

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 27, 2016

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, September 27, 2016, at 5:15pm in the auditorium at the Otranto Road Regional Branch located at 2261 Otranto Road, North Charleston.

Board members present were Mr. Brack, Mr. Fava, Ms. Segal, Ms. Strunk, Mr. McKellar, Mr. Strother, Mr. Norris, Mr. Clem, Ms. Hollinshead, Ms. Manigault and Ms. Reider. Staff members present were Nicolle Davies, Cynthia Bledsoe, Perry Litchfield and Heather Kiessling. Also present were Brittany Mathis, representing the Friends of the Library, and Herbert Sass, of Charleston County Council.

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

There was no public comment.

Board Comment

Mr. Brack welcomed Nicolle Davies as the new executive director. Mr. Brack also recognized Jen Rogers for her 28 years of service as she enters into her retirement.

Ms. Reider commented that she thought that the Black Ink festival was very interesting and praised the Friends for participating. Andy gave some information about the event.

Deletions and Additions to the Agenda

There were no deletions or additions to the agenda.

Review of Minutes

The minutes were approved as written. Mr. Brack mentioned that he would like the minutes to go out before the meeting and for corrections to be sent to Heather Kiessling prior to the board meetings, but that last-minute corrections can still be made during meetings.

Friends of the Library Update

Ms. Mathis spoke on the turnout of Black Ink and that the Friends sold about four boxes of books. She mentioned the Banned Books event taking place on September 28 and invited the board to attend. She explained that the list of banned books comes from the American Library Association. The Friends received a grant from TRIO Solutions in Mt. Pleasant, who will provide marketing and creative

services to the library on a pro-bono basis during its CreateAthon to try and increase online sales. The event will take place October 27-28. She reminded everyone that the Big Book Sale is coming up on October 14-16. The Friends are in need of volunteers and Ms. Mathis invited everyone to sign up online as a volunteer.

Capital Plan Update

Janette Alexander explained the handout passed around to the board.

Mr. Fava asked about the cemetery at the James Island site. Ms. Alexander described the progress they have taken with the cemetery and the measures that will be taken to ensure that the graves are respected.

Mr. Norris asked when the signs for the library sites will be ready. Ms. Alexander said that the signs should be up next month and groundbreaking events are being scheduled.

Ms. Alexander showed another poster with information about the St. Paul's new site. She said that they are working with the adjacent property owners to establish a separate, designated entrance for the library instead of using the town hall's entryway.

Ms. Alexander presented some more updates of the other library sites and after discussion stated that a traffic study would be completed at the site of the new West Ashley branch.

Mr. Fava asked for a breakdown of the referendum money already used. Walt Smalls said that they will provide that at the next meeting.

Yes Carolina Presentation

Mr. Brack introduced Jimmy Bailey, Austin Stone, and Molly Crete of Yes Carolina. Mr. Bailey gave a presentation about Yes Carolina and asked the library to allow his company to train library workers to teach entrepreneurship to the young people in the library.

Mr. Brack thanked Mr. Bailey for his presentation. He said that he would like to explore how to make the program work. Ms. Bledsoe said that they have set aside dates in January for a possible event and that Yes Carolina does charge a fee, but that they are willing to half the fee for the library, leaving about \$4,000 to be paid. Ms. Bledsoe said that they could train as many staff as the library can spare during the four-day training session.

Library Reports

a. Director's Report

Ms. Bledsoe went over the director's report for September. The report included information about the Race and Social Justice Initiative with the

College of Charleston, shortened URLs for library website pages, Fam Jam, and Jen Roger's retirement

i. Peggy Parish Award

Pam Cadden said that she nominated Kim Odom for the Peggy Parish award, provided through the University of South Carolina, and that Ms. Odom was chosen for the award. Ms. Cadden read the nomination she sent to the award committee.

The board congratulated Ms. Odom for her work. Ms. Odom said that she has already bought some new books with part of the cash prize to provide to the Barbershops and Books program.

Mr. Strother said that Ms. Odom is a stellar employee and that she has inspired young women in her community. He thanked her for her service.

b. Audit Report

Mr. Litchfield introduced the auditors from Webster Rogers, Ellen Adkins and Charlotte Allen, who provided the board with a letter concerning the audit. Ms. Adkins covered some of the basics of the audit, including any new accounting policies (there were none), and explained the section describing the total cost of new books. She spoke about the different assumptions that the audit must make, such as shelf life of books. Ms. Adkins said that anything that should be communicated to the board would be in the letter.

Mr. Clem asked about the expenses of the new books, as the cost is both the initial price of the books as well as the cost to make them ready to be distributed. Mr. Litchfield explained that it was decided that those separate expenses should be rolled into the total cost of the books. He said that they went back ten years and edited the records to reflect the new way of keeping track of costs and that no new disclosure is needed.

Mr. Brack stated that the library has completed the draft of the audit and is authorizing the auditors to send it to the county. There was no objection.

Committee Reports

a. Finance

There was no report.

b. Foundation

Mr. Clem said that the first foundation committee meeting took place two weeks ago and began the process of outlining objectives. He said that they wanted to engage the knowledge of someone in this regard and connected with Paula Ellis, the head of the John S. and James L. Knight Foundation. Ms. Ellis is interested in helping the foundation committee and Mr. Clem expects another meeting before the next board meeting.

c. Nominations

Ms. Reider said that Mr. Strother and Mr. Brack are interested in remaining on the board and that they are looking for someone to replace Ms. Segal and Ms. Manigault. They would like a candidate from Hollywood and would like a lawyer on the board. She said that if any of the board knows any lawyers that would be interested, to encourage them to apply for the board.

Mr. Brack said that the county will vote on the board positions in a December meeting and that the nominations will open in November. The recommendation will be sent to the county after the nominations close.

Mr. Brack thanked Ms. Manigault for her service and confirmed with her that she will not continue on the board after December due to her new responsibilities.

d. Future

Ms. Hollinshead said that she visited the Garners Ferry branch of the Richland Library and that they are removing the Dewey Decimal system. She mentioned that the fiction is still in alphabetical order. Richland's Main Library is also going through a remodel.

e. New committee

Mr. Brack said that he is appointing a new committee to help the library be involved in the decision making process with the design build team. The new committee will be the Building Committee, comprised of Mr. Fava and Mr. McKellar. The design build team meetings will have minutes taken so that the board is aware of the process and asked that the minutes be sent to Mr. Fava and Mr. McKellar.

Mr. Brack reminded the board that there are funds in the budget for an ALA membership if anyone is interested. He also reminded the board of the social reception at his house for Ms. Davies.

Adjournment

The meeting was adjourned at 6:50pm.

Respectfully submitted,

Maya Hollinshead, Secretary