



Board of Trustees Meeting Minutes
March 28, 2017

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, March 28, 2017 at 5:15pm in the auditorium of the Mt. Pleasant Regional Library, 1133 Mathis Ferry Road, Mt. Pleasant, SC.

Board members present were Mr. Brack, Mr. Norris, Ms. Crosby, Mr. Strother, Mr. Clem, Ms. Reider, Ms. Hollinshead, Ms. Strunk and Ms. Nesbitt. Mr. Fava was not present. Staff members present were Nicolle Davies, Cynthia Bledsoe, Perry Litchfield, Toni Pattison, Darlene Jackson, Jim McQueen and Heather Kiessling. Also present were Brittany Mathis, representing the Friends of the Library, and Janette Alexander 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 recognized Peter McKellar, who turned in his resignation from the board. He praised Mr. McKellar for his efforts in supporting the library. Mr. McKellar read his resignation letter and said that he hopes to follow the capital improvement plan closely. He said that he plans to stay on the building committee as an advisor. Mr. McKellar said that the staff that supports the board does a wonderful job.

Ms. Janet Segal, from the audience, also praised Mr. McKellar for his service. Mr. Brack said that he has asked Mr. McKellar to continue his role on the building committee as a private citizen. Mr. Brack presented Mr. McKellar with a gift as thanks.

Ms. Reider said that she is glad Mr. McKellar will stay involved.

Ms. Strunk said that she appreciates the recent additions to the statistics, specifically the total number of library card holders in the system. She also reminded the board that the numbers will probably be lower for this year due to the branch closures for HVAC replacements. She also said that she is impressed with the increased program attendance across the system, although the number of programs has remained relatively constant.

Mr. Brack said that some library employees were not paid exactly on time last week, but

said that the library did a good job of discovering the issue and correcting it. Ms. Davies said that they have been working to correct any issues that may have arisen due to the error.

Additions or Corrections to the Agenda

There were none.

Review of Minutes

The minutes were approved as written.

Friends of the Library Update

Ms. Mathis said that they are in the process of completing their audit with Elliott Davis. She also mentioned that the Friends will be having pop-up dollar book sales at the branches and the dates will be announced in this month's newsletter. She also mentioned the Books for Beer event coming up at Bay Street Biergarten. She invited the board to attend. The Otranto book sale earlier in March was a success and the Friends raised more than \$7,000 and welcomed more than 600 people through the door.

Library Presentation: Adult Services

Cary Jones gave a presentation of Adult Services. He mentioned that the department is new and consists of the combination of Popular Materials and Information Services (Reference). He talked about the different areas that Adult Services encompasses as well as some of the outreach services they provide. He spoke on the One80 Place outreach, which is coordinated by Sarah Burriss. Ms. Burriss also manages the Saul Alexander Gallery in the Main Library, which displays art by local artists chosen by a local jury.

Mr. Jones spoke on the Adult and Senior Summer Reading programs in June and July, as well as the Book Club Kits. Other programs offered by Adult Services include Indie Author Day, appointments with a Business Librarian, POV Film Series, and SCORE. He also mentioned the library's booth at the Black Expo on March 11.

Ms. Crosby asked about the book club kits. Mr. Jones explained how to find the kits by typing in "book club kit" in the online catalogue. Ms. Crosby also asked about the business librarian. Ms. Jones said that she helps with both for-profit and non-profit businesses.

Recommendation for New Library Branch Names

Ms. Davies said that the building process has reached a point where the library names for the new branches need to be finalized. The book vendor, Baker and Taylor, needs to begin organizing the collections for the new branches and need to label the books. Ms. Davies explained that the library board will recommend names to County Council and then the council will make the final decision. Ms. Davies said that the names were already voted upon but wanted to revisit it since the makeup of the board has changed since the names were chosen. The recommendations were as follows:

- Current West Ashley Library will become South Windermere Library

- Current Cooper River Library will become Pinehaven Library
- James Island will remain the same
- New Bee's Ferry location will become Bee's Ferry Library
- New Carolina Park location will become Ten Mile Library
- All current regional libraries will have the word "regional" removed

Mr. Brack said that the board may want to change the Pinehaven name, since it used to be a sanatorium. Mr. Clem said that he is hesitant to continue calling James Island by that name in case there is another library built there in the future. He also asked about the name of the Ten Mile Library; Nancy Sullivan, the Building Operations and Procurement Manager for the library system, explained the history of the name and the board agreed that the name has historical significance. Mr. Strother asked if the community will be involved with the naming and also asked about the timeframe for the naming of the libraries. Ms. Davies said that because the board does not have the final decision on the names, she is not planning to involve the community with the naming. Mr. Strother agreed that he does not like the name James Island. Mr. Clem asked if there is any historical significance around the James Island site. Ms. Davies said that she met with Nic Butler and that there is a lot of history in that area. She said that the time frame for the names of the libraries is about a month to send the names in to county council.

