

CHARLESTON COUNTY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JANUARY 26, 2016

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, January 26, at 5:15 p.m. at the Dorchester Road Regional Library.

Board members present were Ms. Manigault, Mr. Clem, Ms. Reider, Mr. Brack, Ms. Hollinshead, Ms. Strunk, Ms. Segal, Mr. Fava, Mr. Norris and Mr. Strother. Mr. McKellar was not in attendance. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, and Nancy Sullivan. Mr. Bryan Whitley and Ms. Janette Alexander, County staff, were also in attendance.

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

The minutes of the December 1<sup>st</sup>, December 15<sup>th</sup> and January 9<sup>th</sup> meetings were reviewed. The January 9<sup>th</sup> minutes were accepted as written. Minor changes were made to the December 1<sup>st</sup> and 15<sup>th</sup> minutes and they were accepted with changes.

Employee of the Quarter – Mr. Henderson presented Anthony Ervin, Route Delivery Driver, as the Employee of the Quarter for September – December 2015.

John L. Dart Library Mural – Ms. Cathryn Zommer, Executive Director of Enough Pie, was introduced. Ms. Zommer presented the Board with the proposed mural to be painted on the exterior (driveway side) wall of the John L. Dart Branch. Kim Odom, Branch Manager of the Dart Library, reported the purpose of the mural was to honor Cynthia Graham Hurd and to promote the library. The mural will be done by acclaimed street artist R. Nicholas Kuszyk (R. ROBOTS) from New York City. Ms. Zommer reported the City of Charleston Planning Department has approved the mural and design at staff level. Since the mural does not front on King Street it does not acquire Board of Architectural Review approval. The Planning Department did ask Ms. Zommer to get approval from the Historic Charleston Foundation and the Preservation Society of Charleston, and neighbors in the adjoining area. Ms. Bledsoe indicated the County Facilities Department will also review the mural depiction before it is painted on the wall.

After some discussion, Ms. Reider made a motion to approve the mural as recommended by staff. Mr. Strother seconded the motion and the vote was carried.

Capital Plan Update – Ms. Alexander and Mr. Whitley updated the Board on the progress of the Capital Improvement Project. She reported the deadline for submission of RFPs (spell out RFPs in this first reference) by builders is due Friday, January 29<sup>th</sup>. Once they are received, County Procurement will review the proposals and submit the qualified RFPs to the Evaluation Committee for review. Ms. Alexander reported the Evaluation Committee is made up of four county staff and two library representatives. Mr. Brack asked why the number of county staff increased from three to four on the committee and who the members were from the County. Ms. Alexander nor Mr. Whitley were able to answer this question.

Ms. Alexander also reported the RFP for the Opening Day Collection is scheduled to go out in February. Library staff developed the RFP and the County Procurement staff is currently reviewing the

document. Mr. Fava asked how involved library staff were in the development of this RFP. Ms. Sullivan explained library staff (including Ms. Bledsoe, Ms. Laura Jamison, Library Collections and Technical Services (LCATS) Manager, LCATS Acquisition staff, and Mr. Henderson) all worked together to develop the RFP. She also reported that she and Ms. Jamison have met with Ms. Alexander and Procurement staff to review the document and it has gone through several revisions. This RFP required specific library collection related knowledge and we feel the RFP is comprehensive and thorough in content.

Ms. Alexander reported county staff and library staff are continuing to work with the building consultants in reference to the RFID/AMH (spell out on first reference) portion of the program manual. Recommendations from the RFID/AMH consultant have been received and are being reviewed. Once those recommendations are completed and approved, the RFID/AMH consultant will begin writing the RFP for this part of the program.

Ms. Alexander continued her report indicating the Branding and Wayfinding Consultant, Wendy Wilshire, met with the program consultant, county and library staff in January. Another meeting is scheduled in February. After several designs and redesigns, Ms. Alexander presented an example of the logo design selected and recommended by library staff. The colors are still being tweaked but the design has been completed. Ms. Wilshire developed a design for the exterior signage. Ms. Alexander shared the example with the Board. After review Mr. Brack made a motion to approve and move forward with the concept logo design of the exterior signage as presented and recommended by staff; and recommends and encourages that the logo, once finalized, be used on exterior signage of library buildings. Mr. Clem seconded the motion and the vote carried.

