



**Board of Trustees Meeting Minutes**  
*August 22, 2017*

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, August 22, 2017 at 5:15pm in the auditorium of the Otranto Road Regional Library, North Charleston, SC.

Board members present were Mr. Brack, Ms. Crosby, Mr. Strother, Ms. Hollinshead, Ms. Strunk, Ms. Reider, Mr. Norris, Mr. Rankin and Mr. Fava. Ms. Nesbitt and Mr. Clem were absent. Staff members present were Nicolle Davies, Darlene Jackson, Toni Pattison, Perry Litchfield, Jim McQueen and Heather Kiessling. Also present was Janette Alexander of Charleston County.

Mr. Brack called the meeting to order and confirmed that the media had been informed of the meeting and its agenda according to the Freedom of Information Act.

**Public Comment**

Kristen French of North Charleston said that she is dismayed about how little information has been given about the progress of the Cooper River site. She said that she has reviewed previous board minutes and wonders why the County seems to be trying to hide the activities going on in the background. She stressed that she and the community want to see progress on the library. Ms. French said that she would like the library board to vote to formally request that County Council answer two questions: is the Council committed to building a standalone community centered library, and is the Council committed to keeping the current Cooper River library open throughout construction. She listed some nearby neighborhood communities that are very concerned with the progress as well.

Cindy Bohn Coats of North Charleston said that she lives in the south end of North Charleston and said that she is concerned about the new Cooper River library as well. She said that she would like to see the library separate from any other facility. Ms. Coats said that she is on the Charleston County School District board and asked the library board to take an official position on the status of the library. Mr. Brack said that the library board does not build the libraries; Charleston County Council has the final say.

**Board Comment**

Mr. Brack said that Dyllan Rankin has replaced Peter McKellar on the board of trustees. Mr. Brack guided Mr. Rankin in the pledge of office for the board position. Mr. Rankin introduced himself and gave some background on himself.

Ms. Reider said that she has been pleased to see positive press about the library in the

newspaper.

Ms. Hollinshead said that she recently returned from the Conference for African-American librarians held in Atlanta. She also said that she is disappointed in the names chosen for the new libraries and said that she would also like to see progress made with Cooper River.

### **Additions or Corrections to the Agenda**

There were none.

### **Review of Minutes**

The minutes were approved as written.

### **Friends of the Library Update**

Mr. Brack provided a Friends update in Ms. Mathis' absence. The Friends have received a grant from the Renee B. Fisher Foundation to provide books for teachers in high-need Charleston County public schools by giving teachers a \$50 book voucher to use at That BIG Book Sale. The Friends are participating in Black Ink, an African-American book festival that takes place on September 23 at the main library. Its featured author is Kwame Alexander. That BIG Book Sale is October 13-15 at Omar Shrine Temple. A giving day is also scheduled for September 19 at Joe Riley stadium. Library night at the Charleston Battery is on September 9.

### **Capital Plan Update**

Ms. Pattison provided a capital plan update. The Baker and Taylor team have been holding monthly coordination calls, and are beginning the selection process for Wando Mt. Pleasant. The AMH (Automated Material Handling) RFP (Request for Proposals) is being finalized by the County and the RFID (Radio Frequency Identification) RFP has begun. A coordination meeting is scheduled to begin coordination.

Ms. Pattison explained the voted-upon library names and her acronyms for the buildings. Furniture has been selected for all locations except Cooper River and Support Services. An AV/Low-Voltage coordination meeting was held earlier this month, and a signage coordination meeting is scheduled for later this month.

The site master planning strategies are still in progress at the County for the R. Keith Summey North Charleston library. MB Kahn is working on the GMP (Guaranteed Maximum Price) for St. Paul's Hollywood. The community meeting for Bees Ferry West Ashley was held in July and it received positive feedback. The design team is working through design development with expected wrap up in September. The GMP is being estimated for Baxter Patrick James Island.

Wando Mt. Pleasant's groundbreaking was held on July 25 and site work is expected to start in October. The process has been delayed by permitting. The Support Services kick-off meeting was held on August 18.

Mr. Brack asked for questions or comments from the audience. A member of the audience asked about the location for the support services building. Mr. Brack explained the location.

Ms. French of the audience asked if the Cooper River site would be designed by the same architects. Mr. Brack explained that it is up to County Council to decide.

Ms. Alexander explained that the numbers on the financial status page are similar to the numbers provided at the last board meeting. Mr. Brack asked about the language used in the chart. Ms. Alexander said that the CWE (Current Working Estimate) reflects the GMP when the GMP is available.

Mr. Fava asked if personnel costs have been included in the CWE costs. Ms. Alexander said that they have been. Mr. Fava also asked for clarification about the discrepancy of the final baseline total and CWE.

Mr. Brack asked for clarification on potential increase of the GMP. Ms. Alexander explained that costs are assumed and specified that the unforeseen circumstances would come out of the contingency fund.