Mr. Clem said that there will most likely be another library on James Island at some point in the future, and because of that he thinks the name should be something different to avoid confusion.

Mr. Brack said that they will look at two or three alternatives for the name of James Island and then decide on their recommendation to County Council at the next board meeting. He then asked for comments about the other names. Mr. Brack said that at the next meeting, alternatives will be given for Cooper River and James Island and a decision will be made.

Capital Plan Update

Ms. Pattison gave a presentation of the capital plan update. The opening day collection is progressing; library staff met with Baker and Taylor on print materials and is working to schedule a meeting with Midwest Tape for multimedia. The county and consultant are finalizing the AMH RFP, and the RFID RFP will follow it.

Mr. Norris asked if there was a comprehensive list of print materials yet. Ms. Pattison said that ultimately there will be a list, but not yet.

Ms. Pattison said that they will have one furniture design team for all building projects to allow for economy and consistency. She also said that the IT and Wayfinding meetings were kicked off last month.

The West Ashley kick-off meeting was held on March 9 and Ms. Pattison said that the design team came more prepared than expected. She said that she believes that the West Ashley branch should finish construction soon after the other branches. The Cooper River site has almost finished the abatement and building demolition.

Ms. Pattison said that the St. Paul's schematic costs were a little high, so they have been working to keep the integrity of the design while lowering the cost. She anticipates an

architectural presentation at the April board meeting with a community meeting to follow in May. She said that the James Island community meeting had a great turnout with a good question and answer session afterward. The design team was given the go-ahead to go into Design Development stage.

The design development package for the Mt. Pleasant site was submitted for review to the library and the county. The next steps include a guaranteed maximum price and cost approval. Once the cost is approved, the design team will begin to prepare construction documents.

The county is finalizing the RFQ for the support services building. Ms. Nesbitt asked about the cost overages for the St. Paul's site. Ms. Pattison said that the cost was mainly due to the unique roof structure, but that they want to keep the roof line and porches if possible.

Mr. Clem said that he would like to see a budget breakdown for the new branches. Ms. Alexander said that she met with Ms. Davies, Ms. Pattison, and Mr. Fava to discuss the budgets. Mr. Clem asked that the rest of the board be included in those budget numbers. He also asked about the potential budget overages once construction begins. Ms. Alexander said that the design teams will give a guaranteed maximum price for each branch, and that the budgets also have contingency plans in place in case costs are higher than originally thought.

Mr. Norris asked about the drive-up book drops; Ms. Pattison said that right now, the drive-up book drops have not been planned for the new branches. The decision was made due to combinations of safety concerns, cost concerns, and the inability to offer drive-up book drops at every location.

Library Reports

Ms. Davies recognized the Hurd/St. Andrews staff for their response in light of the vandalism at their branches. She also mentioned that the library has chosen a vendor for the new website, which should be launched within six months. She also said that the HVAC replacement is now finished at all branches. Ms. Davies said that the Charleston Tells event earlier in the month was a success and recognized Ms. Bledsoe for her efforts. Mr. Brack also said that the Charleston Tells event was very good.

Committee Reports

- a. Finance
There was no report.
- b. Nominations
Ms. Reider said that she welcomes recommendations from the board for a replacement for Mr. McKellar.
- c. Future and Strategic Planning
Ms. Hollinshead said that they will have a consultant from the State Library coming in to meet on May 20 and the meeting will be open to the public.
- d. Building
Mr. Brack gave the report in Mr. Fava's absence. The county has not finalized the

decision on whether the new Cooper River site will have the library in a stand-alone building or if it will be combined with the planned social services building.

Recognition

Mr. Brack recognized Ms. Bledsoe for her years of service in the library as Deputy Director and Interim Executive Director. He praised her work with Charleston Tells and congratulated her on her retirement. He also presented her with a gift in thanks.

Mr. Strother praised Ms. Bledsoe's leadership and service.

Ms. Bledsoe thanked the board and said that she has enjoyed her career in public libraries. She said that she has also enjoyed working with a dedicated board.

Adjournment

The meeting was adjourned at 6:29pm.

Respectfully submitted,

Maya Hollinshead, Secretary