



Board of Trustees Meeting Minutes
November 28, 2017

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, November 28, 2017 at 8:00am in the auditorium of the Main Library, 68 Calhoun Street, Charleston, SC.

Board members present were Mr. Brack, Mr. Clem, Ms. Reider, Ms. Hollinshead, Mr. Rankin, Ms. Crosby, Mr. Strother and Mr. Fava. Ms. Strunk, Mr. Norris and Ms. Nesbitt were absent. Staff members present were Nicolle Davies, Darlene Jackson, Jim McQueen, Toni Pattison, Perry Litchfield and Heather Kiessling. Also present were Janette Alexander of Charleston County and Herb 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. Strother thanked the outgoing board members for their service. He said that in his travels he has heard great things about Ms. Davies and thanked her for her work as well.

Mr. Brack recognized Ms. Reider, Mr. Norris and Ms. Hollinshead for their service on the board.

Ms. Reider said that serving on the board has been a great experience. She mentioned that she served during a great time of change in the library and was happy to do so.

Ms. Hollinshead thanked the board for allowing her to serve as a Trustee for the last eight years. She mentioned some events that have transpired since she and Ms. Reider joined the board, including hiring two directors and passing the referendum. She also thanked her family and her mother for influencing her to join the board.

Additions or Corrections to the Agenda

Mr. Brack requested to add an item for Net Neutrality as item 11c.

Approval of Minutes

The minutes were approved as written with one abstained.

Support Services Building Architectural Presentation

Jennifer Charzewski from Liollo introduced her team and talked about the layout of the support services outdoor space. She showed some inspiration images for the outside and inside of the building, which are intended to brighten the space. She displayed an image of the proposed floor plan for the building. They are planning to add skylights and windows, as well as paint the exterior.

Mr. Fava asked about the flooding issue. Ms. Charzewski said that the building is in a flood zone, and they are planning to add a concrete wall that comes to the bottom of the windows to comply with municipal laws. There are also flood gates planned for the doors. Mr. Fava asked if the April date to start construction is still valid. Ms. Charzewski and Ms. Alexander said that it should still be April or possibly May, depending on permitting. Mr. Fava also asked about the cost estimate. Ms. Alexander said that the initial cost estimate was high and they have changed some items to bring the price down.

Mr. Sass asked how high the flood wall will be. Ms. Charzewski said that it varies from 2-3 feet above the ground.

Mr. Brack clarified the need for the support services building for the audience. He also asked about the flood barriers for the doors. Ms. Charzewski said that they work really well downtown and explained some of the engineering.

Mr. Clem asked if the building will be secure and accessible only by keycard. Ms. Charzewski said that it will be secure and will have an entry lobby that people can wait in. Ms. Davies talked about the support services building at her last library system and explained what they would do when people came thinking it was a library.

Capital Plan Update

Ms. Pattison provided the capital plan update. She explained that the opening day collection selections will be completed a few months before the new libraries open. After that, ongoing selections will be worked on, as they are for existing libraries. Ms. Davies said that LCATS (Library Collections and Technical Services) will take into consideration the current circulation within the library so the collection reflects the community fully.

Self-check technology is planned to be installed at existing buildings around the same time as the new branches are opened. Ms. Pattison has been travelling to the branches with County staff to determine where best to put the self-check equipment.

Mr. Fava said that he is concerned with encountering delays when items go to County Procurement and County Legal for review.

Ms. Crosby asked what the library plans to do to communicate the changes of self-check and AMH (Automated Material Handling) to the patrons. Ms. Pattison said that a lot of people are

already familiar with the concept, and staff will always be around to help patrons with the machine. Ms. Davies said that the renovations are still years away, and she wanted the existing branches to feel like they were getting something now instead of waiting years. She also said that most people are familiar with self-check from grocery and hardware stores, so it won't be a foreign concept. She also said that staff numbers will not be reduced, so they will be around to help anyone that needs it.

Ms. Pattison said that there were furniture coordination meetings held November 16-17, and a design progress meeting held on November 8.

The GMP (Guaranteed Maximum Price) should be available within the next few weeks for St. Paul's. The GMP for Bees Ferry and James Island are underway. The final permit was obtained for Mt. Pleasant, and construction should start next week. Mr. Brack asked that either County or CCPL Public Relations should work to get pictures of construction starting.

