

CHARLESTON COUNTY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
May 24, 2016

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, May 24, 2016, at 5:15p.m. at the St. Andrews Regional Library, 1735 N. Woodmere Drive.

Board members present were Ms. Segal, Ms. Reider, Ms. Strunk, Ms. Hollinshead, Mr. Clem, Mr. Strother, Ms. Manigault, Mr. Brack, Mr. McKellar, and Mr. Fava. Mr. Norris was unable to attend. Staff members present were Cynthia Bledsoe 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. There was none.

Deletions or Additions to Agenda

Ms. Segal asked whether there were any deletions or additions to the minutes. There were none.

Minutes of Previous Meeting

The minutes of the April 26, 2016 meeting were reviewed and approved as written.

## Capital Plan Update

Ms. Alexander discussed the capital plan project update.

Ms. Alexander showed the Trustees the Program Manual and thanked everyone who worked on it. She noted that everything is identified in the manual.

Ms. Alexander stated that this document was given to the short-listed architectural teams.

Mr. Brack said that the manual is essentially the complete plan that the library wants. He asked how much the chosen architectural team can vary from it. Ms. Alexander replied that they sign a contract, but we can agree when there is a difference.

Mr. McKellar noted that if a change affects the cost or the plan – a deviation of that caliber – it has to be signed off by the owner and the contractor.

Ms. Alexander noted that, for instance, a 15,000 square foot building was paid for in the St. Paul area, the firm has to build that. It is just the details that can be changed, but we will make sure that they do everything that is in the plan.

Mr. Fava asked who the architecture firms are. Ms. Alexander responded that four of them are locally based and one specialty based in Minneapolis. She noted that the contract has not been signed yet.

Ms. Alexander stated that she would put the applications in Dropbox with the Request for Proposal for the Trustees.

Ms. Strunk stated that from her experience there will be a few things done in the plan that are different. She did add, though, that ninety-eight percent was the same, and there was a lot of communication.

Ms. Alexander noted that there will be a point person for each building project, so if there are any issues we can speak directly with them.

Mr. Fava asked if the firms could adjust the schedule and work on another building if there is an issue with being late on one. Ms. Alexander responded that it would be no problem to make adjustments.

Mr. McKellar noted that he is not a fan of “design build” but he added that he is not worried because we have experienced people looking over their shoulder.

Ms. Alexander reported on the opening day collection. She discussed the RFP timeline and noted that acquisition of books and other media will begin in the fall of 2016.

Ms. Alexander discussed the timeline for the Pinehaven site demolition. She

noted that in July 2016, the project should be awarded by County Council.

Ms. Alexander reported on the procurement activity for the Administrative Support Center. She noted that County Council authorized staff to negotiate to purchase of 4355 Bridge View Drive in North Charleston and closing on the property is anticipated to by June 30, 2016.

Ms. Alexander noted that the building is 22,000 square feet.

Ms. Manigault asked how this building fits into the budget. Ms. Alexander noted that it is within the budget, and hopefully it will be complete before the new libraries are built.

Mr. Clem asked if there has been talk about freeing up money to fund the James Island project as a result of the plan changes. Ms. Alexander responded that right now the project is slightly under budget, but she added that we do need to have funding for training, IT and AV equipment.

Mr. Fava noted that he does not think the County is under obligation to issue the entire amount of funding.

Ms. Alexander gave an update on property acquisitions. She noted that the Charleston County School District Board of Trustees approved the Land Transfer Agreement for the James Island property. She added that it was determined that the school district will manage construction of the tennis courts with costs to be reimbursed by the County.

Ms. Alexander stated that the Pinehaven and Mt. Pleasant properties are County owned.

Ms. Alexander reported that the County had a good meeting with the Mayor of the Town of Hollywood and the design team to discuss final boundary lines, and utility/access easement details. She added that a Land Transfer Agreement was executed by the Town of Hollywood and County Council.

Ms. Alexander noted that the Charleston County School District is in the process of negotiating for the masterplan development of the West Ashley site library.

Ms. Alexander said, in closing, that the timeline schedule has not been updated except for the Administrative Support Center. She added though, that you will see some modulation when the Design Builder is on board.

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

## Miscellaneous

Ms. Segal stated that Ms. Parsons will be missed by the Board of Trustees. She said that it has been a pleasure for the Trustees to work with her.

Ms. Segal and Ms. Hollinshead presented Ms. Parsons with a card from the Board. Everyone wished her success and happiness in the future.

## Friends of the Library

Ms. Mathis gave an update on the Friends of the Library.

Ms. Mathis reported that the Friends of the Library have so far received donations in the amount of \$4,700 from the Lift the Lowcountry, Lowcountry Giving Day event. It was not the huge success it was last year, but the Friends still did relatively well considering that we did not have matching funds.

