



Board of Trustees Meeting Minutes
March 27, 2018

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, March 27, 2018 at 5:15pm in the auditorium of the Mount Pleasant Regional Library, located at 1133 Mathis Ferry Road, Mount Pleasant, SC.

Board members present were Mr. Brack, Mr. Clem, Mr. Strother, Ms. Collins, Mr. Gale, Mr. Rankin, Ms. Crosby, Ms. Nesbitt, Ms. Strunk, Mr. Fava, and Ms. Jordan. Staff members present were Nicolle Davies, Jim McQueen, Perry Litchfield, Toni Pattison, Natalie Hauff, Megan Summers, and Amanda Shinn. Also present was Brittany Mathis of the Friends of the Library, Janette Alexander of Charleston County, and Janet Segal of the Library Foundation of the Lowcountry.

Mr. Brack called the meeting to order and confirmed 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 thanked Ms. Davies for her March 26 letter to the editor published on The Post and Courier website in which she corrected misconceptions about the future of staff-to-patron interaction in the library and the purpose of self-checkout kiosks.

Mr. Gale said he has received many questions from patrons about why some branch locations have fuller shelves than others. Mr. McQueen explained that larger branches with higher circulation rates receive more new books than other locations; however, those items check out more quickly than items at smaller branches with lower circulation numbers.

Ms. Strunk said she was happy to see the overall circulation and visitation statistics were maintaining despite unexpected closures over the last few months due to weather emergencies and branch repairs.

Additions or Corrections to the Agenda

There were no corrections to the agenda.

Approval of Minutes

Mr. Brack requested a spelling correction to a name on page three. Mr. Clem also requested a correction of wording on page three. The minutes were approved as corrected.

Friends of the Library Update

Ms. Mathis said on Tuesday, April 20 the FOL (Friends of the Library) will be holding their Books for Bier event at the Bay Street Biergarten. She said anyone who brings a gently used book will receive one free beer. Children who donate a book may receive a free root beer. The FOL will be selling books and holding a silent auction during the event, and the proceeds from both will go towards supporting library programming. Mr. Clem requested a flyer for the Books for Bier event for all board members.

Ms. Mathis said the Otranto book sale went well and the FOL raised \$7,947.66 making it their highest Otranto book sale to date. Ms. Mathis informed the board there will be a one day pop-up book sale at the Mount Pleasant Regional Library on Friday, April 27. A beach reads themed book sale is planned for May at Sullivan's Island farmer's market. The date is to be announced.

Library Foundation of the Lowcountry

Ms. Segal spoke about a Chicago-based community project called "On the Table" and its success. Ms. Segal said the Library Foundation will have an "On the Table Lowcountry" event on Tuesday, May 1. Its purpose is to bring together diverse members of our local community to discuss various issues. Ms. Segal requested board members apply to become hosts for the event, and urged the library to host events at regional libraries as well. She explained a trial run held a few weeks prior had been very successful.

Mr. Brack said the purpose of the Library Foundation of the Lowcountry was to foster leadership projects and gain large donor sponsorships for the library.

Capital Plan Update

Ms. Pattison said the ODC (Opening Day Collection) development was still in progress. The AMH (Automatic Material Handling) proposals were received on March 6 and the initial review meeting is scheduled for March 28. The RFID (Radio Frequency Identification) RFP (Request for Proposal) is being finalized by the county.

Ms. Pattison provided a map of the current Cooper River branch and the new R. Keith Summey North Charleston (RKSNC) branch locations. The design progress meeting for the RKSNC location was held on March 27 and MB Kahn will develop a project schedule once further underway. Mr. Fava asked if Pinehaven Drive, a street situated between the two site locations, would remain. Ms. Pattison confirmed the road would stay, and added the existing location is under a reverter clause and must remain tied to the library in some function. She said there is a proposed community garden for the old location. Mr. Fava asked if a sign had been placed for the new RKSNC site. Ms. Alexander said a sign should be arriving shortly.

Ms. Pattison presented a map for the Bees Ferry West Ashley (BFWA) site, and Ms. Alexander explained Wildcat Boulevard will be expanded and a middle school is planned for the area as well. Ms. Pattison said the GMP (Guaranteed Maximum Price) is still under review and development with the county and MB Kahn. Ms. Crosby asked if a new bus stop will be added near the new library. Ms. Alexander explained there is a positive potential for a new bus stop with the extension of Wildcat Boulevard.

Ms. Pattison provided a map of the new St. Paul's Hollywood (SPH) site. She pointed out the lack of road access to the site. She explained construction of the site should begin around April or May, but a groundbreaking ceremony was delayed due to an inability to safely access the site. Mr. Brack asked why it has taken so many months to create access to the site. Ms. Alexander explained the triangle plot of land required to create road access required a lease agreement that was being held up by lawyers. She assured the board the land would be acquired but was only delayed for legal reasons. Ms. Nesbitt asked if that meant construction would begin prior to a groundbreaking ceremony. Ms. Alexander confirmed they would see minor construction prior to the groundbreaking.

Ms. Pattison presented a map for the new Baxter-Patrick James Island (BPJI) site and described features of the area surrounding the site, including the nearby cemetery. Early site work is continuing with excavation for bioswales (dry retention) in progress. Ms. Pattison provided additional photos of the construction progress. The anticipated completion date of BPJI is set for March 2019.