Ms. Crosby asked when the renovations will begin. Ms. Pattison said that the behind the scenes work will probably begin in the next six months, but the renovations themselves will not begin until after the new branches are open.

Ms. Alexander said that they are waiting on the final GMP numbers for James Island, Bees Ferry and St. Paul's. There has been no major change with the rest of the financial status numbers. Mr. Fava asked if the GMP has to go back to County Legal before being approved. Ms. Alexander says that it does, and explained some details. Mr. Fava said that he thinks it will be overwhelming for the legal department and asked if a construction lawyer could be hired for the project to speed the process along.

Ms. Alexander displayed the expenditures to date. The costs include the purchase of the support services building, salary for those working solely on the project, and other items.

Audit Presentation

Charlotte Allen introduced herself and thanked the staff for their help in conducting the audit. She reviewed the letter of governance and the opinion letter.

Mr. Fava asked about the statements concerning internal controls. Ms. Allen said that the auditors must understand the internal controls, but they do not audit the controls themselves and focus on ensuring the financial statements are accurate. Mr. Fava asked how fraud is found if the internal controls are not audited. Ms. Allen said that fraud is rarely found through audits, and is instead found by a whistleblower, the bank, or by accident.

Ms. Crosby asked if a staff member would feel comfortable approaching someone in the event that fraud is found. Ms. Allen said that during the audit they ask staff members how they would feel about inappropriate requests concerning finances, and she believes that the environment at CCPL would encourage someone to come forward if they found something wrong.

Mr. Fava asked about the cash and cash equivalent terms. Mr. Litchfield said that the money in bank accounts is referred to as "cash."

Library Reports

Ms. Davies recognized Mr. Litchfield and the finance team for their work with the audit. She said that the launch of the website has been a little rocky, but problems are being worked on every day. CCPL is the largest system the developer has worked with. Ms. Davies thanked Ms. Kiessling for her service as the Executive Assistant and introduced Amanda Shinn as the new assistant. She also said that National Library Legislative Day is on May 7-8, 2018 and she would like to bring at least one trustee. Mr. Brack said that board members who would like to go should let him know; the trip will be paid for through Friends funds.

Ms. Jackson said that CCPL hosted two YALLfest events: the Red Carpet event and Fierce Friday. Over 300 people came to the red carpet event at Main and Dart was packed with people for Fierce Friday. Dart will be celebrating its 90th anniversary on December 9; a historical marker will go up in front of the library and a documentary produced by Julian Gooding from Dart will be available to view. Three Dart family members will also be in attendance.

Mr. Brack mentioned the 2018 Holiday Closures sheet; the holidays are decided by the County and do not need approval. Mr. Fava also mentioned that Ms. Davies was asked to run for PLA (Public Library Association) president and said that the board supports her.

Committee Reports

a. Nominations

Ms. Reider said that there are four slots available on the board, and Ms. Strunk has reapplied. The application process closes on December 4. County Council will vote on December 15 to appoint the board members.

b. Building Projects

There was no report. Mr. Fava reminded the board that the committee meets once a month, and to send questions to him.

Net Neutrality

Mr. Brack said that there is a threat to net neutrality, which means internet costs could go up for everyone, including the library. He said that the American Library Association has taken a strong stance for net neutrality, and he suggested the board to pass a resolution on it as well. Mr. Brack read the proposed resolution:

“RESOLUTION OF SUPPORT FOR PRINCIPLE OF NET NEUTRALITY

WHEREAS, the principle of network neutrality, or “net neutrality,” guarantees unfettered and unrestricted access to information and is fundamental to the work of public libraries in Charleston County, South Carolina, it is:

RESOLVED, that the Board of Trustees of the Charleston County Public Library strongly supports net neutrality as described in the American Library Association’s resolution on net neutrality adopted July 1, 2014; and

RESOLVED, that the Board of Trustees encourages the South Carolina federal legislative

delegation to support and maintain net neutrality.”

Mr. Brack made a motion to accept for resolution. Ms. Reider seconded and the motion passed unanimously.

Adjournment

Mr. Brack invited board members to visit the boardroom and pick a photo as their holiday present.

The meeting was adjourned at 9:19am.

Respectfully submitted,

Troy Strother, Secretary