Ms. Mathis announced that on Thursday, June 9<sup>th</sup>, the Friends will be hosting a reception on the publication, *Porgy & Bess: A Charleston Story*, where audiences will hear an intriguing discussion on the famous play and its roots in the Lowcountry. Panelists will include Editor Harlan Green, Head of the College of Charleston Special Collections and Charleston County Public Library Historian Dr. Nic Butler.

Ms. Mathis noted that the event will take place at The Real Estate Studio on King Street and it will include a book signing as well as wine and hors d'oeuvres. Ms. Mathis added that advertising for the event will start this week, and she asked the Library Trustees to share the event with those in their network.

Ms. Mathis reported that the second book sale of the year will be held from June 17<sup>th</sup> to June 19<sup>th</sup> in the Main Library auditorium. This special sale will pay tribute to Charleston County Public Librarian Cynthia Hurd who was among the nine victims of a shooting tragedy at Emanuel A.M.E. She added that during the sale, special bookmarks will be given to each patron, and memorial prints from local photographer, Michael Kaynard, will be available for purchase, with proceeds going towards the Cynthia Graham Hurd Foundation.

Ms. Mathis stated that a special event for the Friends of the Library members will be held at the library on June 16<sup>th</sup> from 5:00 to 7:00p.m. The public can become members of the Friends at the door that evening.

Mr. Fava asked Ms. Mathis whether she thought that the Friends Board would like a short overview of the library building program. Ms. Bledsoe stated that she is giving them updates at every meeting.

Mr. McKellar added, on the same note, that a presentation with pictures would be good after the design phase is complete.

### Director's Report

Ms. Bledsoe noted that this year two of our libraries will be "Summer Feeding" sites. She added that one of our staff members learned about this program will attending a meeting at the State Library. Richland County Public Library participated in this program last year.

Ms. Bledsoe stated that the John's Island Regional Library and the Main Branch on Calhoun Street will be participating this year. There has been a renewed emphasis on the "summer slide" after the school year ends. This means that schools feed children only during the school year, so some children are not able to eat during the summer months. This program is to help those children, and Ms. Bledsoe noted that perhaps next year more branches will participate.

Ms. Bledsoe said that representatives from the Children's Museum told library staff that they would like for more families to have access to the Museum, so we now offer those passes to patrons. These passes can be checked out just like all other library materials, and the length of checkout is one week. Every location has them, and the Children's Museum said that if we find that they are really popular, they are open to giving us more of them.

Ms. Bledsoe reported that the library's radio station is located on the dial at 97.5 FM and the soft launch has taken place. She added that Mr. Kevin Crothers, the Media Manager, is in charge of the station and will talk more about it soon.

Ms. Segal asked whether library programs, such as Storytimes, will be broadcast on the station. Mr. Crothers responded that because of the grant we received for the station, we have to fit the constraints of that grant. However, he added, we hope that staff will be able to discuss some of their programming on the air.

Ms. Hollinshead asked whether there were plans to promote the radio station. Ms. Bledsoe replied yes, and added that she and Mr. Crothers have been emailing each other with information in regards to publicity.

Ms. Hollinshead asked whether the radio station will still be at the Main Library on Calhoun Street when the administrative offices are moved. Mr. Crothers stated that the station only has a certain number of miles it can reach, so it must stay downtown.

Ms. Segal stated that it would be nice for the station to be in a public area so that people can see it. Mr. Crothers agreed.

Ms. Reider said that it is wonderful that the library is participating in the

food project for children. Mr. Strother agreed, and added that it is courageous and he said that he is hopeful that the program will be available in the North Charleston area in the future. Mr. Strother said that this program is what the community and library are supposed to be about.

Ms. Bledsoe announced that there will be a dedication for the mural at the Dart Library on June 20, 2016, at 9:00a.m. She added that the mural is lovely and a touching tribute to Ms. Hurd.

Ms. Bledsoe reported that the County Council Finance Committee approved naming the St. Andrews Library the Cynthia Graham Hurd/St. Andrews Library. She added that if County Council approves it there will be an official naming on June 21, 2016, which would have been Ms. Hurd's birthday. Ms. Bledsoe added that starting on June 20, 2016, there will be a series of events in the community in remembrance of victims of Emanuel African Methodist Episcopal Church.

#### Financial Report

Ms. Bledsoe reported that Mr. Litchfield was unable to attend this meeting to discuss the financial report, but he would be more than happy to answer any questions you have via email or at the next meeting.

#### Annual Policy Review

Ms. Bledsoe noted that there are several policy changes up for review, but added that many of them are just "word" changes.

Ms. Bledsoe stated that the Gift, Solicitation, and Acceptance Policy does have a change to item number four. It now states that gifts will be reported to the Board on an annual basis by the Finance Manager. Ms. Bledsoe added, however, that those are not policy changes.

