



**Board of Trustees Meeting Minutes**  
*January 24, 2017*

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, January 24, 2017 at 5:15pm in the auditorium of the Dorchester Road Regional Library located at 6325 Dorchester Road, Charleston, SC.

Board members present were Mr. Brack, Mr. Fava, Ms. Crosby, Mr. Norris, Mr. Strother, Mr. Clem, Ms. Reider, Ms. Hollinshead, Ms. Strunk and Ms. Nesbitt. Mr. McKellar was absent. Staff members present were Nicolle Davies, Cynthia Bledsoe, Perry Litchfield, Toni Pattison, and Heather Kiessling. Also present were Charleston County Councilman Herbert Sass; Brittany Mathis, representing the Friends of the Library; and Janette Alexander, Bryan Whitley and Walt Smalls 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. Brack welcomed Ms. Crosby and Ms. Nesbitt to the board. Mr. Brack also said that the board will have a retreat on Saturday, Jan. 28 at Drayton Hall that is open to the public. Mr. Brack thanked Gerald Moore of the Dorchester Road branch for allowing the board to meet at the branch.

Ms. Reider mentioned the article about the Mt. Pleasant branch in the Moultrie News. She also explained how to access Drayton Hall on Saturday for the retreat.

Mr. Strother said that he is glad to have been reappointed back to the board.

Mr. Norris thanked Frances Richardson for helping to arrange a display case on the Peace Corps in Bolivia. He explained the contents of the display.

## **Deletions and Additions to the Agenda**

Ms. Davies asked to add a Dart Gift to the agenda as item 9b.

## **Review of Minutes**

The minutes were approved as written. Ms. Strunk abstained as she was absent at the previous meeting.

## **Friends of the Library Update**

Ms. Mathis said that the Friends had their first board meeting and that they have their first strategic plan being worked on, including action items to increase funds for the library. She mentioned the four new board members and went over the dates for the 2017 book sales. She encouraged the board to attend the book sales and invited them to visit the website to see book sale information and volunteer opportunities.

## **Capital Plan Update**

Ms. Pattison explained that in November 2016 the library went through the negotiation phase for the opening day collection and that the negotiations were successful. Two notices of award were passed to Baker and Taylor for the books, and Midwest Tapes for multimedia. She also said that the RFID/AMH consultants visited the library over December 14-15, 2016 for an onsite workshop. She explained what occurred during the two days. She said that the consultant is preparing a Scope of Work for the RFP. She said the RFP will be split into two pieces to encourage competition.

Ms. Pattison also discussed the project signage that was established at the Mt. Pleasant, James Island and Support Services sites. The St. Paul's sign is pending owner approval and the West Ashley and Cooper River sites will be installed as the projects progress. Ms. Pattison then talked about the location updates for West Ashley and Cooper River. She also explained that the St. Paul's and James Island projects are progressing together and a design review meeting was held at the main library on Jan. 11, 2017. She explained the next steps for the library in response for the proposed Schematic Design packages. She anticipates architectural presentations at the February board meeting. Both projects remain on schedule to break ground in summer of this year.

Ms. Pattison showed some images of the site plans, floor plans, and front and rear prospective for St. Paul's branch and explained some details of those plans. Mr. Fava asked about the elevation of the building; Ms. Pattison explained that the elevation was to raise the building without bringing in filler as well as to give the building more stature.

Mr. Clem asked about the exterior book drop; Ms. Pattison explained the location for it and said that the book drop will be a walk-up drop. She also said that a walk-up book drop is planned for all new branches, due to the cost of running the AMH to a drive-through book drop and the logistics of the drive through system.

Mr. Strother said that he thought the teen area for the site seemed a little small. Ms. Davies said that the buildings are being built to have flex space and that it will not be

problematic to alter the spaces to accommodate demographic changes.

Ms. Pattison then went over the images for the James Island site, including the site plan, floor plan, and interior proposed images. She explained how the library is connected to the nearby cemetery and how the library is working to incorporate information about the cemetery into the design. Mr. Brack asked about access from the nearby school to the new library. Ms. Pattison said that they are still working on the placement of a sidewalk.

Mr. Clem expressed his concern about the size of the teen space. Mr. Brack said that he is concerned with the lack of space for future expansion.

Ms. Pattison explained how the libraries are being built to be flexible and change if needed in the future. She went over the details for the upcoming community meeting at which the architects will present the design for the new Mt. Pleasant branch. She also said that the county is finalizing the design RFQ for the support services building and that the furniture kick-off meeting was held on Jan. 11 at the main library. She said that the overview was submitted to the county for preliminary pricing.

Mr. Fava asked that Ms. Pattison have a site plan for the support services building at the next board meeting. Mr. Norris said that he would really like to see a drive-through book drop, even if it is not connected to the AMH system.

