



Board of Trustees Meeting Minutes
October 24, 2017

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, October 24, 2017 at 5:15pm in the auditorium of the John's Island Regional Library, John's Island, SC.

Board members present were Mr. Brack, Mr. Clem, Ms. Reider, Ms. Hollinshead, Ms. Strunk, Mr. Norris, Mr. Rankin and Mr. Fava. Ms. Crosby, Mr. Strother and Ms. Nesbitt were absent. Staff members present were Nicolle Davies, Toni Pattison, Perry Litchfield and Heather Kiessling. Also present were Janette Alexander of Charleston County and Janet Segal of the Library Foundation of the Low 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

There was no public comment.

Board Comment

Ms. Hollinshead said that she attended SCLA in Columbia and some CCPL staff were honored, including Megan Summers with the New Professional award. She said that she also attended SCMLA.

Additions or Corrections to the Agenda

There were no additions or corrections to the agenda.

Approval of Minutes

Ms. Strunk said that the finance committee approved the finance minutes at their previous meeting, and as such, separate Board approval was not required. The board minutes from September 26, 2017 were approved as written.

Friends of the Library Update

Ms. Mathis said that the Friends raised more than \$94,000 at That BIG Book Sale. It attracted more than 7,000 people and brought great press attention. Mr. Brack asked why there were so many more books sold at this sale compared to last year's sale. Ms. Mathis said that they increased publicity and outreach, which increased visitors.

The Friends annual meeting is on November 15 at 6:00pm in the auditorium of the Main library and is open to the public. Mr. Brack will be the speaker for the meeting and will nominate new members and officers. The holiday book sale will be December 1-2 at the Mt. Pleasant library.

The Friends will host the holiday party and both the Friends board and the library board are invited. The potential dates are December 7, 11, or 12. Ms. Mathis and Mr. Brack will work on an email to send to board members to determine the final date.

Library Foundation of the Low Country Update

Janet Segal said that they have obtained all necessary paperwork and are working with a graphic designer to produce a logo. She said that the foundation has received its first major gift. Mr. Norris asked about the governance of the foundation. Ms. Segal said that the board of directors is currently made up of three people and they will be adding to it.

Capital Plan Update

Ms. Pattison provided the capital plan update. Baker and Taylor have proposed “carts,” or book lists, to LCATS (Library Collections and Technical Services) for review. It is a multiple stage process and will continue into next year. There are at least monthly conference calls between LCATS and Baker and Taylor.

Mr. Fava asked if there is a point at which the final collection is determined. Ms. Pattison said that she will check with LCATS.

Midwest Tape will follow a similar process as Baker and Taylor. The meeting with the AMH (Automated Materials Handling) consultant was delayed due to Hurricane Irma, but it has been rescheduled. The AMH scope was slightly revised and should be released soon.

CCPL staff attended an access floor component demo on September 28. There was also an initial hardware coordination meeting on October 4 to ensure that all hardware is consistent across all branches.

Mr. Fava asked how sizable a role County procurement has in the hardware selection/procurement process. Ms. Alexander said that the hardware and access floor is built into the design build process so it is handled by MB Kahn and does not have to go through County procurement.

The R. Keith Summey North Charleston library received the Notice to Proceed on September 27 and the kickoff meeting was held on October 20. The architecture firm is the same as Bees Ferry West Ashley.

St. Paul’s Hollywood’s GMP (Guaranteed Maximum Price) is under review by CCPL and the County, and groundbreaking should be around late November/early December 2017. Construction is scheduled to be completed in December 2018 with opening anticipated for January-February 2019.

Bees Ferry West Ashley’s Design Development package is under review by the library and the County. MB Kahn will begin preparing the GMP in the next couple of weeks.

Baxter Patrick James Island's groundbreaking was held on September 29 and had a great turnout. The GMP review is complete; some adjustments were required, but the design intent and unique features were preserved. Construction is expected to start in December 2017 with completion in December 2018.

Wando Mt. Pleasant is working through finalizing construction permitting with the Town of Mt. Pleasant. Construction is expected to start in November 2017 with completion in December 2018. Mr. Fava asked why the permitting was held up. Ms. Alexander said that there was an additional level of permitting required and that the permitting office is at capacity. She said that they expect the final permit to come through in the next couple of weeks.

Initial cost estimates for the Support Services building were over budget, and CCPL and County staff reviewed the budget to bring down the costs. Coordination meetings are scheduled for the AMH and loading dock. Construction is expected to start in April 2018 and complete in January 2019. Mr. Brack asked about the flooding problems at the property. Ms. Pattison said that when it rains, the water pools at the loading dock and that will need to be fixed. The building itself sits in a flood plain, although it did not flood during Irma. Ms. Pattison said that they will be required to flood-proof the building. Ms. Alexander explained some detail on the process. Mr. Brack asked about insurance costs due to the flooding risk. Ms. Alexander said that it is being evaluated by the County. Mr. Norris asked if the County self-insures the buildings; Mr. Fava said that the County participates in the state insurance plan.

