



Board of Trustees Meeting Minutes
April 23, 2020

The Charleston County Public Library Board of Trustees met for a regular meeting on Thursday, April 23, 2020 at 5:18pm by teleconference.

Board members present were Ms. Collins, Ms. Strunk, Mr. Strother, Ms. Crosby, Ms. Blue, Mr. Byko, Ms. Cameron, Mr. Page, Mr. Rankin, and Ms. Riley. Board member absent was Ms. Nesbitt. Staff members present were Angela Craig, Darlene Jackson, Jim McQueen, Perry Litchfield, Natalie Hauff, Rene Benton, Toni Lombardozzi and Amanda Shinn. Also present were Jeanell Marvin of the Friends of the Library, Janette Alexander of Charleston County, and Anna Johnson of County Council.

Ms. Collins 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

Ms. Collins welcomed the group to the meeting and wished everyone well during this stressful time. She took a moment to recognize the library's loss of beloved staff member Mr. Anthony Ervin and asked for a moment of silence. Ms. Collins also recognized Mr. Strother and Mr. Byko for their recent losses as well. She thanked Ms. Craig for her leadership during the COVID-19 pandemic, as well as the commitment of the library staff to continue programming electronically.

Mr. Byko also thanked Ms. Craig and library staff for continuing to provide programming to the community during the closure. He has received numerous compliments from patrons regarding the electronic resources the library has honed.

Councilwoman Johnson gave her condolences to those who have recently lost a loved one. She thanked Ms. Craig for extending the library services online. She said it was a quick transition and she has been very impressed.

Additions or Corrections to the Agenda

There were no additions or corrections to the agenda.

Approval of Minutes

The minutes were approved as written.

Executive Director's Report

Ms. Craig provided an overview of the decision to close the library to keep staff and patrons safe in accordance to the governor's restrictions. Ms. Craig highlighted a few accomplishments of the library since its closure, including participating in a nation-wide library webinar where CCPL was highlighted for transitioning to an online platform within three days of closure. Online engagement has exceeded all previous records.

Ms. Crosby asked if the library was receiving many applications for the new ecards from out-of-county patrons. Ms. Craig explained the service was intended for patrons within Charleston county, and they have not received many applications from patrons out-of-county. She hopes to capture patrons who did not previously have a library card and plans to convert ecard holders into regular card holders at the end of the closure period. Ms. Crosby expressed concern out-of-county patrons may be taking reserves away from tax-paying in-county patrons, with Ms. Blue seconding this concern. Ms. Craig agreed the in-county patrons should come first, and they will be reworking the out-of-county card process and fee.

Ms. Craig explained the Executive Team has been planning a multi-step phased reopening beginning in May. The first phase will include an orientation day for managers to provide clarity on the process. Managers would create teams of staff to work alternating hours. They plan to make exceptions for those who are considered at-risk and currently homeschooling children. She gave an overview of the decontamination process for returned items. She expects the first phase to last about two weeks. They will be testing curb-side pick-up for patron holds during this time.

Ms. Craig said phase three would involve reopening the branches to patrons. She said there is no specific timeline for when this phase would begin as it depends on government recommendations as they evolve. Ms. Collins asked if phase three meant patrons could sit and read within the library. Ms. Craig said details were still in discussion but currently the intention would be for patrons to enter only to pick up holds. She also said concerns regarding how many patrons can be in a building at a time are also being discussed.

Ms. Crosby asked how the library will approach the summer reading program as well as the Summer Feeding program provided in conjunction with Charleston County School District (CCSD). Ms. Craig explained the details of the adjusted summer reading program are still being worked through. She added they may be unable to support the summer feeding program due to social distancing restrictions.

Mr. Page asked if the library was using resources other than the governor's recommendations in their process of considering how to plan each phase of reopening branches. Ms. Craig explained they are looking at the CDC and DHEC recommendations as well.

Ms. Collins asked if the library could offer restricted hours for seniors. Ms. Craig said everything is on the table, and this is a practice they are considering implementing at some point during phase two or three. Ms. Blue asked if this practice could include consideration for all high-risk patrons, to which Ms. Craig agreed.

Friends of the Library Update

Ms. Marvin said the Friends of the Library (FOL) have been adapting to new ways of reaching constituents and raising funds. They have stopped accepting book donations to protect volunteers. Prior to the closures they were able to raise \$11,000 between the one-day Leap Day pop-up sale and the Otranto Book Sale. The FOL also received a donation of \$7,000 from Crescent Homes. Ms. Marvin said on April 22 the FOL were the nonprofit of the night and will receive a portion of the delivery sales from participating Famulari's Pizza. The FOL were able to raise over \$5,000 for CCPL on Library Giving Day.

Financial Update

Mr. Litchfield said the library is continuing to receive appropriations from the County. He said the library has not incurred any significant expenditures during the closure. Any minor expenditures have been fully covered by the Excess Balance Fund.

Mr. Litchfield explained the County has removed the planned R. Keith Summey North Charleston location from the Fiscal Year 2021 budget as it will not be opening within that fiscal year. He also said additional funds for rural libraries was removed from the budget, which CCPL will be asking to be reinstated.

Mr. Litchfield said the Excess Funds Balance should cover most issues, should any arise, during last few months of the current fiscal year. Ms. Carolyn asked if having an Excess Funds Balance could work against the library by taking away from future funds. The group discussed the requirements of an Excess Funds Balance and its usage for outstanding library needs.

Capital Plan Update

Ms. Lombardozi said there has been many shifts and changes in protocols, but work continues regarding the referendum projects. She said the design team has held multiple Zoom meetings regarding the regional library renovations to begin later this year.

Ms. Lombardozi said the master plan design work for Shipwatch Corridor is still in process, so there is no news regarding the R. Keith Summey North Charleston (RKSNC) project. Ms. Crosby asked how the RKSNC project will continue if so much regarding its site has changed. Ms. Lombardozi said the companies utilized to design and construct the buildings will remain the same. However, the design itself will need to be changed due to the high probability the site will not remain in the original location. Ms. Crosby asked if money spent on the design can be recouped. Ms. Lombardozi said the original design work was paid for and is considered lost funds. Ms. Alexander explained the location of the site is nearing a final decision, but design planning and other details are still being discussed. The design team is trying to build in cost savings efforts into the design to recuperate the lost funds.

Ms. Crosby asked when the Building committee meets. Mr. Rankin said they usually meet every quarter, but with current circumstances they have not been able to meet. Ms. Collins suggested inviting Mr. Walt Smalls of Charleston County to the Building committee meetings.

Ms. Crosby asked for an example of warranty issues at Wando Mount Pleasant (WMP) and Baxter-Patrick James Island (BPJI). Ms. Lombardozi said most of the issues are standard

within the first year of operation, such as an on-going roof leak at WMP.

Ms. Craig said the library would be holding a virtual ribbon cutting for the new Hollywood St. Paul's (STP) branch since the original ribbon cutting scheduled for March was cancelled.

Committee Reports

There were no committee reports.

Adjournment

Mr. Byko made a motion to adjourn. The motion passed unanimously, and the meeting was adjourned at 7:01pm.

Respectfully submitted,

Leah Crosby, Secretary