Mr. Clem asked if there had been any progress in finding an administrative building. Ms. Alexander reported county real estate staff continue to review and research available buildings and property. Mr. Fava reminded Ms. Alexander that the City of North Charleston still owes the county since we are not using North Charleston property for the new Pinehaven library. The mayor of North Charleston had previously committed to providing land for a new library and since the county did not need to take him up on this offer, the City can still help by providing assistance with the administrative building.

### Finance Report

Mr. Litchfield provided information to the Board concerning the General Fund Annual Budget Request for Fiscal Year 2017. He presented the Board with a handout and graphs giving historical and current information on the budget.

He reported the county has changed one aspect of our budget. In the past they have given us budget figures for ongoing maintenance charges related to the library. These charges include HVAC maintenance, Risk Management insurance premiums, elevator maintenance, custodial services, etc. These amounts have been budgeted in the library's budget and withheld from the appropriation given to the library from the county. Beginning in Fiscal Year 2017 the County will not give us those figures so they will no longer be a part of our budget figures. Since the library will no longer know what these costs are, it will prevent the library from having an actual cost for operating buildings.

Mr. Brack suggested a letter be written to county finance expressing the concerns in making this change and asking why this change has been made. Mr. Fava suggested this be brought up again when the new council liaison attends meetings and we begin talking about upcoming budget. He also

suggested council be reminded of why there will be a huge increase in our request for operating expenses as the new libraries are opened.

Mr. Norris asked if the Coastal Community Foundation and Friends of the Library funds made a big difference in the percentages show on the pie charts. Mr. Litchfield said it would not since the amount is very small compared to the total.

Mr. Strother asked if there was a type of wish list for branches. Mr. Litchfield answered there is not a wish list because we generally get other donated funds that can be used for items that are not defined in the budget, such as Friends of the Library funds, etc.

### Executive Search RFP

Ms. Sullivan reported the RFP deadline ended at 3 p.m. on Monday, January 25<sup>th</sup>. Three responses were received. The Search Committee of the Board will review the responses and make a recommendation to the Board. Once the Board approves the recommendation, negotiations will begin with the selected firm. In order to move quickly into this process a Special Meeting of the Board may be necessary.

### Core Values

Mr. Brack recommended discussion on Core Values be deferred until the next regular Board meeting.

### Security

Ms. Darlene Jackson, Main Library Manager, gave the Board additional information concerning the robbing at gunpoint of a staff member. The staff member was not hurt and the incident did not happen as a result of inadequate security. The staff member had been on a walk around the area of the library and was followed back to the building and robbed as he entered the back gate of the garage under the building.

Ms. Jackson reported the library had a counselor come to the main library to talk to staff as well as a member of the Charleston Police Department. Staff have been encouraged to walk together when leaving the building at night. In-charge staff have been authorized to park underneath the building on the nights they are in-charge since they are often left to leave the building alone; a security guard is available to walk staff to either the Aquarium or Gaillard Garages if the staff member has to walk alone.

Ms. Sullivan indicated she had received a quote to add recording cameras to monitor the entrance and exit gates of the library garage. Currently cameras are in place for patron assistance entering and exiting but they do not record. The quote is \$1800 which will be expended to add the cameras and recording system.

Mr. Clem asked how many staff members typically work until closing. Ms. Jackson indicated it is around 12. Mr. Clem asked if those staff members could all park under the building. Staff explained that often the parking lot under the building is filled with patrons attending programs or generally using the building. Ms. Sullivan indicated it would be possible to allow those staff working until closing to park under the building but it would take a bit of staff accountability.

### Legislative Day

Ms. Bledsoe reminded the Board that Feb. 3<sup>rd</sup> is the Legislative Day and asked for interested Board members to contact her. She reminded them to call or write Chip Limehouse as the Chair of the Ways and Means Committee to encourage his support of the increase in per capita funds designated for libraries, if they are unable to take part in the visit.

### Executive Session

Mr. Brack made a motion to go into Executive Session to discuss a personnel issue. Mr. Clem seconded the motion and the Board moved into Executive Session. The Board exited the Executive Session and reported there had been no action taken during the session.

### Acting Director

Mr. Brach made a motion that Cynthia Bledsoe be appointed Acting Director and that her salary be increased to the amount of the current Executive Director while she holds the position of Acting Director. Mr. Clem seconded the motion and the vote was carried.

There being no further business the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Maya Hollinshead, Secretary