

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JUNE 28, 2016

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, June 28, at 5:15 p.m. at the Main Library.

Board members present were Ms. Manigault, Mr. Clem, Ms. Reider, Mr. Brack, Ms. Hollinshead, Ms. Strunk, Ms. Segal, Mr. Fava, Mr. Norris and Mr. Strother. Mr. McKellar was not in attendance. Staff members present were Cynthia Bledsoe, Perry Litchfield, and Nancy Sullivan. Mr. Herb Sass, County Council Liaison to the Library was in attendance, as were County Staff members Mr. Walt Smalls, Mr. Bryan Whitley and Ms. Janette Alexander.

Ms. Segal called the meeting to order and stated the media had been informed of the meeting and its agenda. She welcomed Mr. Sass and informed him the Board is happy to have him as Council Liaison. He responded he is glad to participate and is sorry he cannot make more meetings due to Council meetings held on Tuesdays, but he will be at the meetings as often as he possible.

The minutes of meetings from May 24th, June 8th, 21st and 22nd were reviewed. Mr. Brack made a motion to approve the four sets of minutes. Mr. Fava seconded the motion and the vote carried.

Board Comments:

Ms. Strunk reminded the board to send their bios to Cynthia Bledsoe.

Ms. Reider stated the dedication of the mural at the Dart Library was very well done as was the “We are Charleston” program. Ms. Segal indicated the ceremony renaming the St. Andrews Regional Branch Library as the Cynthia Graham Hurd St. Andrews Regional Library was touching and commented on the nice words spoken by County Council Chairman Elliott Summey.

Capital Plan Update

Ms. Alexander and Mr. Whitley updated the Board on the progress of the Capital Improvement Project. (See attached CCPL Capital Improvement Projects Update). As requested, Ms. Alexander distributed a CD to each Board member containing the files for the Charleston County/Charleston County Public Library Capital Improvement Projects Program Manual.

Ms. Alexander stated the building earmarked for the library administration and support facility, located at 4355 Bridge View Drive, is now a county owned building. County staff is developing an A/E RFQ (Request for Qualifications) Scope of Services for design of renovation. The Board asked the final price of the building. Mr. Whitley stated the price was \$1.678 million.

The IFB – Invitation for Bids - for the demolition of the old sheriff’s department buildings has been issued.

Ms. Manigault asked about access to the cemetery adjacent to the new James Island Library site. Ms. Alexander reported county staff and the caretakers of the cemetery have met and are carefully researching this historic area. Currently there is access to the site (mainly for maintenance) and this access point will continue to be available. Mr. Sass asked about the wetlands delineation reports since they have not been completed. Ms. Alexander indicated there were not any problems with these reports. Final documents are forthcoming.

Ms. Segal asked about any schedule changes. Ms. Alexander reported the County anticipates contract execution with the Design Build firm and the Notice to Proceed to be issued in early July. Once this component is complete a Kick-Off meeting with the firm will be held which will include hammering out the schedule. She hopes to have an updated schedule available at the August Board meeting.

Ms. Alexander reported the county has given approval to hire the firm who assisted with the development of the program manual for the RFID/AMH (radio frequency identification/automated materials handling) for design and construction technical review services. County staff have submitted documentation for Non-Compete Services by the RFID-AMH consultant. This will ensure the county and library are getting the most appropriate systems for our libraries.

The Opening Day Collection proposals have been received and are being reviewed by the Selection Team. She anticipates a selection will be made and recommended to council for award in August.

Mr. Fava asked how the budgeting process for the new buildings will work. Mr. Litchfield explained the county asked the library for budget projections of operating costs quite some time ago and these figures have been incorporated into the projections.

Finance Report:

Mr. Litchfield gave a Power Point presentation to the Board of the General Fund Annual Budget for FY 2017 (see attached). Mr. Clem made a motion to approve the budget as presented. Ms. Hollinshead seconded the motion and the vote carried.

Ms. Strunk asked about the funding of library programs. Mr. Litchfield explained a small portion of funding comes from the library supply budget. The Friends of the Library fund most of the programs.

Friends of the Library:

Ms. Bledsoe gave the Friends of the Library report on behalf of Friends Executive Director Brittney Mathis.

That Summer Book Sale was a great success. The Friends were concerned about the street closures and how it would affect the sale, but they raised \$12,837.27 and welcomed more than 800 people through the door.

