



Board of Trustees Meeting Minutes
May 23, 2017

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, May 23, 2017 at 5:15pm in the auditorium of the St. Andrews Library, 1735 N. Woodmere Drive, Charleston, SC.

Board members present were Mr. Brack, Mr. Fava, Ms. Crosby, Mr. Strother, Ms. Hollinshead, Ms. Strunk, Ms. Reider, Mr. Clem and Ms. Nesbitt. Mr. Norris was absent. Staff members present were Nicolle Davies, 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 there was a quorum present and that the media had been informed of the meeting and its agenda according to the Freedom of Information Act.

Public Comment

Joanne Stebbins, a library employee, said that she really likes the updates to the St. Andrews auditorium and said thank you for everyone's hard work.

Board Comment

Mr. Clem congratulated the staff on a well-done update to the auditorium as well. Mr. Strother read a poem by Nikki Giovanni. He also read a quote by James Baldwin.

Mr. Brack said that he and Ms. Davies attended National Library Legislative Day in Washington, DC and met with various congressional members. He said that he encourages other board members to attend next year. Mr. Brack also passed around pictures and print materials that were sent to the board by Candy Lowe. Mr. Brack mentioned that the board will start having two readings of important materials; the first to become familiar with it and the second to vote on the material.

Additions or Corrections to the Agenda

Mr. Brack added a library naming item to the agenda as item 7a.

Review of Minutes

The minutes were approved as written; Mr. Clem abstained as he was absent during the

April meeting.

Friends of the Library Update

Ms. Mathis said that the first one-day pop up sale was held at the Mt. Pleasant branch, which raised more than \$800. The first beach book sale is being held on Thursday, May 25 at the Sullivan's Island Farmer's Market from 2:30-6:30pm. Ms. Mathis passed out a summer book sale flyer; the sale will be at the main branch on June 23-25 and Ms. Mathis encouraged everyone to sign up for a volunteer slot.

Capital Plan Update

Ms. Pattison said that the opening day collection is going through ongoing coordination. The AMH RFP is being finalized and the RFID RFP will be prepared after the AMH RFP goes out. There is one furniture design team for all the new branches and they have started working on Mt. Pleasant, James Island, and St. Paul's. Ms. Pattison said that they would also like to use them for the support services building. There is a kick-off meeting for the furniture design team scheduled for June 13.

Ms. Crosby asked if there is room for furniture differentiation between branches so that the branches have a different feel depending on the community. Ms. Pattison said that some things will be standard, such as auditorium chairs, but that the items such as help desks and lounge chairs will be personalized.

Ms. Pattison said that she and Ms. Davies completed product installation site visits to view local building materials.

West Ashley's schematic package was completed and submitted to the county; MB Kahn is working on a cost estimate and is anticipated to present at the June board meeting.

Cooper River has no update.

St. Paul's Design Development kick-off was held on May 15 and the community meeting is tentatively scheduled for June 6.

James Island held a first finishes meeting on May 15 to view paint, floor tiles, etc. One the finishes are completed, a detailed review will commence and the GMP will be prepared.

Mt. Pleasant's GMP is anticipated in the next week or so; after that, the design team will begin preparing construction documents.

The support services building's RFQ for architecture and engineering services were received and are being reviewed.

Mr. Brack asked if there is an exact site for the West Ashley site. Ms. Pattison said that there was. Mr. Brack also said that he is frustrated with the lack of progress on Cooper River. Ms. Alexander said that three of the buildings have been demolished, but the fourth building had an asbestos problem that is being worked on. Mr. Brack said that he met with North Charleston Mayor Keith Summey to let him know that the board would highly prefer a separate

building for Cooper River.

Ms. Nesbitt asked about the process of finalizing the date for the St. Paul's community meeting. Ms. Alexander said that they have been waiting to have a more complete agreement for the land transfer before holding the community meeting.

Ms. Alexander displayed a chart of the financial status of the building projects. She explained that the numbers shown include the baseline originally budgeted as well as the current working estimates. The numbers include all values, including inspections, staffing, opening collections, etc. Ms. Alexander explained that the numbers are a snapshot in time and may change in the future. She also said that the GMP for Mt. Pleasant was lower than the budgeted amount.

Mr. Fava asked if any of the demolition costs for Cooper River are included in the Cooper River CWE. Ms. Alexander said that those costs and the cost of the asbestos mediating are included in the cost of the Cooper River site.

Mr. Brack asked about the bids for the project. Ms. Alexander said that MB Kahn was handling the bids. Mr. Brack also asked about the baseline listed in the financial status chart. Ms. Alexander said that the cost estimates were completed before the referendum passed and the number will not change as the projects progress.

Ms. Strunk asked if each building project has its own contingency plan built in. Ms. Alexander said that it does. Ms. Strunk asked how the funds for library upgrades are being protected so that the new branches do not take up too much. Ms. Alexander said that they have not touched that money yet and intend to make sure the renovations are still possible. Ms. Davies said that they have been working on value estimations in order to save money on the new buildings to ensure as much money as possible for the renovations.

