

**GREENVILLE COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES  
Minutes of the Regular Meeting**

April 27, 2026

**Present:** Mrs. Stephanie Cunningham, Mr. James Hoard, Mr. Tommy Hughes, Mr. Joe Poore (via conference phone), Mrs. Elizabeth Collins, Mrs. Marcia Moston, Mr. Samuel Chaney, Mr. Greg Somers, Mr. Jack Logan, and Mr. S. Allan Hill, presiding.

**Absent:** Dr. Gene Beckner

**Library System Managers Present:** Don Allen, Finance Manager; Ann Bishop, Human Resources Manager; Jennifer Pinkerman, Youth Services Manager; Brian Morrison, Adult Services Director; Beverly James, Executive Director; and Alexis Roy, Administrative Projects Manager, acting as Recording Secretary.

**CALL TO ORDER**

Mrs. Collins called the meeting to order at 12:04p. in the absence of Mr. Hill.

**INVOCATION**

Mr. Hughes gave the invocation.

**APPROVAL OF MINUTES**

The minutes of the previous meeting were presented for approval. Mrs. Collins called for a motion to approve the minutes of Board of Trustees Meeting, March 23, 2026. Mr. Somers so moved. Mr. Hughes seconded. With all in favor, the motion carried.

**LIBRARY OPERATIONS COMMITTEE REPORT**

In the absence of Mr. Hill, Mrs. Collins, serving as acting Chair, adjusted the order of the agenda and requested to present the Library Operations Committee report ahead of its scheduled order.

Mrs. Collins, Library Operations Committee Chair, presented the committee's report and proposed revisions to two policies and one procedure for Board consideration.

Mr. Hill arrived and assumed the chair at 12:07p.

**Proposed Revisions to the *Circulation Policy*:** Mrs. Collins noted that all recommendations originated from staff and reflect no significant changes, but rather serve to clarify existing practices and bring the policy up to date. The Board voted to approve the revised *Circulation Policy* by acclamation.

**Proposed Revisions to the *Fines/Fees Policy*:** Mrs. Collins reported that the proposed revisions bring the policy current with the actual costs associated with Library System fees. The most significant change is an increase to the non-resident card fee, resulting from a revised calculation methodology that divides the Library System's annual property tax revenue receipts by the county's adult population, rather than the total population. Discussion was held regarding non-resident card usage for downloadable materials, including Hoopla and Libby/Overdrive. Mrs. Collins noted from a previous staff report that in 2025, 153 non-resident cardholders used Hoopla and over 212 used Libby/Overdrive, out of total users of 23,684 and 25,139 respectively. Any out-of-county resident may purchase a non-resident card and access downloadable materials. The Board voted to approve the revised *Fines/Fees Policy* by acclamation.

**Proposed Revisions to the *Grievance Procedures*:** Mrs. Collins stated that recommendations came from staff and are intended to align the Library System's procedures as closely as possible with Greenville

County's procedures. Mrs. Bishop noted the most significant change is the removal of the phrase "may include, but shall not necessarily be" from the first paragraph, clarifying that grievances are specifically limited to: terminations, suspensions, involuntary transfers, and demotion decisions. Discussion was held regarding grievance appeal decisions. It was noted that if a grievance is filed against the Library System Executive Director, the matter goes directly to the Chair of the Board.

The Board voted to approve the revised *Grievance Procedures* by acclamation.

### **FINANCE COMMITTEE REPORT**

Mr. James Hoard, Finance Committee Chair, presented the committee's recommendations on two matters.

Capital Fund Millage: Mr. Hoard reported that the Finance Committee voted to recommend a reduction to the Library System's capital fund millage of one-tenth of a mil, from 1.10 to 1.0 mil. He noted that while Library System staff did not recommend the reduction, the committee voted to lower the millage following extensive discussion. The rationale offered was that the Library System is no longer carrying debt obligations that previously justified the higher millage rate, and that reducing the capital fund millage by one-tenth of a mil would result in approximately \$400,000 less revenue being collected from Greenville County taxpayers. Board discussion reflected agreement that the Library System maintains adequate reserves for planned capital needs and that it is appropriate not to request more than necessary. Mr. Hill noted that distinguishing between capital funds and day-to-day operating expenses is important when communicating with staff and the public. The Board voted to approve the millage reduction by acclamation.

Request for Use of Capital Funds: Mr. Hoard presented the committee's recommendation to approve the use of \$60,000 in capital funds for the installation of a heating, ventilation, and air-conditioning controls upgrade and a mini-split unit for the Anderson Road Branch Library. The Board voted to approve the request by acclamation.

### **EXECUTIVE DIRECTOR'S REPORT**

Mrs. James reported on the following highlights from Library System programs and staff.

- **Adult Winter Reading Program:** The Library System's adult Winter Reading Program saw significant growth this year, with 1,189 individuals registered, an increase from 660 registrants the prior year.
- **Youth Services: Plant a Seed Storytimes:** Youth Services staff conducted ten "Plant a Seed" storytimes throughout the system during the month of April. Through the Seed Library, sunflower seeds were distributed to 757 children. Staff also promoted the Seed Library to parents and caregivers in attendance at each program.
- **Teen Services: School Outreach:** The Teen Librarian engaged with 572 teens through interactive programming at nine middle and high schools during the month. Programming included resume writing, an introduction to Library System resources, and librarianship as a career path, as well as the launch of book clubs to promote literacy and discussion.
- **Staff Recognition: Upcoming Retirement:** Mrs. James announced the impending retirement of Jimmy Smith, Interlibrary Loan and Government Documents Librarian. Mr. Smith has served the Library System for 57 years, making him one of the longest-serving staff members in the history of the Library System.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

Mr. Logan shared his concern about a night club adjacent to the E. North St. property. The club has been the site of a shooting, and cars are using the Library System's parking lot. Mr. Logan urged the Board and administration to proactively address the matter before the branch opens.

**ADJOURNMENT**

Mr. Hill called for a motion to adjourn. Mr. Chaney so moved. Mr. Somers seconded and the meeting adjourned at 12:42p.

S. Allan Hill  
Chair, Board of Trustees

Beverly James  
Executive Director

Alexis Roy  
Recording Secretary