

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
April 26, 2016

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, April 26, 2016, at 5:15p.m. in the auditorium at the Main Library, 68 Calhoun Street.

Board members present were Ms. Segal, Ms. Reider, Ms. Strunk, Ms. Hollinshead, Ms. Manigault, Mr. Brack, Mr. McKellar, Mr. Fava, and Mr. Norris. Mr. Clem and Mr. Strother were unable to attend. Staff members present were Cynthia Bledsoe, Darlene Jackson, Perry Litchfield, and Susan Parsons. Ms. Brittany Mathis, representing the Friends of the Library, was also in attendance, as were Janette Alexander and Bryan Whitley representing the County.

Ms. Segal called the meeting to order and stated that the media and public had been informed of the meeting and its agenda as required by state law.

Public Comment

Ms. Segal welcomed everyone to the meeting.

Ms. Segal asked whether there was any public comment. There was none.

Board Comment

Ms. Segal asked whether there was any Board comment. She noted that because there is a County Council meeting this evening at 6:30 that she plans to attend, she will be leaving the meeting early.

Ms. Segal stated that Council will vote on the location of the library's support services building and on the Design Build contract.

Mr. Fava stated that he was recently vacationing in St. Johns and visited the library there. He noted what a great library it was and that he spoke to the staff member who said that she was the only staff member.

Ms. Segal welcomed Mr. McKellar back.

Deletions or Additions to Agenda

Ms. Segal asked whether there were any deletions or additions to the minutes.

Mr. Brack stated that he is requesting that a discussion about a change in Board meeting dates be added. Ms. Segal noted that the discussion would be added as number twelve on the agenda.

Minutes of Previous Meeting

The minutes of the March 22, 2016 meeting were reviewed and approved as written.

Capital Plan Update

Ms. Alexander discussed the capital plan project update. She noted that County Council will vote this evening on a recommendation to negotiate for the Design/Builder firm.

Mr. Bledsoe noted that the three short-listed teams are all national firms.

Ms. Alexander noted that the Request for Proposals will be issued by County Procurement within the next two weeks for the Opening Day Collection.

Ms. Alexander discussed the Pinehaven site demolition. She noted that there are four and half structures that are to be demolished, and one structure will have to remain on the site. Ms. Alexander added that the Request for Bids for this should be issued in May 2016.

Ms. Alexander noted that on April 21, 2016, the County Council Finance Committee voted to allow staff to negotiate the purchase of 4355 Bridge View Drive in North Charleston to serve as the CCPL Support Center. The motion is on the April 26, 2016, Charleston County Council agenda.

Ms. Alexander stated that this location is fantastic, adding that it is close to the County Public Services building. She said that there are three loading docks, which will be very helpful.

Ms. Alexander noted that an assessment was done on the building and it is thirty years old, and in good condition, although it does need a new roof.

Ms. Segal asked whether the Friends of the Library will also be housed there. Ms. Bledsoe said no, adding that they will be staying in the Main Library on Calhoun Street.

Mr. Fava noted that the purchase of this building changes the sequence of the building plan, but for the good. Ms. Bledsoe agreed with Mr. Fava, adding that we do not want to hold up work on the Main Library at Calhoun, and this will allow us to add additional support staff that will be needed.

Mr. Brack noted that the completion of the Administrative Services building has been updated on the chart provided by Ms. Alexander, adding that the new timeline has it completed in mid-2018.

Mr. Norris asked how the completion of I-526 will affect this project. Ms. Alexander responded that she can only assume that it will improve traffic, but no consideration was given to that in the choosing of this location.

Ms. Manigault asked whether the location for the Administrative support center is currently vacant. Ms. Alexander responded that it has been vacant for the last six to eight months.

Ms. Alexander gave an update on property acquisitions for the new library branches.

Ms. Alexander stated that the Charleston County School District Board of Trustees approved the Land Transfer Agreement for the James Island property on April 25, 2016.

Ms. Alexander noted that a Land Transfer Agreement was executed between the Town of Hollywood and County Council for the St. Pauls location. A Masterplan was presented to Town Council for approval on March 18, 2016.

Ms. Alexander stated that Charleston County School District is in the process of negotiating with an A/E team for the development of a masterplan for the West Ashley Campus. They anticipate planning meetings with participation by all stakeholders, including Charleston County, to begin in May 2016. This is in regards to the new West Ashley library.

Ms. Alexander briefly discussed the property pre-design update, noting that most testing and reports have been completed for James Island, Pinehaven, Mount Pleasant North, and St. Pauls.

Ms. Segal thanked Ms. Alexander for presenting the update.

Friends of the Library

Ms. Mathis gave an update on the Friends of the Library. She noted that the Friends are really pushing new memberships this year.

Ms. Mathis reported that the Books for Beer event held at Bay Street Biergarten was a great success. She noted that more than two hundred twenty people attended and the Friends received hundreds of book donations and raised nearly \$2000 through the silent auction.

Ms. Mathis reported that it was such a good event that the Biergarten would like to make it an annual event.

Ms. Mathis reported that during the month of April, the Friends held “pop up” \$1.00 book sales at a number of library branches. The sales went well and nearly three hundred books were sold. Ms. Mathis added that since there was such good feedback, the Friends will continue to hold “pop up” sales annually during the month of April.

