



**Board of Trustees Meeting Minutes**  
*February 28, 2017*

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, February 28, 2017 at 8:00am in the auditorium of the Main Library located at 68 Calhoun St, Charleston, SC.

Board members present were Mr. Brack, Mr. Fava, Ms. Crosby, Mr. Strother, Mr. Clem, Ms. Reider, Ms. Hollinshead, Ms. Strunk and Ms. Nesbitt. Mr. McKellar and Mr. Norris were not present. Staff members present were Nicolle Davies, Cynthia Bledsoe, Perry Litchfield, Toni Pattison, and Heather Kiessling. Also present were Charleston County Councilman Herbert Sass 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**

Ms. Reider and Ms. Hollinshead said that they do not like the morning meeting as much. Mr. Brack said that himself, Mr. Fava, and Ms. Davies had a productive meeting with the county administrator.

**Additions or Corrections to the Agenda**

There were none.

**Review of Minutes**

Mr. Brack asked for a change of wording on page three. The minutes were approved as corrected.

**Friends of the Library Update**

There was no report.

## **Social Media Policy**

Ms. Davies spoke on the introduction of a social media policy to the organization. She explained the need for such a policy and said that the policy is in line with similar organizations. Ms. Hollinshead asked about expanding to other social media platforms; Ms. Davies said that there are plans to expand the library's social media presence. Mr. Clem asked about library employees posting certain things on their own personal accounts that could reflect badly on the library. Ms. Davies explained that there is an additional piece of the policy that addresses those concerns that is still being worked on. Mr. Fava asked how those social media platforms can be regulated. Ms. Davies said that the library system will only use one or two accounts and that public comments will not be overly controlled to allow for an open platform to hear concerns and opinions. She said that those public comments are a good tool to hear from patrons. The WYLA Facebook page will also fall under the PR department. Mr. Brack suggested that whoever posts on the library Facebook page must remember to have fun as well.

Ms. Reider moved to approve the policy. Ms. Crosby seconded. The motion passed unanimously.

## **Capital Plan Update**

Mr. Jerry English presented on the James Island Library schematic design. He showed an image of the site plan and explained certain features. He explained that the site is relatively low and flat on the corner of Grimbball and Nathaniel Roads. Mr. English pointed out features such as the existing cemetery, additional parking, and a possible cultural walkway. Mr. English then showed that library floor plan and explained features such as the entry, front porch, and meeting space, among others. Mr. English also displayed a site aerial image showing the placement of the James Island library compared to nearby buildings and features.

Mr. Fava asked if the cemetery concerns have been resolved. Mr. English said that they have performed a cultural study on the site and withdrew construction even more from the possible sites of graves. The cemetery ownership is unknown. Mr. English said that they have identified all possible and probable graves, all of which have been respected. Mr. Smalls said that they have a team that has been briefing nearby churches on the location of the cemetery and actions taken to respect the graves. Mr. Strother asked about a few churches that may have ownership, but Mr. Smalls said that no one has come forward to claim it.

Mr. Sass asked about the possible flood zone. Mr. English said that the library site is not in a flood zone, but the area across the street is. Mr. Sass also asked about the drainage for the bioswale in relation to Grimbball Road. Mr. English said that there may be some runoff from the road but that it will be mainly from the library site. Mr. English then showed some images of the proposed outside of the building. He said the primary materials will be brick and glass and will incorporate an irregular roof form. He also displayed some interior images and explained that they want the interior to feel open and warm.

Ms. Janet Segal, from the audience, asked about possible expansion for the building. Mr. English said that there may be the possibility in the northeast quadrant to expand. Ms. Segal also asked about the possibility of a local historical display inside the building. Mr. English said that a historical display could easily be added in the entry of the building. Ms. Davies said that they have been working closely with the county and plan to use the path from the library to the

cemetery to educate the public about the area's history, as well as information inside the library and at the site of the cemetery.

Mr. Brack asked about the extra land to the north of the site. Mr. English said that there is potential with the land, but that they are considering the possibility of a future easement being placed there.

Mr. Brack opened the floor for questions about the social services building handout. Ms. Reider asked for the exact location. Mr. Brack said that it is just past the county building on Bridge View Drive. There were no further questions.

