



Charleston County Public Library Board of Trustees Agenda
8:00a.m., February 27, 2018 | Auditorium, Main Library, Charleston

	<u>Informational</u>	<u>Action</u>
1. Welcome and Freedom of Information, 2 minutes		x
2. Trespass Notice Appeal, 5 minutes	x	
3. Public Comment, 2 minutes		x
4. Board Comment, 5 minutes	x	
5. Additions or Corrections to the Agenda, 2 minutes	x	
6. Approval of Minutes (1/20/18 & 1/23/18), 2 minutes		x
7. Friends of the Library Update, Brittany Mathis, 5 minutes	x	
8. Library Foundation of the Lowcountry, Janet Segal, 5 minutes	x	
9. Capital Plan Update, Toni Pattison and Janette Alexander, 20 minutes	x	
10. Memorial Garden Presentation, Councilman Gregorie, 10 minutes	x	
11. Ethical Conduct Policy, 2nd Reading, Nicolle Davies, 3 minutes		x
12. Library Presentation, 20 minutes	x	
a. HR/Training, <i>Rene Stepp and Jennifer Myers</i>		
13. Library Reports, 5 minutes	x	
a. Executive Director Report, <i>Nicolle Davies</i>		
b. Financial Reports		
14. Committee Reports, 5 minutes	x	
a. Nominations: <i>Steven Clem</i>		
b. Building Projects: <i>Ed Fava</i>		
c. Finance: <i>Susan Strunk</i>		
d. Bylaws & Nominations: <i>Leah Crosby</i>		
15. Adjournment		x

Board service:

- Term ends Dec. 2018: Clem, Fava
- Term ends Dec. 2020: Brack, Crosby, Nesbitt, Strother
- Term ends Dec. 2021: Collins, Gale, Jordan, Strunk
- Term ends Dec. 2022: Rankin



Board of Trustees Meeting Minutes
January 23, 2018

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, January 23, 2018 at 5:15pm in the auditorium of the Dorchester Road Regional Library, 6325 Dorchester Road, North Charleston, SC.

Board members present were Mr. Brack, Mr. Clem, Ms. Collins, Ms. Jordan, Mr. Gale, Mr. Rankin, Ms. Crosby, Ms. Nesbitt, Ms. Strunk, and Mr. Fava. Mr. Strother was absent. Staff members present were Nicolle Davies, Darlene Jackson, Jim McQueen, Toni Pattison, Perry Litchfield and Heather Kiessling. Also present was Janette Alexander of Charleston County.

Mr. Brack called the meeting to order and confirmed that the media had been informed of the meeting and its agenda according to the Freedom of Information Act.

Public Comment

There was no public comment.

Board Comment

Mr. Clem welcomed the new board members.

Additions or Corrections to the Agenda

Ms. Strunk requested an amendment to 10b to add an action item to vote on the budget. Mr. Brack added 10c to make committee appointments.

Mr. Brack invited Ms. Collins, Ms. Jordan, Mr. Gale, and Ms. Strunk to repeat the board pledge after him.

Approval of Minutes

The minutes were approved as written with Ms. Strunk abstaining.

Friends of the Library Update

Ms. Mathis said that the December book sale raised a lot of money. The Friends have five new board members. The next Friends book sale is in March at Otranto, followed by a June book sale at Main. She listed the times of the other book sales for 2018 and said that the dates are posted on the Friends website.

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Ms. Mathis said that T-Mobile reached out to her and was interested in partnering with the Friends to bring in some African American authors to come into the T-Mobile offices and speak to the employees. Black Ink will probably be around September of this year.

Capital Plan Update

Ms. Pattison said that the kickoff meeting with Midwest Tape was held on January 8. The AMH (Automatic Material Handling) RFP (Request for Proposals) has been released and proposals are due in February.

The next North Charleston branch meeting will be held on January 29. The GMP (Guaranteed Maximum Price) was executed for St. Paul's in December and the construction document kick-off meeting was held on January 23. Groundbreaking is tentatively scheduled for February 2018. Estimated opening of the branch is May 2019.

The GMP for West Ashley is being worked on, with groundbreaking anticipated for April 2018. James Island's GMP was executed in December and is tentatively scheduled to open in May 2019. Wando Mount Pleasant's site began clearing work in December. The work was delayed due to weather conditions, but the project is still on schedule to open January-February 2019.

The Support Services building is waiting on cost estimates and is anticipated to go out for bid in May 2018. Opening is anticipated in March 2019.

Ms. Alexander introduced herself to the new board members. She explained the details of the current month's financial status report. She explained that the CWE (Current Working Estimate) is all-inclusive, including construction, project manager salaries, etc. Ms. Alexander said that three GMPs are set and will not change, but some of the other numbers that go into the CWE may fluctuate a little. Ms. Alexander said that the overages will be paid for through the owner's (County's) contingency fund. She said that the CWE will probably continue to fluctuate a little until close to the end of construction.

