



Board of Trustees Meeting Minutes
November 29, 2016

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, November 29, 2016, at 5:15pm in the auditorium of the Johns Island Regional Library located at 3531 Maybank Highway, Johns Island SC.

Board members present were Mr. Brack, Mr. Fava, Ms. Segal, Mr. McKellar, Mr. Norris, Mr. Strother, Mr. Clem, Ms. Reider, Ms. Hollinshead, and Ms. Manigault. Ms. Strunk was absent. Staff members present were Nicolle Davies, Cynthia Bledsoe, Perry Litchfield, Toni Pattison, and Heather Kiessling. Also present were Brittany Mathis, representing the Friends of the Library, and Janette Alexander, Bryan Whitley and Walt Smalls 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

There was no public comment.

Board Comment

Mr. Fava suggested that the board meetings in 2017 be adjusted to accommodate the darker evening hours. Mr. Brack said they are looking into perhaps changing the time.

Ms. Manigault expressed her gratitude for serving on the board. Ms. Segal also thanked everyone for the opportunity to serve on the board. She said that she is planning to start a library foundation to augment the budget for the library.

Mr. Brack thanked both Ms. Manigault and Ms. Segal for their service. He also mentioned that there will be four slots open for the next term period, and both he and Mr. Strother plan to reapply. The slots will open before Dec. 1 and will be voted on by the county council on Dec. 15.

Mr. Brack also thanked Ms. Bledsoe for her time as interim director and mentioned the gift the board gave her.

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. Clem abstained from the vote because he was not present at the previous meeting.

Friends of the Library Update

Brittany Mathis gave an overview of the Friends annual meeting held in November. She passed out the Friends annual report. She said that they elected four new board members for 2017. Ms. Mathis went over the strategic plan and budget for 2017, saying that the Friends' commitment to the library remains at \$100,000. She will also be sending out the annual campaign letter soon. She reminded the board that the Friends holiday book sale is on Dec. 2-3 at the Mount Pleasant library and invited the board to the members-only event on Dec. 1.

Ms. Mathis also announced the 2017 book sale dates and announced that one of their long-time volunteers, Clara Mae Neuman, passed away last week.

Capital Plan Update

Toni Pattison and Janette Alexander provided the capital plan update. Ms. Pattison went over the opening day collection status for the new libraries and the status of the RFID/AMH progress. She said that the RFID/AMH consultant will be coming to the library in December to go over more items.

Ms. Pattison also said that project signs will be installed at various sites (Mt. Pleasant, James Island, St. Paul's, and the support building) within the next week. The Mount Pleasant sign will be the first to go up on Dec. 7 at 11:00am. A press release will be released later this week.

Ms. Pattison went over the progress of each new location; she explained that the support services building is scheduled for a summer 2018 completion.

Mr. Fava asked if there were any flood issues with the support service building; there are none.

Ms. Pattison went over details for West Ashley and Cooper River/Pinehaven. She explained the two demolition phases tentatively scheduled and said that the Cooper River site will be in a complex-like system with a county social services building, all designed by one architect.

Mr. Strother asked for clarification of the social services building. Walt Smalls gave some more details of the services that will be provided at the social services building. Mr. Smalls explained that the library will be designed alongside the social services building and that the RFP for the architect, hopefully to be released in January, will propose a complete plan for that site.

The board discussed the progress of the Cooper River site; they expressed that they have not been pleased with the delays in progress of construction, that they would prefer the library to be a separate building from the social services hub, and that they would like the existing Cooper River library to remain open until the new one is built. Mr. Fava also mentioned that he wants to ensure that the money designated for the libraries is spent on the library rather than the social services building.

Ms. Pattison went over the designs for St. Paul's and James Island and explained that they are reviewing schematic designs and floor plans for those sites.

