



Board of Trustees Meeting Minutes
September 26, 2017

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, September 26, 2017 at 5:15pm in the auditorium of the Main Library, Charleston, SC.

Board members present were Mr. Brack, Ms. Crosby, Mr. Strother, Ms. Hollinshead, Ms. Strunk, Mr. Norris, Ms. Nesbitt, Mr. Rankin and Mr. Fava. Mr. Clem and Ms. Reider 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

Ms. Kristen French of North Charleston said that citizens in the community are pushing for transparency from County Council concerning the Cooper River site. They have publicly heard from Vic Rawl and Teddie Pryor that they desire a standalone library. She said that she has heard that Herb Sass and Joe Qualey also seem to want a standalone library.

Board Comment

Ms. Crosby said that she enjoys the board presentations from different departments and asked for a schedule of upcoming presentations. Mr. Brack asked Ms. Crosby to send him a list of departments she would like to see and encouraged other board members to do the same.

Mr. Strother said that the board will give a comment on the Cooper River library later in the meeting. He said that he was addressed at two different parties that he recently attended about the Cooper River library's lack of progress.

Ms. Hollinshead thanked Ms. Davies and Ms. Jackson for their help on Black Ink this past weekend. She praised Ms. Jackson for being able to bring in Kwame Alexander.

Additions or Corrections to the Agenda

Ms. Crosby asked if the strategic vision agenda item was intended as the second reading of the item. Mr. Brack said that the board will discuss the vision and vote on it, if desired, as the second reading.

Review of Minutes

Mr. Brack asked to put in the town associated with the person submitting public comments. Ms. Crosby asked for clarification of the Capital Plan Update presentation and follow-up discussion, and suggested that it be made clear that the audience members were invited to ask questions. Previously the minutes suggested that members of the audience were asking questions with no invitation from the board chair. The minutes passed as amended.

Friends of the Library Update

Mr. Brack gave the update in Ms. Matthis's absence. Mr. Brack said that Black Ink was a success and Kwame Alexander gave a great presentation. That BIG Book Sale is on October 13-15 at Omar Shrine Auditorium. Lowcountry Giving Day raised over \$2,700 for the Friends. The annual meeting is scheduled for November 15. Mr. Brack also said that there will be a holiday party for the board members at Barbara Bell's home, details to follow.

Capital Plan Update

Ms. Pattison said that the AMH (Automatic Material Handling) RFP (Request for Proposals) is being finalized by the county. The RFID (Radio Frequency Identification) RFP's second draft is under review. The RFID consultant came in for a meeting on September 7 to review the RFP status. A video conference is scheduled as a follow-up.

Mr. Fava asked about the difference in AMH systems across the new branches. Ms. Pattison said that the equipment will come from one vendor and be similar, but will be appropriately sized for each branch. Ms. Pattison explained that the library will be assigned an AMH consultant for the first few years for maintenance and trouble shooting. After that, the library will hire a maintenance worker that will specialize in maintaining the equipment. Ms. Alexander gave more detail about the contract for the initial AMH consultant.

Ms. Pattison said that AV/Low-Voltage Coordination and Signage Coordination meetings were held in August and a meeting for a demonstration of the access floor component is scheduled.

There is no update for the North Charleston branch. St. Pauls Hollywood's design development package was submitted to the county for review. MB Kahn will estimate cost for the branch. Ms. Crosby asked about the porches for the branch. Ms. Pattison said that they have requested that the contractor add the porches as a separate line item so the cost can be correctly evaluated. Ms. Pattison said that there will absolutely be outdoor space no matter what. Ms. Strunk said that because that community felt strongly about the outdoor space and porches, they should be kept if at all possible. Mr. Brack said that he would like to see another bullet point for anticipated groundbreaking for St. Paul's, as well as anticipated timeline for the other branches.

Bees Ferry West Ashley's design development is being finalized and will then go to MB Kahn for pricing.

Groundbreaking for Baxter Patrick James Island library is scheduled for Friday, September 29 at 10:00am. The GMP (Guaranteed Maximum Price) is being finalized for that site.

Wando Mt. Pleasant's site work is expected to begin in October. The construction documents are going through permitting now.

The Support Services building is in the schematic design process.

Ms. Alexander presented the financial status of the projects. She explained that the figures will not change much until the GMPs come back. She said that an update should be available at the next board meeting for all four projects that have been started.

Mr. Fava asked about the potential of a public road near Bees Ferry. Ms. Alexander said that the city and the school district are still interested in making a public road and are attempting to find funding for it. Ms. Alexander said that the road is a concern for the progress of the library, but that all parties are coordinating. Ms. Alexander explained some of the details of planning the public road.

Mr. Brack asked when construction is expected for the four libraries planned right now. Ms. Alexander said that all buildings are scheduled for substantial completion by the end of 2018. Ms. Alexander said that Bees Ferry may be delayed due to permitting in wetlands, but all others should be ready by the end of 2018.

Ms. Hollinshead asked if the County will agree to a standalone building now that the County is buying the Naval Hospital. Ms. Alexander said that she is not able to answer yet.

Strategic Vision Discussion

Mr. Brack explained the background behind deciding to have Ms. Davies create the strategic vision. He said that it does not need to be passed tonight and can be discussion only. Ms. Davies said that she has gathered information about other library systems that have eliminated fines, as that was one of the concerns.

