

**GREENVILLE COUNTY LIBRARY SYSTEM**

**BOARD OF TRUSTEES**  
**Minutes of the Regular Meeting**  
**12:00 PM**

Monday, January 28, 2019

**Present:** Ms. Laura Baker, Mr. Kenneth Baxter, Dr. Grady Butler, Mr. Allan Hill, Mr. Tommy Hughes, Mr. Dick Jensen, Mrs. Glenda Julian, Mrs. Deryl Paradis, and Mr. Chace Campbell, presiding.

**Absent:** Mr. Brian Aufmuth, Mr. Joe Poore

**Library Staff Present:** Don Allen, Accounting Manager; Greg Hester, Operations Manager; Jimmy Wooten, Community Engagement Manager; Madeline Campbell, Administrative Assistant; Beverly James, Executive Director; and Jill Cornwell, Administrative Projects Manager, acting as Recording Secretary.

**Others Present:** Ms. Gwen Goad and Mr. Tavalis Thompson

**CALL TO ORDER**

Mr. Campbell called the meeting to order at 12:05 Noon in the Board Room of the Hughes Main Library.

**INVOCATION**

Dr. Butler gave the invocation.

**APPROVAL OF MINUTES**

Mr. Campbell asked for corrections or additions to the draft minutes from the meeting of November 18, 2018. Hearing none, he asked for a motion to approve the minutes as written. Mrs. Paradis so moved. Mr. Hughes seconded. All were in favor and the motion carried.

**RETIREMENT RESOLUTION FOR MADELINE CAMPBELL**

Mr. Campbell read a retirement resolution for Madeline Campbell who was retiring after over 13 years of service in the position as Administrative Assistant. Following the reading, Dr. Butler made comments, personally thanking Ms. Campbell for her assistance through the years. Ms. Campbell also made comments, thanking the Board and Ms. James for the chance to work at Greenville County Library System. She thanked all the staff who had supported her and briefly shared her plans for after she retires. Mr. Campbell congratulated Ms. Campbell on her years of service and upcoming retirement.

**FRIENDS OF THE LIBRARY REPORT**

There was no report.

**OPERATIONS COMMITTEE REPORT**

Executive Director Evaluation

Mr. Hughes reported that the Executive Director's Performance Review had been conducted. He informed trustees that a review rating of "Excellent" was received by Ms. James. With no questions, he moved on behalf of the committee to approve the review rating. All were in favor and the motion carried.

Mr. Hughes stated that next year, the committee would like for staff to participate in a survey as part of the Executive Director's evaluation. He informed trustees that Ms. James and her staff would create the tool to be used for staff input as part of the evaluation. In response to a question, Mr. Hughes stated that Ms. James would share the survey tool/document with him prior to implementation. He moved on behalf of the Operations Committee that a staff survey be incorporated into future evaluations of the Executive Director. All were in favor and the motion carried.

Code of Conduct

Ms. James called on Mr. Hester who highlighted key changes in the revised *Code of Conduct* including

numbering of prohibited behaviors, adding a list of related SC Code of Laws sections, rewording of several statements for clarity, and adding a footnote re: service animals.

Mr. Campbell stated that the recommended changes came as a motion from the committee and there was no need for a second. All were in favor of the revisions to the *Code of Conduct* as presented and the changes were approved.