Ms. Mathis stated that a few months ago she nominated long-time library volunteer Sara Breibart for this year’s John H. Landrum Advocacy Award for spearheading the Charleston County Friends of the Library organization. She added that the Friends are proud to announce that Ms. Breibart was the winner of this award. Unfortunately, Ms. Breibart was unable to accept the award herself, so Ms. Mathis and Ms. Darlene Jackson accepted the award on her behalf.

Ms. Mathis reported that Lowcountry Giving Day takes place on May 3, 2016. She added that last year the Friends raised more than \$12,000 through matching gifts. This year, she noted, the Friends will not have the benefit of having matching gifts, and so they are working hard to accumulate additional donors. If possible, perhaps the Library Board of Trustees could email individuals in their network about supporting the Friends on Giving Day.

Ms. Mathis stated that she spoke with the Friends Board regarding a social event for them and the Library Board of Trustees. She added that, unfortunately, May 26th, 2016, is not a good day for many Friends Board members, so they are trying to figure out a day that would work best for them.

Director’s Report

Ms. Bledsoe informed the Board about an incident that took place at the Main Library wherein a patron hit a staff member in the head with a large book. Needless to say, everyone was quite concerned.

The police were called, and Ms. Jackson did a great job following up with training by the Police Department for staff in regards to dealing with violent patrons. Ms. Bledsoe added that Ms. Jackson also attended a County meeting with Ms. Susan Bednar, the Training and Development Manager, about active shooters. The training will be tailored for libraries and more staff will attend when that is done.

Ms. Bledsoe announced that Ms. Parsons will be leaving the library system at

the end of June, so her last Board meeting will be next month.

Ms. Bledsoe stated that the library is getting ready for the Summer Reading program. She noted that this year there is a new online site through the State Library that lets staff, participants and the State Library monitor progress and compare statistics across the state. Sign up can be completed on this site as well, and participants are being encouraged to do so.

Mr. Norris noted that the most recent Public Libraries Association event was held in Denver and he asked whether any library staff attended.

Ms. Bledsoe responded that Ms. Jennifer Lively, Manager of our Tech Team attended. However, she added, that she has not heard yet from Ms. Lively about the event.

Financial Report

Mr. Litchfield stated that the library has received the budget figures from the County for the next fiscal year. He noted that it looks good and it is what we expected.

Annual Policy Review

Ms. Bledsoe reported that it is the time of year to review public policies. She added that a link to the policies were sent to the Trustees with their Board meeting packets last week.

Ms. Bledsoe stated that she asked library staff to send any changes or additions they may have by May 15th, 2016, so that they could be discussed at the May 2016 Board meeting.

Mr. Fava noted that he would like to discuss the policy that concerns naming of library buildings.

Discussion of Executive Director Search Process

Ms. Strunk noted that the consultants did send their first periodic update.

Ms. Strunk stated that an advertisement for the position was placed in many places, and that the consultants are accomplishing what they said they would.

Ms. Strunk reported that so far there are twenty-five formal applicants, but, she added, several of them are not qualified.

Ms. Strunk said that Bradbury Associates have shared general feedback with staff and they will be sending the next update on the search in about two weeks.

Ms. Segal thanked library staff for setting up all of the meetings with the consultants, and added that if there are any questions they can be directed to anyone on the committee or the consultants can be directly emailed.

Discussion of Change in Board Meeting Dates

Mr. Brack reported that this discussion should be held because the County Council Liaison to the Library cannot come to the Library Board meetings because Council also holds meetings at the same time. He asked that the Trustees consider changing the date of our monthly meetings to a different day of the week, with the understanding that Council meets the second and fourth Tuesdays of the month.

Mr. Brack noted that the fourth Wednesday would be a consideration, but that would conflict with church for some people.

Several Board members suggested different days of the month.

Mr. Brack noted that the Library Board's current Council Liaison, Mr. Herbert Sass, said that he would like us to consider changing our date so that he can attend.

Mr. Brack stated that we are not seeking a solution, but considering options. He added that we should make more of an effort to have better relations with Council.

Ms. Reider suggested that the Library Board be polled before any motions are made to change the meeting dates.

Ms. Strunk noted that staff should also be asked whether certain dates would work, because meetings set early in the month may not give them enough time to get information to the Board.

Ms. Hollinshead suggested a "called meeting" every other month to keep County abreast of what is going on.

Mr. Norris noted that there are online survey tools that we can send around to everyone asking for their input on date changes.

Ms. Segal noted that she would check on County Council's schedules and then send out a few options via email to everyone.

Ms. Bledsoe asked that the Board also think about when they would want to start the date change, because it may be difficult to find available meeting space.

Ms. Segal noted that if the Trustees can decide on the change at the May Board meeting, it can take effect for the August meeting.

Ms. Segal left the meeting to attend the County Council meeting.

Mr. Brack noted that a change in Board meeting dates will be placed on the May 2016 agenda.

Ms. Bledsoe asked that you send Ms. Parsons, by May 15th, 2016, any policy recommendations you have. She added that the policy review is usually discussed for several months.

Mr. Brack noted that a series of photographs by Ms. Bledsoe will be featured in the next issue of Charleston Currents.

Mr. Brack adjourned the meeting at 6:15p.m.

Respectfully submitted,

Maya Hollinshead, Secretary