



**Board of Trustees Meeting Minutes**  
*June 27, 2017*

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, June 27, 2017 at 5:15pm in the auditorium of the main library, 68 Calhoun St., Charleston, SC.

Board members present were Mr. Brack, Ms. Crosby, Mr. Strother, Ms. Hollinshead, Ms. Strunk, Mr. Norris and Ms. Reider. Mr. Clem, Ms. Nesbitt and Mr. Fava were absent. Staff members present were Toni Pattison, Perry Litchfield, Jim McQueen and Heather Kiessling. Also present were Brittany Mathis representing the Friends of the Library, Herb Sass of Charleston County Council 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**

There was no comment.

**Board Comment**

Ms. Reider said that she liked the article in the Post and Courier about the reusable bags.

**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 have a new website. She also mentioned the Black Ink festival, which featured more than 40 black authors last year. Black Ink will return on Sept. 23, 2017, featuring 50-60 local black authors. Ms. Mathis said that they have received two grants for the festival.

Ms. Mathis explained that the Friends received about \$10,000 in donations in honor of Cynthia Graham Hurd. The Friends decided to write a \$10,000 check to the Cynthia Graham Hurd Memorial Fund.

Ms. Mathis spoke about the book sale that just wrapped up; it brought in over 1,100 people and generated about \$18,000 in revenue. The Johns Island book sale will be held on July 28-29.

Mr. Brack said that last year's Black Ink festival was very well done. He also mentioned that USC School of Library and Information Sciences Dean David Lanke generously donated copies of his book for all the board members.

### **Capital Plan Update**

Ms. Pattison provided a capital plan update. The opening day collection development is ongoing with monthly coordination calls between Baker and Taylor and CCPL's LCATS (Library Collections and Technical Services) department. The AMH (Automatic Material Handling) RFP (Request for Proposals) is being finalized by the County, with release anticipated soon. The RFID (Radio Frequency Identification) RFP preparation has begun and the first draft is currently under review. The furniture design team has begun looking at specific products, such as chairs, and will begin discussing unique pieces for each branch in July.

The Cooper River site master planning is still being worked on by the County. The St. Paul's community meeting was held on June 12, which included about 15 community members. The overall reception was positive. The St. Paul's site is working through design development.

West Ashley is wrapping up schematic design. James Island's design development package has been submitted for review and MB Kahn will begin working on the GMP estimation. Groundbreaking is anticipated for early fall.

Mt. Pleasant's GMP (Guaranteed Maximum Price) has been submitted to the County and the construction document kick-off meeting is scheduled for June 30. Groundbreaking is being scheduled for the end of July.

The support services building's RFQ (Request for Qualifications) review process is complete and a notice of award will be sent out this week. CCPL has completed an extensive program preparation to expedite the design process.

Ms. Alexander explained the specifics of the budget spreadsheet provided. She explained that the Mt. Pleasant GMP is under budget and that the West Ashley branch's budget number will probably come down through negotiation and more specific numbers.

Mr. Brack said that he is still concerned about Cooper River. Mr. Walt Smalls of Charleston County said that there is work going on in the background at the County.

Mr. Alexander introduced David Moore and Shelly-Anne Tulia Scott of MPS. Mr. Moore displayed an image of the West Ashley site and described the various features of the site. He mentioned that there is a specimen oak tree on the site that must be kept. Mr. Moore said that the building takes advantage of the northern light. The building features a large glass wall facing the north that will allow natural light in. The building is 20,000 square feet and Mr. Moore explained the orientation of the library in reference to the main roads surrounding the site.

Ms. Scott explained the features of the floor plan. The side of the building facing that glass

wall is the main public space, while the other side features staff space, meeting rooms, etc. She explained the various areas, such as lounge space, stacks, laptop bar, etc. The plan includes outdoor space that both children and adults can use.