The architects from LS3P then gave a presentation on the new Mt. Pleasant branch. The group explained about the location of the branch and about their process of defining which elements the design team thought beneficial or important. They also spoke on the materials used in the historic Mt. Pleasant area, including the bricks that were once produced in the area.

The architects displayed the site analysis for Carolina Park and explained the decision of the location of the building. They also discussed the elevation of the building, the floor plan, roof plan and the site plan for the project. Mr. Norris asked about outdoor access from the children's area. He said that he would prefer that the outdoor area for children be controlled so that parents are able to watch their children from inside. The architects also displayed the preliminary interior perspectives for the site and the exterior elevations.

Mr. Brack asked for more details of the planned oculus. The architects said that the oculus brings a lot of natural light into the space and created a good environment for the children that connects the indoor and outdoor spaces. They said that the material of the oculus will probably be stucco to allow it to blend better with the rest of the building. Mr. Norris asked about the maintenance of the oculus; the architects said that the oculus is built with commonly found materials that any firm should be able to handle. They also discussed the renewable and energy efficiency of the building, as well as the proposed entrance view.

Mr. Clem reiterated Mr. Norris' concern about needing a dedicated children's exterior space. He also asked about the incorporation of art into the building. The architects said that the entrance area will function as a gallery, as well as the hallway to the children's area.

### **Collection Development**

Laura Jamison of the LCATS department talked about their responsibilities in terms of

purchasing books, media, and online resources. She said that their goal is to increase circulation in both paper book and e-book formats. Ms. Jamison went over the types of materials they purchase as well as the vendors purchased from. She explained that there are four (soon to be five) selectors that are responsible for certain areas; the selectors buy for the entire system, not just certain branches. LCATS is also responsible for monitoring holds to see if additional materials need to be ordered.

Ms. Jamison explained the two major e-book vendors and the differences between them; she also went over the budget for the downloadable and streaming material. Ms. Jamison then spoke on the opening day collection and mentioned that they are planning to have waves of new material so that as the libraries are used, the shelves will always be full. She also said that the materials in the new Mt. Pleasant branch will all be new, rather than older books transferred from existing libraries.

Mr. Clem asked if Ms. Jamison has experienced a price increase with streaming downloadable material, and if the budget is prepared to handle a potential increase. Mr. Norris mentioned the possibility of consulting with College of Charleston faculty to gain their opinion on travel/region specific books. Ms. Davies said that there would have to be enough interest from the public to justify investing in those books.

Ms. Hollinshead asked about the possibility of an online submission for material purchases. Ms. Jamison said that it is being worked on.

#### **Library Report: 2017-2018 Proposed Budget**

Ms. Davies said that the library must submit a preliminary budget request to the county by Jan. 25 and it must be approved by the board before it is sent. Ms. Davies explained some of the budget changes, including the decrease of fines, parking fees, and the increase of utility costs. She also mentioned that the website will be worked on this year but will not be completed until next year. Ms. Davies also included some items in the budget that have not had dedicated funds before, such as staff development and programming. The library has been relying on Friends money for those items and Ms. Davies believes that they should be included in the overall budget. She also mentioned the library does have a fund balance and she plans to ask for additional funds from the county.

Ms. Strunk said that the staff has done a good job on assessing the needs of the library. She also said that it is important for the board to support the library's request for additional funds from the library. Mr. Brack said that the finance committee has been meeting with staff and that the staff needs provisional approval of the budget request. Mr. Brack asked that the proposed budget be sent out to board members a few days before the motion is needed in the future. Mr. Fava said that he believes that some members of the board can meet with the county administrator to discuss budget.

Mr. Fava moved to submit the budget and move forward with the additional \$350,000 that the library has requested for the budget. Mr. Clem seconded and the motion passed unanimously.

Ms. Davies said that the library has been awarded a \$5,000 gift for the Dart library to be used for children's and youth programs. Ms. Abbey Adams of the Dart branch explained some of

the background of the family that has provided the gift. Ms. Davies said that under the Gift, Solicitations and Donations Policy, the board needs to approve all donations over \$2,500. Mr. Clem motioned to accept the gift. Mr. Fava seconded. The motion passed unanimously.

### **Committee Reports**

a. Finance

Ms. Strunk said that the committee met with Ms. Davies and Mr. Litchfield in January and looked at the external audit. She said that the financial statements are now posted on the library's website. She also said that the finance committee plans to meet with the auditors prior to the next audit draft being sent to the county. She also mentioned the non-resident library card fee and that library staff feel that the board's most important role in financial matters is to interface with the county.

b. Foundation

Mr. Clem said that Mr. George Stephens has been volunteering his time for the foundation committee. He said that the committee will meet tomorrow evening to discuss further.

c. Nominations

There was no report.

d. Future

There was no report.

e. Building

There was no report.

### **Adjournment**

Mr. Brack reminded everyone that the next meeting will be on Feb. 28 at 8:00am at the Main library. The meeting was adjourned at 7:06pm.

Respectfully submitted,

Maya Hollinshead, Secretary