

**GREENVILLE COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
Conducted by Teleconference  
October 25, 2021**

**Present:** Mr. Brian Aufmuth, Mr. Kenneth Baxter, Mr. Tommy Hughes, Mrs. Deryl Paradis, Mr. Bill Pinkston, and Mr. Allan Hill, presiding.

**Absent:** Ms. Laura Baker, Mr. Dick Jensen, Mrs. Glenda Julian, Mr. Joe Poore

**Managers and Staff Present:** Don Allen, Accounting Manager; Greg Hester, Operations Manager; Teresa Lanford, Access Manager; Brian Morrison, Access and Discovery Manager; Jimmy Wooten, Community Engagement 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 12:01p.

**APPROVAL OF MINUTES**

Minutes of Board of Trustees Meeting, September 27, 2021 – Mr. Aufmuth moved approval of the minutes. Mr. Hughes seconded. Motion carried unanimously.

**OPERATIONS COMMITTEE MEETING REPORT**

Revised Meeting Spaces Use Policy

Mr. Aufmuth reported that the Operations Committee met to consider revisions to the Meeting Spaces Use Policy. He commented that Mrs. Cornwell and staff had put a great deal of work into the policy revisions, and highlighted several key changes for trustees present, including removing the prohibition of employers promoting their business during a meeting and reducing the number of days in advance for submitting reservation requests from 90 to 60.

Mr. Baxter asked about COVID restrictions with regard to occupancy and meeting spaces. Ms. James clarified that it would be up to the organizers of the meeting to establish safety protocols within their meetings. Mr. Hill asked what prompted the proposed revisions. Mrs. Cornwell stated that as with most policies, questions that come up over time are tracked and considered for future proposed policy revisions. She added that meeting spaces were a high touch point of service with many logistics involved. Ms. James added that we didn't want to reopen the spaces for public requests for reservations until the new calendaring system being developed in-house was available to assist staff with the management of the spaces.

With no further questions, Mr. Hill noted that the proposed revisions were being presented on behalf of the Operations Committee and did not require a second since the proposal was coming out of committee. He asked for all in favor to indicate in the affirmative. All were in favor and the revisions to the *Meeting Spaces Use Policy* passed unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Request for Use of Contingency Funds

Ms. James stated that she was requesting the use of contingency funds, as indicated in the email trustees received prior to the meeting, to cover the purchase and installation of approximately 830' of fencing, extensive clearing of underbrush, limbing up of trees, and potential assistance with the cleanup of a homeless encampment located on an embankment near the Ramsey Family Branch Library. Mr. Hester provided details about the placement of the fencing.

Following discussion, Mr. Baxter moved to authorize the Library System to spend Contingency Funds as requested. Mr. Aufmuth seconded. Ms. James stated for the record that the amount being

requested, as in the Board packet email was an amount not to exceed \$25,000. All were in favor and the motion carried.

#### Proposed Designated Fund Balance Item

Ms. James stated that the proposed designated fund balance item is for the staffing of a Blue Ridge branch library. Mr. Hill reiterated that the request was to designate currently undesignated funds that are in the Library's Fund Balance, referencing the discussion and information shared at the previous Board of Trustees meeting. Ms. James added that the amount requested was for planning purposes, based on a staffing complement that could provide hours of operation that match the current weekly schedule of most existing branches: Monday-Thursday 9a-9p, and Friday-Saturday 9a-6p. Using current annual salary and fringe benefit costs for 7.6 full time equivalent positions, a minimum of \$382,000 will be needed to cover up to 12 months of personnel costs for a Blue Ridge branch when the time comes. Mr. Hughes moved to approve designating the amount of \$382,000 as requested. Mr. Aufmuth seconded. All were in favor and the motion carried.

Ms. James drew attention to the Library coaster provided to trustees present, celebrating the 100<sup>th</sup> year anniversary of the Library System.

She called on Mr. Wooten to provide information about a new initiative related to serving Spanish speaking patrons. He showed a button that Spanish speaking staff would have the option of wearing so they can be identified and approached easier by members of the local Spanish speaking community. The button contains the phrase "¿Cómo le puedo ayudar?" which translates to "How can I help you?". Mr. Wooten added that 20 staff members currently identified themselves as having some ability to communicate in Spanish. He stated that plans were to distribute the buttons to staff over the next week and offer to new employees during Orientation. In response to several questions, Mr. Wooten added that the buttons were for public facing staff and that because we do not have enough Spanish speaking staff members to cover every shift, a designated phone line for Spanish speaking callers is being promoted on the Servicios page of the Library System's website as an additional service.

#### **UNFINISHED BUSINESS**

Mr. Baxter commented that the Library's mobile app was fantastic and that he and his wife used it often.

#### **NEW BUSINESS**

Mrs. Paradis asked about the Nominating Committee and reminded trustees present that in the past, a meeting date and subsequent deadline by which trustees would need to propose nominations for Board Officers had been shared at the October Board Meeting. Ms. James stated that she would be working with the Chair of the Nominating Committee to set a date and that trustees would receive an email with pertinent information soon.

#### **ADJOURNMENT**

Mr. Hill asked for a motion to adjourn. Mr. Aufmuth so moved. Mr. Pinkston seconded. All were in favor and the meeting was adjourned at 12:42p.

S. Allan Hill  
Chair, Board of Trustees

Beverly James  
Executive Director

Jill Cornwell  
Recording Secretary