



Board of Trustees Meeting Minutes
February 27, 2018

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, February 27, 2018 at 8:00am in the auditorium of the Main Library, located at 68 Calhoun Street, Charleston, SC.

Board members present were Mr. Brack, Mr. Clem, Mr. Strother, Ms. Collins, Mr. Gale, Mr. Rankin, Ms. Crosby, Ms. Nesbitt, Ms. Strunk, and Mr. Fava. Ms. Jordan was absent. Staff members present were Nicolle Davies, Darlene Jackson, Jim McQueen, Toni Pattison, Perry Litchfield, Nancy Sullivan and Amanda Shinn. Also present was Councilman Herb Sass and Janette Alexander of Charleston County, and Councilmember William Gregorie of the City of Charleston.

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.

Trespass Notice Appeal

Mr. Brack informed the group the trespass notice appeal has been postponed.

Public Comment

There was no public comment.

Board Comment

Ms. Strunk spoke about the group of six library representatives who visited the South Carolina state house to meet with legislators and garner their support. She thanked those who attended and stressed the importance of making such connections to support the library's needs.

Additions or Corrections to the Agenda

There were no additions or corrections to the agenda.

Approval of Minutes

Ms. Collins and Ms. Crosby asked for a correction of wording on page three under the Committee Reports. The minutes were approved as corrected.

Friends of the Library Update

There was no report.

Mr. Brack encouraged everyone to become a member of the Friends of Library if they are not one already.

Library Foundation of the Lowcountry

There was no report.

Capital Plan Update

Ms. Pattison said that the ODC (Opening Day Collection) with both Baker & Taylor and Midwest Tape are progressing for the new branch locations. The RFID (Radio Frequency Identification) RFP (Request for Proposal) is in the process of being finalized by the county. The AMH (Automatic Material Handling) RFP was released January 10, and both pre-bid and coordination meetings occurred on February 13 and 14. AMH proposals are due on March 6.

Ms. Pattison said the design progress meetings for the R. Keith Summey North Charleston (RKSNC) branch location were held January 29 and February 14. There will be two additional schematic design meetings to follow, and once underway MB Kahn will develop a project schedule.

Bees Ferry West Ashley's (BFWA) GMP (Guaranteed Maximum Price) is under review by the county. CCPL is to receive it within the next couple of weeks. The anticipated groundbreaking is June 2018 and the anticipated opening is July/August 2019.

Ms. Pattison said the St. Paul's Hollywood (SPH) groundbreaking was originally scheduled to occur in February 2018 but was pushed back due to site coordination and logistical issues. Mr. Brack asked if there were any issues with the St. Paul's Hollywood site that was causing the delay. Ms. Pattison explained that the site itself and the road leading to it were not currently accessible due to the construction and therefore unsuitable for a groundbreaking ceremony. Anticipated construction start date is March/April 2018.

Early site work has begun on the Baxter-Patrick James Island (BPJI) branch. Ms. Pattison explained fencing and construction entry were in place. Ms. Alexander informed Ms. Pattison that a person or persons unknown had removed a portion of the fencing to gain access to the nearby cemetery. Anticipated opening date is May 2019.

Ms. Pattison said that aggregate pier work is in process for the Wando Mount Pleasant (WMP) branch. Mr. Fava asked for clarification on that process, and Ms. Alexander explained how aggregate pier work is performed on the location. The anticipated opening date for WMP is January/February 2019.

Ms. Pattison said cost estimates for the Support Services building were received from the county on January 23 and CCPL is in the process of reviewing. Ms. Pattison anticipates bids for the site going out in June 2018 with construction starting in September 2018.

Mr. Fava requested to see a site plan for each of the new facilities for clarification. Ms. Pattison said she could provide the plans at the next meeting. Ms. Davies reminded everyone that site plans are also available on the library's website.

Ms. Alexander provided a sheet with the current financial status of all the projects. She explained to the board the numbers will fluctuate as CCPL receives the various GMPs from the county. Mr. Brack asked why the RKSNC branch did not have a projected opening date. Ms. Alexander said MB Kahn will develop a project schedule after the schematic design meetings, but an opening date will be in 2019.