### **Library Presentation: Children's Area**

Pam Cadden introduced herself and Devon Andrews. Ms. Cadden explained the services that the children's department provides and spoke on the children's summer reading. Ms. Cadden said that almost 4,800 children participated in the summer reading program last year. She said that almost all of the funds for summer reading comes from the Friends of the Library. She explained some of the productions and performers that have performed at the library. Ms. Cadden mentioned some of the community groups that children's services are involved in as well.

Ms. Cadden also spoke on special events that children's services is involved in, such as Piccolo Spoleto and MOJA. She also said that they have attempted to include STEM or STEAM activities in many of their programs, even in their programs for younger children. Finally, Ms. Cadden mentioned the importance of early literacy and highlighted programs such as Babygarten.

Ms. Andrews introduced herself and spoke about the Cynthia Graham Hurd Storytime Kits to Go. She said that each kit is themed and contains eight books, two educational toys, a puppet, rhymes and songs, and a packet of resources that parents can keep. She invited the board to look at the kits provided in the back of the room. She explained that parents can check out the whole kit, as well as children's centers in the community. There are 25 kits in total.

Mr. Clem asked about efforts to engage children through technology. Ms. Davies said that there are children's e-books available through Tumblebooks and OverDrive and that they want to reach children through technology, but also want to bring children in so they can physically touch and interact with books.

### **Library Reports**

Ms. Davies brought attention to Ms. Bledsoe's retirement party on March 30 and recognized Darlene Jackson and Jim McQueen as the incoming deputy directors.

Mr. Brack asked about the lottery funds listed in the budget. Mr. Litchfield explained that unclaimed funds are distributed to different agencies and that this year there is simply less money in that fund. He said that that money is not budgeted because it is considered extra money. Mr. Brack asked for the board to send future questions to Mr. Litchfield.

## Committee Reports

### a. Finance

Mr. Strunk said that the finance committee met in February and spoke on the approval of the FY18 budget and prepared the supplemental budget in preparation of the new branch openings. The committee also spoke on the current spending in relation to the current budget.

### b. Foundation

Mr. Clem said that the foundation committee met last week. He explained the history of the development of the idea of a foundation committee. The foundation has met with George Stevens to discuss the viability of a library foundation. Mr. Clem explained that a library foundation is viable and that potential donors must understand that their donation dollars would not be replacing possible money from other sources, but will allow for further development and programming outside of what the library could do with only governmental funds.

The Charleston Library Foundation has been formed with Janet Segal as the president. Other board members include Steven Clem and Troy Strother. Mr. Clem explained that their next task is to gain 501(3)(c) status and to locate potential donors. He encouraged anyone with potential donors in mind to reach out to a member of the library foundation. The work of the committee is complete and the committee has ended. Mr. Brack explained that the library foundation will now be an agenda item just like the Friends of the Library report.

Mr. Fava suggested that Mr. Brack let the county administrator know about the foundation.

### c. Nominations

Mr. Brack said that Mr. McKellar is considering stepping down from the board. He asked the nominations committee to locate potential candidates. Ms. Reider asked the board to send her any potential candidates, pointing out that they may want to bring on an architect or a lawyer to replace Mr. McKellar if necessary.

### d. Future

Mr. Brack said that the future committee will now be looking into possible strategic planning. Mr. Brack appointed Ms. Hollinshead as the head and appointed Ms. Crosby and Ms. Nesbitt to the committee. Mr. Brack asked the committee to meet with Ms. Davies to talk about strategic planning before the next board meeting. Ms. Hollinshead mentioned the new branch of the Richland Library that recently opened.

Mr. Fava suggested the future committee look into makerspaces.

### e. Building

Mr. Fava said that there is nothing of particular note in the building committee. He said that he would like to request from the county a breakdown of the referendum budget, explaining how much money is budgeted for each branch, etc.

**Adjournment**

Mr. Brack encouraged the board to attend the upcoming Charleston Tells festival program. The meeting was adjourned at 9:19am.

Respectfully submitted,

Maya Hollinshead, Secretary