Mr. Strother asked whether gifts have to be approved by the Trustees. Ms. Bledsoe responded that if they are over \$2,500 they do have to be brought to the Board. The Trustees also have to be informed of the intent of the gift and stipulations that come with the gift. Ms. Bledsoe added that the library system does not get a tremendous amount of large gifts.

Mr. Strother asked whether there is any gift that the library would not accept. Ms. Bledsoe responded that that would be up to the Trustees.

Mr. Fava said that he would like to see the change to number four in the policy be more specific and state a certain month that the Business Manager will report gifts to the Trustees.

Mr. Clem advocated for more frequent reporting from a donor management standpoint. He asked whether the library staff would be able to tell the Trustees about every donation at each meeting, and suggested that a report be run monthly.

Ms. Reider stated that it would be logical to ask Mr. Litchfield what would work best. Ms. Bledsoe stated that she would ask Mr. Litchfield about this request.

Ms. Bledsoe reported that there was clarification requested on the policies concerning overdue fines. She noted that a suggestion was made to add that children's materials checked out on children's cards are fine free, but overdue children's items must be returned in order to check out library materials.

Ms. Bledsoe said that it was also suggested on the same policy that a paragraph be added stating that library cards are good for one year and cards of Charleston County residents can be renewed at no cost, but fines and fees must be paid. Ms. Bledsoe noted that a statement requiring proof of Charleston County residency also be added.

Ms. Segal asked whether an application for library card sign-up is available online. Ms. Bledsoe replied that it is not because it is tricky to validate residency online.

Mr. Brack noted that he has received emails in regards to library card annual renewals. He asked why the cards couldn't be renewed every three years.

Ms. Bledsoe responded that that was the policy, but it has changed due to patrons not updating their information, such as change of address. She added that perhaps the yearly renewal policy should be reconsidered.

Ms. Bledsoe noted that email notifications are sent to patrons before their cards expire, although this is not convenient for everyone.

Mr. Fava asked whether Ms. Bledsoe could let the Board know, at the regularly scheduled Board meeting, how many active library cards there are in the system. Ms. Bledsoe said that she would bring that number to the meeting, adding that active means one year.

Mr. Clem asked how many complaints have been received from remote users. Ms. Bledsoe responded that Mr. Brack has gotten some, but in total perhaps only ten to fifteen this year.

Ms. Bledsoe noted that there was a suggestion to number the items on the Code of Conduct and to insert a link to SC Code 16-15-305, instead of just saying "inappropriate websites."

Ms. Bledsoe reported that it was suggested that in the "Naming of Libraries" policy that an addition be made noting that the Board of Trustees may recommend that someone's name may be added to the location of the library if the Trustees

deem that person to have made a significant contribution to the library system.

Ms. Bledsoe noted that this item will be amended now, so that a change can be made to the name of the St. Andrews Regional Library if the proposed name is passed by County Council.

Mr. Fava noted that currently all of the libraries do not carry a name that reflects the geographical area in which it is located or which it serves, as stated in number one of the current Naming of Library Policies. Ms. Bledsoe noted that this policy is for new branches or for changing names, not for existing locations.

Ms. Strunk asked whether we are dropping the word “Regional” from the five locations that have that word included in their name. Ms. Bledsoe responded that we can add that to the policy.

Ms. Bledsoe reported that the only change to the Collection Development that is up for discussion is under the last section. She noted that this would be the addition of a hyperlink to the Reconsideration of Materials form.

Ms. Bledsoe noted that several changes to the Posting and Distribution of Non-Library Materials policy be made. This is just to clarify the eligibility and deleting the section that states library staff must approve materials before posting.

Ms. Segal thanked Ms. Bledsoe for the suggestions and noted that the Trustees will vote next month on any changes.

#### Discussion of Executive Director Search Process

Ms. Segal reported that interviews via Skype will be held in the Main Library Board Room on June 8 and June 9, 2016. She noted that this will be a Special Board of Trustees Executive Session meeting, and as such, it needs to be advertised.

#### Board Officers Nominating Committee

Ms. Segal asked for three volunteers to nominate Board officers at the next meeting to be held in June. Ms. Manigault, Mr. Fava and Mr. McKellar volunteered, and Ms. Manigault was named Chair of the Committee.

#### Executive Session – Personnel Matter

Ms. Segal moved to go in to Executive Session to discuss a personnel matter. Ms. Reider seconded the motion and the motion carried.



Ms. Segal moved to come out of Executive Session. Ms. Reider seconded the motion and the motion carried.

No action was taken in Executive Session.

Ms. Segal adjourned the meeting at 7:20p.m.

Respectfully submitted,

Maya Hollinshead, Secretary