Mr. Fava said that if County Council decides to keep the existing James Island site open, the library needs to be notified as soon as possible. He suggested sending a letter to County Council to ask about it. Mr. Brack agreed. Mr. Fava also said that he was surprised to hear that a swimming pool is planned to go next to the St. Paul's site. Ms. Alexander said that they just learned of the proposed recreational facility, but that they have not been asked to participate in it in any way.

Ms. Alexander provided a report from MB Kahn discussing their intern program.

Naming of the Libraries

Mr. Brack said that he has been contacted with concerns about the naming of the James Island library. He said that according to Robert's Rules of Order, there are three methods of going against a vote and read those rules. Mr. Brack read some background on the Baxter Patrick Elementary School and the two women for which it was named. Mr. Brack said that according to library policy, the library names should be based on geographical location and may include in addition the names of important individuals that have contributed to the library system in a meaningful way.

Mr. Clem said that the board spent a lot of time and thought two years ago on the

subject of library naming. Mr. Clem read the exact wording of the naming policy. He said that the backgrounds of Ms. Baxter and Ms. Patrick are educational rather than library related. He believes that the board went against the policy in the previous vote. Mr. Clem made a motion to name the new James Island library the James Island Library. Mr. Fava seconded the motion. The board discussed the naming of the library; Mr. Strother stated that the name was already voted on according to established policy and that County Council has the final decision anyway. He said the board needs to stick with what was already decided upon.

Mr. Brack said that he does not believe the few people that spoke at last month's meeting was an accurate representation of the James Island community. Mr. Clem said that his objection is with the name going against established policy about naming, as the two educators did not contribute directly to the Charleston County Library. Mr. Strother reiterated that his issue is that the board is now wishing to go against what was voted on through the proper procedure. Mr. Fava said that the board violated their own policy.

Ms. Hollinshead said that the community knows that area as the Baxter Patrick area, which makes it geographically relevant. She also said that all they can do is recommend it to County Council. Ms. Crosby agreed. Ms. Strunk said that she voted against the name because she thought the naming was premature. She said that she would be in favor of naming a room in the new library in honor of the two women. She does not feel the need to revisit the vote, however.

The board voted on Mr. Clem's motion. The motion failed with four in favor and five opposed.

FY18 Budget Approval – 1st Reading

Ms. Davies said that Mr. Litchfield is at the county for their first review of the budget. She directed the board to a page of the budget which highlights the increased funding for the library for programming and professional development. She explained that programming is part of the core operations of the library and is glad the budget will have space for it instead of depending on Friends money.

Mr. Clem said that he would like to still track the spending on building maintenance even when those costs are transferred to the county. Ms. Davies said that she met with the new county maintenance director and that the library has never had a maintenance schedule. She said she is optimistic about the leadership changes in county maintenance.

Mr. Fava pointed out that the county is not using referendum money to complete routine maintenance on existing branches. Mr. Brack said that if the county does not fix things in a timely manner, the library needs to be notified.

Public Comment Policy – 1st Reading

Mr. Brack discussed the proposed public comment policy. The policy covers the practice of providing a sign in sheet for public comments. Ms. Strunk suggested adding a provision for a large group to designate one spokesperson to sign the sheet.

Fines and Policies – 1st Reading

Ms. Davies said that the biggest complaint from patrons is that their library cards must be renewed yearly in person. The new policy takes off that requirement. Other changes include the fixing of a typo and the removal of the \$5.00 processing fee for losing an item. Ms. Strunk asked if the out of county resident fee is still relevant. Ms. Davies said that they will look into it and base it on a per capita basis. Ms. Hollinshead asked about the stopping of the floating collection. Ms. Davies said that the decision is based primarily on feedback from staff. Ms. Davies explained what the floating collection is and the challenges of it.

Mr. Fava asked if the policy will include details on inactive accounts being removed after a certain number of years. Ms. Davies said that usually that is just an internal procedure rather than a stated policy item. Ms. Davies pointed out the importance of various statistics, such as foot traffic and virtual users, in addition to circulation numbers. Ms. Reider said that she supports an easier way to process library cards.

Library Reports

Ms. Davies spoke on the visit to Washington, DC to talk to lawmakers about library funding. Mr. Brack mentioned speaking to Mark Sanford. Ms. Davies also pointed out some Summer Reading materials.

Committee Reports

- a. Finance
There was no report.
- b. Nominations
There was no report.
- c. Future and Strategic Planning
There was no report.
- d. Building
There was no report.

Library Presentation: IT Services

Thomas Wheeler, IT Manager, provided a presentation on IT services. He discussed the various components of IT, including the technical support and resources for staff and patrons. He also discussed ILS, which is the system that allows checkouts, discharges, catalog searches, etc. He also spoke on the various electronic resources that the library offers.

Adjournment

The meeting was adjourned at 7:00pm.

Respectfully submitted,

Maya Hollinshead, Secretary