Mr. Fava asked about the safety and security section. Ms. Davies said that there is a large hole in the library's strategy for many areas, including evacuation areas and routes. She mentioned the shooting downtown as well as a shooting in a public library in New Mexico that happened recently. She said that some of the library leadership took a course on active shooter situations. Ms. Davies said that part of it is working with municipal police at all buildings to find out best practices for evacuations and safe spaces. Ms. Hollinshead said that she is glad to hear about the progress concerning active shooter training.

Mr. Norris asked how CCPL would identify vulnerable populations for the outreach needed and advised against using ethnicity as a measure of vulnerability. Ms. Davies said that research would need to be done to reach the goals outlined in the strategic vision and that more work would be completed once the board passes the vision. Methods for measuring vulnerability have not been developed yet. Mr. Brack asked if anyone was opposed to any of the six bullet points in the outreach area. Mr. Brack said that an outreach department would be responsible for measuring the population and designing a method to reach that population.

Mr. Brack said that about 90% of materials overdue without fines are returned within a week. Mr. Brack asked for a guess on the budget hit if fines were to be eliminated. Ms. Davies explained that both late fees and replacement costs are measured together, so it is hard to

discern. Mr. Brack said that the library would also save on staff costs by eliminating the need for staff to count money.

Ms. Strunk said that she would prefer the vision to read “consider eliminating fines” in order to get a better idea of how the process would work. Mr. Strother asked if CCPL has done research on similarly sized libraries that have eliminated fines. Ms. Davies said that the money is a concern, but eliminating fines is also a philosophical discussion. Mr. Brack explained that if a patron continues to not return books or damage books, there are other ways to have accountability for those patrons, including cutting off their library card. He said that a fine that a person has on their account may prevent them from coming into the library, and pointed out that that person may be part of that vulnerable population that CCPL is trying to reach. He said that he agrees with putting “consider” into the vision.

Mr. Norris said that he is in favor of eliminating fines. He also said that a few years ago, he talked to someone at the Edisto branch who said they have experienced children not coming into the library due to fines.

Mr. Fava made a motion to revise the vision to put in the word “consider” and pass it with the change. Ms. Nesbitt seconded. The motion passed unanimously. Ms. Hollinshead asked about amnesty week. Ms. Davies said that roughly \$5,600 in fines were forgiven during amnesty week.

Board Resolution

Mr. Brack passed out a draft of a board resolution concerning the Cooper River library. He explained that the resolution has gone to the executive committee (Mr. Strother, Ms. Strunk, and Mr. Brack). Mr. Brack read the resolution. Ms. Strunk moved to adopt the resolution and post as appropriate. Mr. Strother seconded. Mr. Fava said that he agrees with the motion. The motion passed with eight in agreement and one opposed.

Meeting Room Policy – 1st Reading

Ms. Jackson said that the title of the policy was altered to add the word “community” and brought attention to the last two paragraphs, which contained the major changes. Mr. Fava asked about the alcohol paragraph. The board discussed a prior vote on alcohol allowed in programs by the Friends and the library board. Mr. Brack asked for clarification and more information at the next meeting.

Library Reports

Ms. Davies recognized staff for doing a great job during the eclipse programming. She said that the library will be offering four active shooter trainings to staff in the next month. She also said that the book passed out to board members, *Citizen*, is the book chosen for the Big Read program. The official kick-off of the program was yesterday.

Ms. Strunk said that she drove by Hurd/St. Andrews on the Saturday before the eclipse and there was a very long line to get eclipse glasses. Ms. Crosby asked about the social media report. Ms. Davies said that the social media report will be a monthly report provided to the board. Ms. Crosby commended the PR department and said that she has watched some programs using Facebook live. Ms. Hollinshead asked if there was a video of Kwame’s speech from Black Ink

available on Youtube. Ms. Davies said that she will check into that.

Committee Reports

a. Finance

Ms. Strunk said that Mr. Litchfield has provided highlights for Fiscal Year 2017 that ended in June. Ms. Strunk said that the only income that decreased was fines. There was a fund balance increase at the end of the year, which is now equal to about 1.7 months of library operation. She also said that the library requires all income from the County, and that the fund balance is only for emergencies. The finance committee will meet again in October. Ms. Strunk invited board members to attend, as big budget items will be discussed for next year. Mr. Brack said that if a board member cannot attend, they can send an email to Ms. Strunk about their concerns for the budget.

b. Nominations

There was no report.

c. Building Projects

Mr. Fava gave an update on the bonds issued for the referendum. Mr. Brack asked how to prove to the voters that all of the bond money was used. Mr. Fava said that there is a running total of money used during the building projects.

d. Director Review

Mr. Brack explained the process of the director review.

Executive Session: Director Review

Ms. Crosby moved to go into the executive session. Mr. Fava seconded. The motion passed unanimously and the board entered executive session.

There was no action taken during the executive session. Mr. Brack said that the board conducted an annual evaluation of the executive director and the board and staff gave Ms. Davies an excellent review. More information is needed before the next meeting to discuss any enhancements to her salary.

Adjournment

The meeting was adjourned at 7:11pm.

Respectfully submitted,

Troy Strother, Secretary