Mr. Brack said that the timeline has changed for some of the branches because the GMP was held up in the County legal department for a few months. Ms. Alexander said that there was a lot of back and forth between the County, the library, and the contractors.

Ms. Jordan asked if the County has enough contingency money set aside to ensure that the promised renovations are completed at existing branches. Ms. Alexander said that right now, the projects are tracking under budget. Mr. Brack said that not every needed renovation can be made due to lack of funds, but that they will do as much as they can with the money they have. Ms. Alexander said that a previous CCPL director identified needed renovations, most of which include upgraded technology.

Mr. Clem asked why Wando Mt. Pleasant was lower than originally budgeted. Ms. Alexander said that because the building is so large, there were more efficiencies.

Mr. Fava asked if the other branches will also be subject to more stringent requirements in County legal, which could cause the GMP to go up. Ms. Alexander said that the GMP should not take as long for the other branches as it did for James Island and St. Paul's.

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Ethical Conduct Policy

Ms. Davies said that CCPL did not have an ethical conduct policy previously, and the auditors suggested having one. Ms. Strunk said that she would email Ms. Davies some suggestions for the policy. Mr. Brack explained the process of first readings versus second (and final) readings. The policy will be voted on next month.

Library Presentation

Dr. Nic Butler, Historian, and Ms. Katie Gray, Archivist, introduced themselves. Ms. Gray gave a presentation on the Charleston Archive. Mr. Butler also spoke on his role in CCPL.

Library Reports

Ms. Davies said that they will be redoing board photos and she will send out further information at a later date. She also explained that the board members received a flash drive with the race and social disparity report completed by the College of Charleston on it.

Ms. Jackson said that the Dart 90th Anniversary celebration was held in December and listed some attendees. She mentioned some staff members that participated and said that 126 people attended the celebration. She said that there is a documentary on CCPL's website available to view, and a portrait of Susan Dart Butler is now hanging at Dart Library.

Committee Reports

a. Finance

Mr. Litchfield said that board members saw the budget presentation at the board retreat on Saturday and asked for any further questions. Mr. Brack explained the budget process for the audience's benefit. Mr. Litchfield also explained that the budget does not include the new branches that will be opening in the current fiscal year. An expansion budget will be created for those new branches.

Ms. Strunk said that the budget supports the staff well, and the board can see the direct benefit to staff and the public through the budget. Those items planned in the strategic vision are also covered in the budget. She also said that the deficit can be covered by the fund balance, or the County may allocate more funds to the budget. She said that she also believes that the budget is sustainable in the future.

Ms. Strunk made a motion to approve the budget. Mr. Clem seconded and the motion passed with Mr. Brack opposed. He requested that the information be given sooner next year.

b. Building Projects

Mr. Fava asked about the plan to staff the new branches. Ms. Davies said that she has promised existing staff that they can get "first dibs" for the new branches to ensure that there will be existing staff in the new branches mixed with new staff.

c. Board Appointments

Mr. Brack appointed Mr. Gale and Ms. Jordan to the Finance committee. He said Mr. Clem will chair the nominations committee. Mr. Brack appointed Ms. Crosby as chair to the

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Adjournment

The meeting was adjourned at 6:24pm.

Respectfully submitted,

Troy Strother, Secretary

DRAFT



Charleston County Public Library Board of Trustees Agenda

Annual Board Retreat

Saturday, January 20, 2018 | 9am – 2:30pm

James Island County Park Conference Center

871 Riverland Drive, Charleston, SC 29412

9:00 Welcome and Freedom of Information

Strategic Vision Overview, Nicolle, Darlene & Jim

Nicolle Davies, Darlene Jackson, & Jim McQueen presented in detail the 2018 and 2019 initiatives in the Strategic Vision for CCPL.

Budget Review, Nicolle & Perry

Perry Litchfield and Nicolle Davies presented the FY 2019 CCPL Operations budget and included a preview of the expansion budget based on the new libraries.

Library Foundation of the Lowcountry, Janet Segal

Janet Segal provided an update on the Library Foundation of the LowCountry. The group previewed the movie trailer for The Public. There may be an opportunity to do something around this film and exploring the societal issues presented in the movie. Janet also spoke about On the Table, a concept to explore social justice issues in a community, using the model created by the Chicago Community Trust.

Building Project Overview, Ed & Toni

Ed Fava provided background on the building project. Toni Pattison provided an overview of the total building project, what it is, and where things are currently out.

Existing Building Renovation Priorities, Nicolle & Toni

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Nicolle explained what was included in the renovations and what was not included. Toni outlined the budgets related to each renovation project. There was a request that since bathrooms weren't included, could we please have the current bathrooms power washed.

The Board requested that Toni try and breakdown items that are maintenance verses renovations and that the Board meet with the County to go over the various needs.

Expectations of Board Service, Andy

Andy Brack highlighted the expectation of all board members. He outlined that board members should speak with the ED only; that the Board hires/fires the ED; pass along information to Nicolle when you hear from community members (she can help you with this); three main roles: Duty of Care, Duty of Loyalty, Duty of Obedience.

2:30pm Adjourn

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