.71
MT PLEASANT	22,814	24,569	-7.14
ST ANDREWS	35,463	38,638	-8.22
DORCHESTER RD	22,754	23,858	-4.63
OTRANTO RD	30,461	30,786	-1.06
JOHN'S ISLAND	20,459	20,045	2.07
POE	633	972	-34.88
EDISTO	716	1,169	-38.75
FOLLY	1,151	1,363	-15.55
ST PAULS	2,197	2,710	-18.93
MCLELLANVILLE	1,629	1,768	-7.86
<i>Wifi USE</i>	<i>187,044</i>	<i>174,045</i>	<i>7.47</i>
TOTALS	435,053	438,874	-0.87

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	59	52	13.46
BOOKMOBILE	0	1	-100.00
CRM	5	10	-50.00
DART	1	0	100.00
JAMES ISLAND	2	2	0.00
WEST ASHLEY	6	7	-14.29
VILLAGE	3	1	200.00
MT PLEASANT	68	38	78.95
ST ANDREWS	11	11	0.00
DORCHESTER RD	48	49	-2.04
OTRANTO RD	46	55	-16.36
JOHN'S ISLAND	3	3	0.00
POE	0	1	-100.00
EDISTO	1	4	-0.01
FOLLY	0	0	0.00
ST PAULS	0	2	-100.00
MCLELLANVILLE	0	1	-100.00
TOTALS	253	237	6.75

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	112,863	136,288	-17.19
BOOKMOBILE	735	1,637	-55.10
CRM	16,612	28,022	-40.72
DART	13,300	12,451	6.82
JAMES ISLAND	19,285	21,112	-8.65
WEST ASHLEY	23,974	22,782	5.23
VILLAGE	1,295	981	32.01
MT PLEASANT	52,687	59,044	-10.77
ST ANDREWS	66,123	51,157	29.26
DORCHESTER RD	31,228	22,432	39.21
OTRANTO RD	29,097	25,361	14.73
JOHN'S ISLAND	34,507	37,647	-8.34
POE	818	1,048	-21.95
EDISTO	550	195	182.05
FOLLY	3,367	3,898	-13.62
ST PAULS	2,306	1,258	83.31
MCLELLANVILLE	4,410	5,024	-12.22
TOTALS	413,157	430,337	-3.99

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	7,660	7,674	-0.18
BOOKMOBILE	346	460	-24.78
CRM	1,726	1,716	0.58
DART	999	919	8.71
JAMES ISLAND	3,643	3,347	8.84
WEST ASHLEY	3,127	3,221	-2.92
VILLAGE	822	785	4.71
MT PLEASANT	10,497	9,939	5.61
ST ANDREWS	4,959	5,383	-7.88
DORCHESTER RD	2,414	2,570	-6.07
OTRANTO RD	2,657	2,615	1.61
JOHN'S ISLAND	3,304	3,127	5.66
POE	577	634	-8.99
EDISTO	121	116	4.31
FOLLY	396	388	2.06
ST PAULS	408	440	-7.27
MCLELLANVILLE	251	225	11.56
TOTALS	43,907	43,559	0.80

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	1,098	1,066	3.00
ATTENDANCE	38,384	39,765	-3.47
BKMOBILE/OUTREACH			
NO OF PROG	17	41	-58.54
ATTENDANCE	660	2,197	-69.96
CRM			
NO OF PROG	174	116	50.00
ATTENDANCE	5,115	3,309	54.58
DART			
NO OF PROG	644	654	-1.53
ATTENDANCE	13,718	15,316	-10.43
JAMES ISLAND			
NO OF PROG	215	208	3.37
ATTENDANCE	9,134	7,863	16.16
WEST ASHLEY			
NO OF PROG	150	203	-26.11
ATTENDANCE	4,207	6,111	-31.16
VILLAGE			
NO OF PROG	50	52	-3.85
ATTENDANCE	869	949	-8.43
MT PLEASANT			
NO OF PROG	448	388	15.46
ATTENDANCE	17,804	12,911	37.90
ST ANDREWS			
NO OF PROG	364	447	-18.57
ATTENDANCE	13,009	13,457	-3.33
DORCHESTER RD			
NO OF PROG	356	284	25.35
ATTENDANCE	7,740	5,342	44.89
OTRANTO RD			
NO OF PROG	364	338	7.69
ATTENDANCE	7,754	6,706	15.63
JOHN'S ISLAND			
NO OF PROG	522	644	-18.94
ATTENDANCE	11,631	14,609	-20.38
POE			
NO OF PROG	229	317	-27.76
ATTENDANCE	4,442	6,407	-30.67
EDISTO			
NO OF PROG	50	51	-1.96
ATTENDANCE	310	235	31.91
FOLLY			
NO OF PROG	97	123	-21.14
ATTENDANCE	1,956	2,849	-31.34
ST PAULS			
NO OF PROG	12	41	-70.73
ATTENDANCE	216	953	-77.33
MCLELLANVILLE			
NO OF PROG	53	58	-8.62
ATTENDANCE	2,374	909	161.17
TOTALS			
NO OF PROG	4,843	5,031	-3.74
ATTENDANCE	139,323	139,888	-0.40



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2016

<i>Through February 2016</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.23	2.49	1.68	1.20	1.16	1.44	1.24	1.62	0.73	0.75	2.10	2.01	2.76	0.86	1.86	2.08	1.83
CIRC/FTE	6,318	23,018	15,264	8,043	7,355	8,234	11,306	15,050	9,844	6,759	5,815	15,273	9,491	4,104	6,366	8,675	13,340
COST/CIRC	8.01	1.47	2.06	4.11	4.50	4.75	2.45	1.95	3.45	5.17	4.79	2.57	3.08	7.50	6.10	3.76	2.81
FTE COST/CIRC	5.22	1.27	1.81	3.66	3.88	4.08	2.16	1.67	2.81	4.33	4.07	2.35	2.70	6.82	4.84	3.51	2.23
FTES	37.000	18.125	17.125	15.000	13.000	14.000	7.875	7.75	7.25	5.375	1.375	0.875	1.5	1.625	1.875	2.875	152.625
FY15 PERSONNEL BUDGET	1,219,633	531,715	471,944	442,101	371,211	470,116	191,887	197,739	200,303	157,304	32,541	31,343	38,448	45,461	57,718	87,590	4,547,054
FY15 BRANCH BUDGET	1,872,327	612,120	539,547	496,155	429,911	547,001	218,451	230,863	245,919	187,674	38,262	34,405	43,908	50,041	72,864	93,807	5,713,255

YEAR-END FISCAL DATA

	FY2016	FY2015	%
Interlibrary Loans		3,219	
Reference Questions		559,931	
Summer Reading Participants		14339	
User Visits		1,754,008	
County Population (est. 2013)		372,803	
Total Circulation		3,118,474	
Circulation per Capita		8.36	