Mr. Moore explained how the building could be expanded in the future if needed. He also mentioned that the meeting room will have the ability to be accessed after-hours. Ms. Crosby asked about a visual buffer to block the view of the apartment complex nearby. Mr. Brack asked about the sizes of the meeting rooms. Mr. Moore said that the auditorium without the barrier can fit 100 people. Mr. Brack asked about the specifics of the glass wall. Mr. Moore said that it will be about 1 ½ stories tall and made of double paned glass.

### **Adoption of FY18 CCPL Budget**

Ms. Strunk said that all trustees have been given the chance to review the budget and the finance committee moved to adopt the budget. The motion passed unanimously.

### **Election of Officers**

Ms. Reider gave a nominating committee report. Mr. Brack was nominated as Chair, Mr. Clem as Vice Chair, Ms. Strunk as Treasurer, and Mr. Strother as Secretary. Mr. Fava and Mr. Clem phoned in to vote on the election of officers. The nominating committee made a motion to approve the officers. The motion passed unanimously.

Mr. Brack said that the library foundation has been working to raise money for the library. He said that the board committees have been doing well and said he appreciates everyone's help.

### **Public Comment Policy – 2<sup>nd</sup> Reading**

Mr. Brack explained that Ms. Davies recommended a public comment policy and explained the parameters of the policy. Mr. Strother motioned to approve the policy. Ms. Reider seconded. Ms. Strunk said that it will serve the board well. The motion passed unanimously.

### **Fines and Policies – 2<sup>nd</sup> Reading**

Mr. Strother motioned to approve the fines and policies. Ms. Hollinshead seconded. The motion passed unanimously.

### **Unattended Children Policy – 1<sup>st</sup> Reading**

Mr. Brack read the proposed unattended children policy. Mr. McQueen explained that most of the changes are grammatical or rewording. The specifics of the policy remains the same. Ms. Reider asked how often library staff must call the police. Mr. McQueen said that it varies by location and depends on the situation. Mr. McQueen said that the police are called as a last resort. Ms. Reider asked that information about how often the police must be called for unattended children be given at the next board meeting.

The board discussed the age listed as a caregiver, currently listed at 16 years old. Mr. Brack asked CCPL staff to discuss the age and decide whether it needs to be changed.

## **Library Reports**

Mr. McQueen gave the library report in lieu of Ms. Davies. CCPL is offering a giveaway of SC Aquarium tickets; the giveaway is open to anyone that brings in a reusable bag in the month of July. A book drive is being held in the month of July for new or gently used children's books, in conjunction with Reading Partners and the Cynthia Graham Hurd Foundation.

Mr. Brack said that the PR department is ramping up use of Owlbert, CCPL's mascot, throughout the community. The new website is also being developed and is expected in October.

Mr. McQueen spoke a little on the leadership training that twenty CCPL staff members attended. The goal is to help prepare leaders in the organization in light of the upcoming changes within the library.

## **Committee Reports**

Mr. Brack said that he is appointing a by-law committee, chaired by himself, and invited any board members that would like to join to let him know.

a. Future and Strategic Planning

Ms. Hollinshead said that it is almost time for a new strategic plan. After discussion, Ms. Davies will write out strategic ideals for the next couple of years until potential funds can be found to hire a consultant to create a new strategic plan.

b. Building

There was no report.

## **Adjournment**

Mr. Sass asked about the scheduled time for the public comments. Mr. Brack said that the comment period is at the beginning of the meeting. Mr. Sass mentioned that board members are advised not to respond, but to take comments into consideration.

Mr. Smalls asked for clarification on the name of the Cooper River library. Ms. Nancy Sullivan explained that the word "Memorial" does not need to necessarily remain, but she said that the library can look into the history to double check. The recommendation of the name "Cooper River Library" remains the same unless research shows that the word "Memorial" needs to be included.

Ms. Crosby asked that the formal, voted upon names be used on all documents after Council approves it.

The meeting was adjourned at 6:24pm.

Respectfully submitted,

Maya Hollinshead, Secretary