Ms. Pattison displayed an anticipated timeline for the construction projects. Ms. Alexander presented the current financial status of the projects. She explained that the farther the projects progress, the more accurately defined the numbers are. The Bees Ferry West Ashley figures include Schematic Design numbers. The GMP for James Island was initially over budget and was lowered through value engineering. Ms. Alexander said that the numbers listed are the same as the spreadsheet that she shares with Mr. Fava, Ms. Davies and Ms. Pattison each month. Ms. Alexander also explained why the Support Services costs were higher than anticipated, and that they are working on lowering the cost. Money was shifted into the existing branch upgrades to account for higher construction costs. Ms. Alexander said that they work to always aim for lower than the budgeted amount to make sure there is additional money for the renovations and upgrades.

Ms. Reider asked if they could receive a breakdown of the costs for each of the estimated total costs for the projects. Ms. Alexander said that those costs are covered in the monthly meetings between herself, Mr. Fava, Ms. Pattison and Ms. Davies. Mr. Brack said that he would email the figures to Ms. Reider. Ms. Reider asked if at the next meeting they could see the amount of money spent to date on the project.

Mr. Clem said that in planning the Support Services building, an existing building was chosen to keep costs lower. He asked why the costs were coming back higher than budgeted. Ms. Alexander said that the estimator is using rough numbers for a large portion of the project, since many things have not been determined yet. She said that there were a few escalation percentages added to the project due to increasing wages, product costs, and hurricane contingencies.

Mr. Fava asked if the property for St. Paul's/Hollywood has been officially transferred. Ms. Alexander said that the agreement was going in front of the town of Hollywood for approval.

yesterday or today.

Mr. Norris asked about defining “upgrades” for the existing buildings. Ms. Alexander said that details were covered in the project manual and include technology upgrades, new furniture, etc. Ms. Davies said that “renovation” is not an accurate term for all branches. She said there is not an adequate budget to do a full renovation on 16 existing branches.

Board Meeting 2018 Proposed Dates

Mr. Brack said that board members received a proposed list of 2018 dates for board meetings and the board retreat. The retreat will be on January 20 at James Island County Park. Mr. Brack and Ms. Davies will develop an agenda. Mr. Brack said that three meetings are currently scheduled as morning meetings. He asked for board input on the morning meetings. Ms. Reider suggested approving the dates and times tentatively and inviting input from the new board members in January.

Ms. Reider motioned to accept the dates as the 2018 meeting schedule to be reviewed in January with the new members. Mr. Clem seconded and the motion passed unanimously.

Board By-Laws - 2nd Reading

Mr. Brack explained the suggested changes to the by-laws. Mr. Fava asked about article 6, concerning choosing a new director. Ms. Davies explained that the requirements can easily be met by someone from out of state, even though the by-law requirements are set forth by the South Carolina State Library.

Ms. Strunk asked about article 5d and suggested a small change of “include, but not limited to.”

Mr. Brack brought attention to section 2, article 2, on excused absences. Mr. Brack read Ms. Crosby’s email with her concerns about deciding excused absences. The board discussed the idea of excused absences. They decided to remove a phrase and have the section read “a member may have one excused absence per year. The chair will report excused absences to the secretary.”

Mr. Brack read the second part of Ms. Crosby’s email concerning the leave of absence. The board discussed the leave of absence section. The language was changed slightly to: “request a leave of absence from the officers.” Ms. Reider motioned to accept the by-laws as revised. Ms. Strunk seconded and the motion passed unanimously. Mr. Brack asked to put the updated document with the date of October 24, 2017 on the CCPL website.

Meeting Room Policy – 2nd Reading

Ms. Davies said that nothing has changed except for the sentence about alcohol, which was removed from the policy. Mr. Clem motioned that the policy be accepted. Ms. Reider seconded and the motion passed unanimously.

Library Presentation – SC Room

Marianne Cawley presented on the South Carolina Room and Charleston Archive located at the Main Library. Mr. Norris asked if there were online finding aids for out of town people to know what materials the SC Room has. Ms. Cawley said that they get many phone calls, and more information will be available on the new website. The SC Room also has brochures that detail the different offerings of the collection. Ms. Segal asked if the SC Room was working with the new African American Museum. Ms. Cawley said that she will be talking to the Family History manager at the museum.

Library Reports

Ms. Davies highlighted some points of the report. CCPL's Staff Day was held on October 6 and was a success. She also recognized Megan Summers for receiving the New Professional Award from SCLA.

Committee Reports

a. Finance

Ms. Strunk said that the finance committee met on September 18. The audit has been completed and is being reviewed. Board members can expect a digital copy of the audit by the November board meeting. The fiscal year 2019 budget kick-off meeting was also held, and included increasing the personnel budget to reflect the findings of the market study completed by the County. She said that the County knows that CCPL will need a new bookmobile as well as increased costs associated with the new branches opening. She also mentioned a few other items that will have to be included in the proposed budget. Trustees will receive an email in January with the proposed budget and the board will vote on the proposed budget at the January 23 board meeting.

b. Nominations

Ms. Reider said that the County is accepting submissions for the open board positions. She said that current board members up for renewal need to submit their applications if they would like to continue on the board, and they are interested in finding new board members from John's Island, North Charleston, and Mt. Pleasant. The deadline is December 4.

c. Building Projects

Mr. Fava said that he will work to have a "funds spent to date" report at the next meeting.

Adjournment

The meeting was adjourned at 6:50pm.

Respectfully submitted,

Troy Strother, Secretary