Ms. Pattison provided a map of the Wando Mount Pleasant (WMP) site location. She explained the trenching for footings and installing rebar was met with multiple rain delays in the past few weeks. She informed the board there was a live web cam available for viewing on the library's website. She said there are plans for all the construction sites to have live web cams. The anticipated construction completion date for WMP is February 2019.

Ms. Pattison presented a map of the Support Services building location, and described features of the area surrounding the site. Cost estimates were received from the county on February 23, and Ms. Pattison explained the project is over budget compared to original cost projections. The original construction budget was set at \$3,680,000 and the design development estimate came in at \$5,350,000. The county projects a potential value engineering savings of approximately \$800,000. Ms. Pattison and Ms. Davies have already worked diligently to reduce costs, however there is not much left to remove from the project scope. For example, the project is down to concrete flooring and no finished ceilings. The county hopes the cost estimate figures will hold at the time of project bidding. The county plans to move into the next stage of design knowing that the project is projected over budget at this time. Ms. Davies said she wants the financial focus to be on the branches, not the Support Services building. The construction document kick-off meeting is scheduled for March 29.

Mr. Brack asked if the final designs for the RKSNC site will be presented to the board prior to the public. Ms. Alexander confirmed the board will see the finalized designs in about two months.

Ms. Alexander provided a sheet with the current financial status of all the library referendum projects. She explained the process of creating cost estimates to the board and

explained any fluctuations in estimates. Ms. Alexander said regarding the Support Services building the county is happy to make the budget adjustment and keep the design team moving forward. Mr. Brack explained where some projects currently had overages, other projects were under budget. He stressed the money reserved for renovations of existing buildings will not be used for new building construction.

Ms. Crosby requested the names of the new branches remain consistent between presentations, documents, and verbal conversations.

Review of Library Fines Structure

Ms. Strunk stated she was comfortable in terms of revenue and funding for programming for the library to continue ahead with removing the procedure of charging overdue fines for print materials. She explained there was not policy in place for fines and therefore falls under the discretion of the director to change. Ms. Strunk expressed concern about a possible impact on the hold queues and how patrons may be less likely to return items on time without a penalty.

Mr. Gale asked what kind of penalty will be put in place to prevent patrons from keeping books indefinitely. Ms. Davies explained there is a limit for how long a patron may keep an overdue book, and after that limit has been reached the book is automatically charged to the patron's account. Mr. Fava asked how a patron would know when they've been charged for a book. Ms. Davies explained the current process of notifying patrons of upcoming due dates and overdue items. Ms. Davies also explained a collection agency was utilized for notifying patrons when they are charged for items. Mr. Litchfield added the use of a library oriented collections agency was common, and the collections agency does not take payment for items but instead instructs the patron to contact the library to make payments.

The group discussed patron accountability and how to encourage patrons to bring overdue items back without fines. Mr. Brack said accountability for patrons was built into library access. If a patron wishes to access library materials and resources, they need to adhere to the library card agreement, which includes returning items in a timely manner. Mr. Brack said a board vote wasn't necessary to remove fines from the system. Ms. Davies said she'd like the board to agree on a philosophical stand-point before making a change.

Library Presentation

Ms. Davies said the success of the Public Library Association's (PLA) Inclusive Internship Initiative last year has led the PLA to offer the internship again for the 2018 year. Ms. Crosby asked if CCPL has been approved for the internship. Ms. Davies explained CCPL has applied and has asked for two interns this year, if approved.

Ms. Summers introduced herself and provided a presentation on the Inclusive Intern Initiative and her role as mentor to Ms. Rainey. Ms. Rainey also gave a presentation and described her experience during her internship. Opening day programming and outreach guides created by Ms. Rainey during her internship were passed around to the board.

Library Reports

Ms. Davies said she was recently accepted into the American Library Association's Policy

Corps, and attended her first meeting in Washington, D.C. on March 7-9. She said the group spoke in depth about the history surrounding E-Rate and its funding, as well as the history of net neutrality and where it stands today.

Ms. Davies announced to the board CCPL will be partnering with the Charleston County School District (CCSD) for the first time for all of the Summer Reading Children's/Teens programming. She said this is a direct result of relationship building with CCSD and efforts to collaborate more closely. Ms. Davies said CCSD will be eliminating their own summer reading program and will promote and encourage the use of our program instead.

Mr. Gale asked if private schools could participate in the summer reading program. Ms. Davies said everybody has always been welcome to participate in the public library's summer reading program. She added that a direct partnership with CCSD will result in CCPL reaching thousands more young patrons.

Committee Reports

a. Nominations

Mr. Clem said nominations were being worked on and should be presented soon.

b. Building Projects

Mr. Fava said a meeting was held with the newly appointed members of the Construction Committee on March 26. All members were updated on the overall construction progress with emphasis on any issues concerning the new facilities and the Support Services building.

c. Finance

Mr. Strunk stated she had nothing to report.

d. Bylaws & Policies

Ms. Crosby stated she had nothing to report.

Adjournment

The meeting was adjourned at 6:32pm.

Respectfully submitted,

Troy Strother, Secretary