

GREENVILLE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
Minutes of the Regular Meeting
Conducted by Teleconference
September 27, 2021

Present: Mr. Brian Aufmuth, Ms. Laura Baker, Mr. Kenneth Baxter, Mrs. Deryl Paradis, Mr. Bill Pinkston, Mr. Joe Poore, and Mr. Allan Hill, presiding.

Absent: Mr. Tommy Hughes, Mr. Dick Jensen, Mrs. Glenda Julian

Managers and Staff Present: Don Allen, Accounting Manager; Karen Allen, Youth Services Manager; Ann Bishop, Human Resources Manager; Greg Hester, Operations Manager; Teresa Lanford, Access Manager; Brian Morrison, Access and Discovery Manager; Beverly James, Executive Director; and Jill Cornwell, Administrative Projects Manager, acting as Recording Secretary.

CALL TO ORDER

Mr. Hill called the meeting to order at 12:08p.

APPROVAL OF MINUTES

Minutes of Board of Trustees Meeting, August 23, 2021 – Mrs. Paradis moved approval of the minutes. Mr. Aufmuth seconded. Motion carried unanimously.

PRESENTATION OF ANNUAL AUDIT

Ms. Sheryl Medders, CPA, McKinley, Cooper & Co., Inc. reviewed several sections of the audit report for the year ended June 30, 2021 that trustees received in their meeting packets. She stated that the report cited a “clean opinion” of the Library System’s financial statements, meaning that its financial statements are fairly presented in accordance with generally accepted accounting principles. She noted that the Library System’s financial position was excellent and, as in the past several years, it continues to improve.

Ms. Medders responded to several questions from Trustees concerning the manner in which Greenville County estimates the value of the millage rate. Mr. Hill confirmed with Ms. James that except for the request for a budget increase in FY2016 needed to fund the operations of the new branch built at Five Forks, the Library System had not asked for an increase in funds since FY2008. It was noted that as the Library System is able to operate on less than the funds that come in annually, the excess is added to the Fund Balance that is required to be maintained at a level of 25-35% of the operational budget amount. Maintaining a healthy Fund Balance by keeping expenses within or below budget allows the Library System to continue its operations without requesting additional operating funds from the County.

EXECUTIVE DIRECTOR’S REPORT

Request for Contingency Funds

Ms. James stated that she was requesting the use of up to \$40,000 of Contingency Funds to cover unanticipated additional costs associated with the replacement of the boilers at the Hughes Main Library. As indicated in the email the Board received prior to the meeting, both of the leading boiler manufacturers in the US implemented price increases since the project budget was prepared in April. In addition, design changes since the original equipment was manufactured in 2001 resulted in a need to enlarge the existing concrete pad for the boilers by 240 square feet. Ms. James noted that due to these factors, the project cost was expected to exceed the budgeted \$150,000. Following discussion, Mr. Aufmuth moved to authorize the Library System to spend up to \$40,000 of Contingency Funds to cover the additional costs associated with the boiler replacement project. Mr. Baxter seconded. All were in favor and the motion carried.

Ms. James passed around samples of new library cards and noted that the Library System had received positive publicity about the new designs. She called attention to several handouts at trustees’ seats and indicated that copies would be sent to trustees who were not present at the

meeting: October Events rack card, September Event Guide, flyer for the Tree of Compassion unveiling. She informed trustees that she had been asked to make comments at the ceremony and would receive the gift on behalf of the Library System. Ms. James invited trustees to attend and noted that the Friends of Compassion were taking care of the dedication event and associated details.

Ms. James called on Mr. Hester to provide information on a recent incident at the Pelham Road Branch. Mr. Hester informed trustees that the branch was hit by an out-of-control car earlier this month. He reported that the insurance company had made an assessment and an engineer had inspected the damage. Mr. Hester added that missing pages from the building plans were in the process of being retrieved by the architectural firm from Clemson University, where the plans were archived. He informed trustees that he will seek repair estimates once the engineer reviewed the drawings and submitted his recommendations. In response to questions from trustees, Mr. Hester stated that the Library System owned copies of building plans for all its facilities. For some reason, however, the Pelham Road plans were missing the detailed structural drawings. The Pelham Road Branch was constructed in 1990, pre-dating any staff present at the meeting, so Mr. Hester said he could only speculate as to why the Library System did not have a complete set of the plans.

Mr. Baxter asked how things were progressing with the Library System's mobile app. Ms. James responded that an email had been sent to staff earlier that morning encouraging them to download the app and become familiar with it. She added that the Library System's promotion of the app to the public would begin in about a week, noting that a few updates were being applied to the app in the meantime.

UNFINISHED BUSINESS

Mr. Aufmuth asked for an update on the removal and replacement of partition walls at Hughes Main Library. Mr. Hester informed trustees that the contractors would begin removing the existing walls this week and would order the replacement walls after determining the exact measurements needed for the fabrication of the new walls.

NEW BUSINESS

State Aid Agreement and Library Budget Form FY 2022

Mr. Hill referred to the *State Aid Acknowledgement and Library Budget Form FY2022* which needed to be approved by the Library Board. Ms. Paradis moved to accept the *State Aid Acknowledgement and Library Budget Form FY2022* as presented. Mr. Aufmuth seconded. All were in favor and the motion carried. The form was signed by Mr. Hill and Ms. James in the presence of a quorum, certifying that the Library System was in compliance with all SC statutes and regulations pertaining to State Aid.

Mr. Pinkston commented that the landscaping at various locations needed to be updated. He stated that he would like to see improvements in plantings and maintenance of areas to make them more inviting. Mr. Hester noted that volunteers had been working to remove non-native plants and improve the Children's Garden area at Hughes Main. He added that funds for mulching and general lawn maintenance had been increased system wide with the most recent budget approved by the Board. Mr. Pinkston indicated that it was plantings, as opposed to general lawn areas, that needed to be reviewed and perhaps replanted in some areas. Ms. James confirmed that staff would look into potential improvements and thanked Mr. Pinkston for bringing the matter to staff's attention.

ADJOURNMENT

Mr. Hill asked for a motion to adjourn. Mr. Aufmuth so moved. Mr. Baxter seconded. All were in favor and the meeting adjourned at 1:03p.