Ms. Crosby asked if they could have a three month snapshot of the financial status.

#### **Unattended Children Policy – 2<sup>nd</sup> Reading**

Ms. Davies explained why the ages in the policy are of significance and said that the policy is very similar to other public libraries in the state. She also said that in the month of July, three branches had unattended children incidents with only one resulting in the police being contacted.

Mr. Brack explained some fine points of the policy to the audience. Ms. Davies explained that the policy has been in place for a long time, but that the proposed policy cleans up the language a little.

Ms. Reider moved to accept the policy. Mr. Strother seconded. The motion passed unanimously. Mr. Norris was not present for the vote.

#### **Board Bylaws – 1<sup>st</sup> Reading**

Mr. Brack said that the existing board bylaws needed to be cleaned up. He explained some examples of the reasons to update the bylaws, such as the advocacy committee clause that is no longer needed. Mr. Brack asked that the board members read through the proposed policy before the next board meeting and come prepared to discuss. He pointed out the attendance policy change, which clarifies that a board member that misses more than three meetings is automatically removed. Previously, the bylaws were unclear on whether a member would be removed after three meetings in a year or three consecutive meetings.

Mr. Brack also pointed out that in part 3(d), the bylaws need to be updated concerning signatures on checks. He mentioned that article five also allows more flexibility in preparing the agenda. The strategic planning process has been changed in article nine as well.

#### **Strategic Vision – 1<sup>st</sup> Reading**

Ms. Davies explained that the strategic vision is a draft and asked for board input. She went through the proposed vision, including goals for the new libraries, a new customer service

model, enhancing patron experiences and eliminating patron fines. She also mentioned that she would like to see an automated library service available in the community. Ms. Davies said that CCPL needs to enhance safety and security plans. Staff should also have a basic technological proficiency. Ms. Davies would also like to see the establishment of an Outreach department that encompasses more than just the bookmobile.

Ms. Davies spoke on her goals for programming. She would like to see more centralized programming and more programs that can be reproduced at many branches.

Mr. Brack explained that the library has been operating under a five-year strategic plan. Ms. Davies was tasked with coming up with a strategic vision for the next year and a half until an official strategic plan can be developed.

Ms. Hollinshead said that she is concerned with the County potentially cutting back funding without the fines.

Mr. Strunk said that she would like the strategic vision to “consider” eliminating fines, rather than definitively eliminating them. Ms. Strunk also said that it could also include a section for Human Resources to make sure that staff are supported as fully as possible.

Mr. Strother said that he thinks the areas covered by the strategic vision are spot on. He agreed that he would like to see the vulnerable populations reached further.

### **Library Reports**

Ms. Davies asked for questions about the provided report. She also mentioned that at the September board meeting photos will be taken of the board members for posting on the library website.

### **Committee Reports**

a. Finance

Ms. Strunk said that the board has been provided with letters from the Webster Rogers explaining the audit process. The Finance Committee will be meeting to discuss the closing budget figures for the last fiscal year. She asked that if board members have big picture concerns for the budget, to let the committee know. The next finance committee will meet on September 11 at 10:00am at the Main Library. Mr. Strother asked about a possible alternate auditing company. Ms. Strunk said that the library will look into it for the future, but that CCPL’s policy on auditing procedures and company choice is in line with the County.

b. Nominations

Ms. Reider said that the terms expire in December for Ms. Hollinshead, Ms. Reider, Ms. Strunk, and Mr. Norris. She said that Ms. Strunk intends to reapply, but that she and Ms. Hollinshead will be at their term limits. She asked the board members to think about who they might be able to fill the empty slots, and mentioned that they would like a representative from Mt. Pleasant.

Mr. Brack said that board members should also keep diversity and skill sets in mind when thinking about new board members. He explained the process of selecting new

board members. The County will post the vacancies in early November and people will be able to apply starting then. County Council will have the final decision. Ms. Reider suggested the board look for one or two people that are technologically competent.

c. Building Projects

Mr. Fava said that there is a road near the Bees Ferry West Ashley site that the City wants to make public rather than private. He also said that the board has always wanted a stand-alone facility for the Keith Summey North Charleston library. He also said that he will continue to keep an eye on personnel charges for the projects.

d. Director Review

Mr. Brack passed out evaluation forms for the director review. He explained some background on the review process. The evaluation is a three-part form. Board members should fill out the first part of the form and send it to Mr. Brack. There are also three short answer questions. Mr. Brack said that part two of the form includes a staff component of Ms. Davies' direct reports. Part three includes goals set by Ms. Davies that can be compared to the previous year (starting next year). Mr. Brack explained that there will be an executive session at the next board meeting to discuss the review.

The fourth and fifth parts of the evaluation form include a self-evaluation for the board. Ms. Davies will provide goals for the board as well. Suggestions will be discussed at the January board retreat.

### **Adjournment**

The meeting was adjourned at 6:32pm.

Respectfully submitted,

Troy Strother, Secretary