Ms. Pattison also explained that the Mount Pleasant site is moving along quickly and that they have been provided with a design package that they are reviewing. It is still on schedule to break ground in Summer 2017. Ms. Alexander said that the site plan has been worked on several times and explained the various easements needed. She also said that a town hall is planned near the St. Paul's library site.

The board discussed the necessity of raising the land for the St. Paul's site and the position of the library and the new town hall.

Mr. Fava asked if the library needs to wait for the town to move forward on the town hall. Mr. Smalls said that it does not.

Mr. Rick Ott of MB Kahn said that whether or not the library or the town hall is at the front of the land, a separate entrance is a good idea. He said that getting bogged down in conversations about the location of the library and town hall will only delay the construction process.

Ms. Pattison explained that the Mount Pleasant schematics will allow security gates to be lowered over certain parts of the library but that the meeting space will be accessible even when the library is closed. Ms. Pattison also went over the site plan for the Mt. Pleasant branch, including the planned entries and exits for the parking lot. Ms. Segal mentioned that there may be student drivers from the high school across the street and wanted to make sure that was taken into consideration while planning.

Ms. Pattison went over the elevations for the Mount Pleasant site and pointed out the two planned outdoor spaces for adults and children as well as the two after-hours book drop locations. Mr. Smalls said that they have a guaranteed maximum price and that will ensure that there is enough money for all the libraries.

Ms. Alexander passed out a handout for the project update. She explained all of the expenditures through October 2016, the total of which came to \$2,465,943.30. The handout also included schedules for all of the site projects and she stressed that the Mount Pleasant branch is coming along the fastest.

Mr. Brack, Mr. Fava, and Mr. Clem expressed their concerns that not enough progress has been made on the projects and that the money that was voted for two years ago is only going to be worth less as inflation rises.

Library Reports

a. Director's Report

Ms. Davies asked for any questions about her written report and briefly went over the FLSA changes.

Library Staff Programming: Star Wars

Andria Amaral and Kim Bowlin gave a presentation of YA programming and Star Wars Reads Day. Ms. Amaral gave some background on herself and the YA department. She explained that historically there has been a gap between the children's and adult sections of libraries in terms of programming. She said that the library serves as a safe space for teens that builds a foundation for them that they can fall back on when they are older. She went over different programs they have for teens, such as Teen Advisory Board, Book Camp, YALL Fest, outreach programs, and after-hours events.

Ms. Bowlin and Ms. Amaral presented on the Star Wars Reads Day that was put on in October. They showed various pictures of the event. Ms. Amaral said that her favorite thing about Star Wars Reads day is how it brings the library departments together as well as people of all ages. Ms. Bowlin said that over 1500 people participated in this year's event.

Committee Reports

a. Finance

Mr. Fava said that Ms. Strunk is out, but that the library ended the first quarter with no deficiencies and that there were no issues.

b. Foundation

Mr. Clem said that the Foundation Committee has met with the Community Foundation and that they will be sitting down with Ms. Davies to discuss further. He said that they have been talking to Paula Ellis about the possibility of her consulting for the library, but they are also looking at talking to other consultants as well. He hopes that they will have compiled a good amount of information by the strategic meeting in January.

Mr. Fava confirmed that the funds for that consultant will come out of a special projects fund. He said that he would like the library foundation to provide library support for special items and projects.

- c. Nominations
Ms. Reider said that the applications close on Dec. 15 for new board members. Mr. Brack said that the application is online.
- d. Future
Ms. Hollinshead said that she read an article of a library that allowed patrons to check out books after hours and talked a little about it.
- e. Building
Mr. Fava said that the building committee has met with Nicolle and that the board is up to speed on everything after the presentation by Ms. Pattison and Ms. Alexander.

Recognition of Board Members

Ms. Davies said that she believes that board members should be thanked yearly and that the library has provided gifts for all members and additional recognition for Ms. Segal and Ms. Manigault, as they are leaving.

Adjournment

The meeting was adjourned at 7:02pm.

Respectfully submitted,

Maya Hollinshead, Secretary