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

##### Tree of Compassion Site Request

Ms. James introduced Gwen Goad to share information about a project. Ms. Goad introduced Mr. Tavalis Thompson, who accompanied her, and provided background about the Tree of Compassion project sponsored by the Friends of Compassion. She informed trustees that the project was an expression of gratitude to the community and in recognition of the community's tradition of generosity. She stated that she had met with Ms. James to discuss the possibility of locating a bronze sculpture on Library property near the entrance to Heritage Green. Ms. James called the Board's attention to copies of a site plan she provided with a potential location marked and asked that they approve it as for the sculpture's location. Mr. Hughes so moved. Ms. Baker seconded. During discussion, Mr. Campbell noted that if placed on Library property, the sculpture would be considered a gift to the Library. Ms. James confirmed that the sculpture would become Library property. Ms. Baker asked about precedent and Ms. James stated that requests to locate art on Library property or donate art to the Library would be considered on a case by case basis. Mr. Campbell asked if Ms. Goad was asking to donate the sculpture to the Library. She responded in the affirmative once private funds were raised to pay for its commission. Mr. Jensen asked if Friends of Compassion was a 501(c)3 entity. Ms. Goad responded that they had applied for the charitable tax exempt status and hoped to have it finalized within the next six months. With no further discussion, Mr. Campbell called for those in favor of approval of the site as presented for the Tree of Compassion sculpture to indicate in the affirmative. All were in favor and the motion carried.

Ms. James provided a copy of the *2019 Board of Trustees Committees* to trustees present. She also drew attention to the wrapped gift mugs on the table and encouraged trustees who did not attend the Volunteer Reception to take one.

Mr. Jensen asked to make a comment. He informed trustees that he had participated in the Local Author Expo and felt that the event was a success and thanked Library staff for the program. Mr. Wooten noted the program had 257 attendees and that 45 applications were received, and 21 local authors were featured. In addition, three different panel discussions were held during the event with attendance ranging from 50-65 each. Mr. Wooten also shared positive comments from local authors that attended the event.

Ms. James called on Mr. Allen who provided a handout of *Revenues and Expenditures - Budget vs. Actual for the Second Quarter Ended December 31, 2018* and responded to questions. He also provided a copy of the Library's FY 2020 Budget Preparation Schedule.

Mr. Jensen asked if the Greer renovation project was on schedule. Mr. Hester responded affirmatively. Ms. Paradis asked about any updates on the Pelham Road location. Mr. Hester responded that a meeting was scheduled with a civil engineer on Friday 2/1/19 to align goals and objectives for the study. He added that the engineer is supposed to present staff a preliminary report on Wednesday 02/20/19.

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### **NEW BUSINESS**

Ms. Baker stated that she would like for the Board to approve a permanent plaque/historical marker to commemorate the integration of the Library System. Ms. James shared history of the Board's previous efforts to install two of the same marker – one outside the Main Library and one at the site of the library where the read-ins took place. At the time, the state agency handling them wouldn't allow the Library to purchase a duplicate. Ms. Baker moved to investigate a historical marker and/or plaque. Dr. Butler seconded. All were in favor and the motion carried. Ms. James stated that staff would investigate and she would report findings to the Board at a future meeting.

Ms. Baker asked for an update on the Strategic Plan. Ms. James stated that most everything on the most recent strategic plan had been completed and that staff was on the verge of beginning work on the new plan. She informed trustees that staff would be bringing a new three-year Technology Plan to the Board in March or April, and that staff would integrate that plan into the Strategic Plan. Ms. James stated that she would like to get the two senior manager positions filled to allow their input on the next strategic plan.

As a point of information, Mr. Campbell reported that the Library was seeking a two-week extension of time to complete the title and survey work for the Blue Ridge Property to which the Seller has agreed. The extension does not impact the due diligence period or the closing date.

Ms. James reported that she would be calling a meeting of the Buildings and Grounds Committee in February to take timely action on this and several other agenda items.

Ms. Paradis requested a correction in the approved minutes from November 18, 2018 for the Buildings and Grounds Committee Report, asking to change "Nominating Committee" to "Buildings and Grounds Committee." The correction was made.

#### **ADJOURNMENT**

There being no further business, Mr. Campbell called for a motion to adjourn. Mr. Baxter so moved. Ms. Baker seconded and the meeting was adjourned at 1:20 PM.

Chace Campbell  
Chair, Board of Trustees

Beverly James  
Executive Director

Jill Cornwell  
Recording Secretary