Memorial Garden Presentation

Charleston City Councilmember William Gregorie gave a presentation for a proposed memorial garden to be located on a small parcel of land on the Main Library property. Councilmember Gregorie introduced Ms. Vangie Rainsford, a member of the neighborhood association adjacent to the library, who spoke in support of the proposed memorial garden.

Mr. Brack explained that the board can only make a request to the county in reference to the proposal, and the county is responsible for the ultimate decision. Mr. Brack asked the board to consider this presentation as a “first reading” and will revisit the proposal at a future scheduled meeting.

Councilman Sass asked who would maintain the account if the money was funded through donations. Councilmember Gregorie said that city would maintain all funds. Councilman Sass stressed the importance of being clear on who is financing the project. The group spoke about prospective timelines of the proposed project.

Mr. Fava asked if the proposed half million dollars to be raised through donations would be used solely for construction of the proposed garden. Ms. Rainsford clarified it would be used for both construction and maintenance. Mr. Clem asked if the proposed space was easily accessible by patrons. Ms. Davies explained the only two access points are the sidewalk on Alexander Street and the rear of the library’s parking garage. Ms. Rainsford said that a pathway between the library and adjacent private property could be utilized to lead patrons towards the proposed garden. Ms. Sullivan explained that the library was dealing with security issues in the pathway. Ms. Strunk asked who would cover the insurance liability of the proposed garden. Councilmember Gregorie said the city would handle the insurance.

Ethical Conduct Policy, 2nd Reading

Ms. Davies explained the changes made to the Ethical Conduct policy since the first reading. Ms. Davies proposed to remove the word “staff” from the first line to decrease redundancy. Mr. Clem made a motion to accept the policy as modified. Ms. Nesbitt and Mr. Strother second and the motion was passed.

Library Presentation: HR and Training

Ms. Stepp, Human Resources Manager, and Ms. Myers, Training and Development, introduced themselves. Ms. Stepp gave a presentation on the recent restructuring of the human resources and finance departments, as well as 2017 accomplishments and 2018 goals for the department. Ms. Myers spoke about the tasks of the training department, the importance of onboarding new employees, and future training projects.

Mr. Fava asked if the employee needs for the new branch locations has been determined, and whether the paygrades will change. Ms. Stepp explained that determining staff for the new branches was an ongoing process, but hiring for new branch managers will begin within the next few months. Ms. Collins asked what audits have been made to ensure human resources and finance files were compliant. Mr. Litchfield explained the library utilizes external auditors and files were up-to-date and compliant.

Library Reports

Ms. Davies said progress was being made on improving internal communications. A 15-question survey was sent to all employees and 55% of the library's workforce participated. Ms. Davies said she was pleased to see that 84% of employees believe management decisions are delivered effectively.

Ms. Davies also spoke about the group of six who travelled to Columbia meet with legislators. She explained to the board what provisions they requested support for. Ms. Davies thanked each member of the group who travelled with her for their participation.

Ms. Davies reminded the board she was still looking for a Trustee to join her in May for National Library Legislative Day (NLLD). It is a two-day advocacy event in Washington D.C. and Ms. Davies said it was important to have CCPL represented in the South Carolina delegation. She asked that interested Trustees contact Mr. Brack as soon as possible.

Mr. Brack highlighted the annual report that PR had recently published and congratulated the department on excellent communication of information.

Committee Reports

- a. Nominations
Mr. Clem stated he had nothing to report.
- b. Building Projects
Mr. Fava stated he also had nothing to report.
- c. Finance
Ms. Strunk explained they reviewed the second quarter finance update and that everything is moving as expected. She was happy to see there was enough money to provide new self-checkout systems and new microfiche readers. Ms. Strunk stressed that board members check their email for an updated draft of the financial report and to contact Mr. Litchfield for the full financial report.
- d. Bylaws & Policies
Ms. Crosby explained she had been in communication with the chair and work was being performed on the policies.

Mr. Fava asked if there was a system to count visitors to the libraries. Ms. Davies explained there is a foot count of everyone who enters the building, as well as PC usage numbers. Mr. Clem suggested collecting stats as part of the upcoming Roving Customer Service initiative.

Adjournment

The meeting was adjourned at 9:19am.

Respectfully submitted,

Troy Strother, Secretary