The John's Island Book Sale takes place July 22nd and July 23rd at the John's Island

Regional Library. A member event will take place Thursday, July 21st from 5:00pm-7:30pm. They are in need of volunteers for the July sale.

The Porgy and Bess event was very successful. The space was beautiful, the food and beverages were well received, and both Harlan Greene and Nic Butler did an amazing job. The event was not a huge moneymaker and brought in \$350. However, it did give the opportunity to bring supporters of the library together.

Glass Onion has selected the Friends to be the featured charity month for its charity tasting. Every month, Glass Onion holds a beverage tasting and selects a local charity to support. The cost is \$10 per person, and \$5 of each ticket goes to the charity. Glass Onion provides beverages to enjoy and some bites. The event will take place July 13 from 5:30-7:30. They will also selling books at that time.

Director's Report: (see attached)

The Board asked earlier for the number of active card users currently using the library. Our database indicates 92,844 were active users this year. Our total number of registered users is larger. That report is scheduled to run at the end of the fiscal year.

Annual Policy Review:

Three policies were reviewed and discussed (see attached).

Mr. Litchfield informed the Board he would provide them with a list at least annually of all donations received by the library. He provided a sample list for the current year.

Mr. Norris asked if donations could be spread out equally over the system. Mr. Litchfield indicated if a donation is specifically earmarked for a particular branch, we have to honor the donor's request to use the funds as specified.

Mr. Strother asked if we have a database of the donor's information. Mr. Litchfield replied since we are not a non-profit organization we do not keep databases of donor information since we could not solicit for funds. Mr. Clem suggested if we can legally note the donor's name on the distribution list could we add the information to the report.

Ms. Manigault asked if the Cynthia Graham Hurd funds are earmarked and how those funds are being managed. Ms. Bledsoe replied the funds are being used specifically at the St. Andrews and Dart significant for literacy, outreach and educational programming. Ms. Manigault suggested it might be a good idea to develop guidelines on how significant donations are to be spent.

After some discussion concerning the frequency of reporting the donations, Ms. Reider made a motion to accept all three policy changes. Mr. Norris seconded the motion. After discussion the motion carried with a 6-4 vote.

Election of Board Officers:

Mr. Fava reported for the Nomination Committee. The committee consisted of Ms. Manigault, Mr. McKellar, and Mr. Fava. The committee nominated Mr. Brack, Chair; Mr.

Clem, Vice President; Ms. Strunk, Treasurer; Ms. Hollinshead, Secretary. Ms. Segal asked if there were any nominations from the floor and there were none. Ms. Segal called for the vote. The motion from the committee was carried with a vote of 9-1.

Executive Director Search:

Mr. Brack reported for the search committee. He said the Board's search had been diverse and broad. He stated he has been impressed with Bradbury and Associates and the process has been more than satisfactory. The Bradbury firm provided the committee with a good pool of candidates. Mr. Brack asked them to provide a diversity assessment of the process. There were 104 applicants. Forty-nine of those were considered unqualified, based on job description or incomplete applications. Of the remaining 55 completed applications, 6 did not meet the minimum standards, which left 49 applicants who met the provisions of the job description.

Of the 49 qualified, 27 were female and 22 were male. Of the 49, 28 were sitting library directors or had experience as a director. All but 6 had multi-branch library experience. Also, of the 49 candidates, 33 had less than 25 years of experience. Applicants came from 24 states with the highest numbers coming from South Carolina and Florida. The search committee reviewed the 49 applications and 8 were selected and interviewed via Skype, then 3 were selected for personal visits and interviews. Those visits and interviews will take place on July 8th and 9th. The interviews will consist of meetings with direct reports, a small group of staff, and a staff/public forum. The search committee will then interview each applicant after which they will deliberate and hopefully come to a decision to proceed with an offer. A news release will be issued tomorrow, Wednesday, June 29th, with the names and bios of the three candidates coming to Charleston for the interviews.

Ms. Reider asked if any of the three selected to come to Charleston had declined this round of interviews. Mr. Brack stated they all accepted.

Other Business:

Mr. Brack was pleased to see an update on the radio station, but indicated he is disappointed in the content and said he hopes this will improve. He would like to see a regular programming schedule. He encouraged all Board members to listen to the station.

Ms. Segal spoke to the Board and staff thanking everyone for their work during her time as chairwoman. She spoke about the library's accomplishments during her time as chairwoman, including improving the relationship with County Council, the Strategic Plan and passing the bond referendum to improve the library system.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Maya Hollinshead, Secretary