

## GREENVILLE COUNTY LIBRARY SYSTEM

### BOARD OF TRUSTEES Minutes of the Regular Meeting 12:00 PM May 20, 2019

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

**Absent:** Mr. Tommy Hughes, Mr. Joe Poore

**Staff Present:** Karen Allen, Youth Services Manager; Stephanie Ditch, Greer Branch Manager; Jerry Osteen, Information Technology Manager, Don Allen, Accounting Manager; Beth Anne Farmer, Virtual Services Coordinator; Greg Hester, Operations Manager; Brian Morrison, Access and Discovery Director; Messineo Scholarship Recipients (Kaylea Hester, Erin Howard, Kayla McClellan, Mattie Thompson-Long); Beverly James, Executive Director; and Jill Cornwell, Administrative Projects Manager, acting as Recording Secretary.

#### CALL TO ORDER

Mr. Campbell called the meeting to order at 12:00p in the Board Room of the Hughes Main Library.

#### APPROVAL OF MINUTES

Mr. Campbell asked for corrections or additions to the draft minutes from the Regular Meeting of April 22, 2019. Hearing none, he asked for a motion to approve the minutes. Mr. Jensen so moved. Mr. Baxter seconded. All were in favor and the motion carried.

#### RECOGNITION OF SCHOLARSHIP RECIPIENTS

Ms. James recognized the four staff recipients of the Greenville Library Staff Education Fund Messenio Scholarship: Kaylea Hester, Erin Howard, Kayla McClellan, and Mattie Thompson-Long. They each provided brief comments about their intended coursework with the scholarship funds. Following their comments, the four recipients received a round of applause from trustees.

#### FRIENDS OF THE LIBRARY REPORT

No report was provided.

#### OPERATIONS COMMITTEE REPORT

Ms. Baker highlighted the recommended revisions to the *User Registration Policy* as approved by the Operations Committee. She inquired about the Operations Committee Minutes and her request in the committee meeting to state information about Computer User cardholder responsibilities in two places within the policy. Ms. James confirmed the original intent of the committee to duplicate the information in two places in order to clarify library cardholder responsibilities for Computer User cardholders, and stated that in rewording the policy as requested by the committee, staff were able to clarify responsibilities of Computer User cardholders without duplicating the information in both the *Cardholder's Responsibility* and *Computer User Card* sections of the policy. Ms. Cornwell referenced the tracked changes and notes on the *User Registration Policy* Draft that provided the background information concerning those requested revisions by the committee. Mr. Campbell inquired about how the virtual account ("e-Card," as referenced in the Committee Report), worked. Ms. James stated that it was not a physical card, but an online application which grants access to select virtual and digital resources. With no further questions, Mr. Campbell called for a vote to approve the revisions to the *User Registration Policy* as presented. All were in favor and the motion carried.

## **EXECUTIVE DIRECTOR'S REPORT**

### Technology Plan

Ms. James called on Mr. Osteen to review the *FY2020-2022 Technology Plan* with trustees. Mr. Osteen referred to the pages of the plan which detailed budget and timeline projections for each project planned for FY2020 and anticipated through FY2022. Ms. James stated that staff would bring FY21 and FY22 project requests to the Board in conjunction with the annual budget proposals. She acknowledged that those items/projects could change as a result, but she wanted to show the direction of projected technology initiatives. Mr. Baxter moved to approve the IT Report and Technology Plan. Mr. Aufmuth seconded. All were in favor and the motion carried. Mr. Campbell signed the Certification page, required by the South Carolina State Library, in the presence of a quorum.

### Request for Contingency Funds

Ms. James called on Greg Hester who reported that the portico ceiling which had fallen at the Travelers Rest Branch has been cleaned up. He informed trustees that he had inspected the portico ceilings at the seven other locations with a similar portico design and stated they would need to be demolished in order to know for certain if there were any issues that needed to be addressed. Ms. James stated that she was requesting Contingency Funds to cover the maintenance and repair costs for eight branch locations. Mr. Hester added that, as the Greer Branch was undergoing renovation, he would ask the contractor to make any necessary repairs to that portico ceiling. He explained that in total, nine locations would be impacted: Augusta Road Branch, Anderson Road, Taylors, Simpsonville, Mauldin, Fountain Inn, Berea, Greer and Travelers Rest. Mr. Jensen moved to approve Contingency Funds not to exceed \$60,000 for possible repairs. Dr. Butler seconded. Mr. Hill amended the motion such that the demolition and repairs would be completed on all of the stated locations. All were in favor and the motion carried.

Ms. James stated that she had a second request for use of Contingency Funds to pay attorney fees in the amount of \$17,500. Ms. Baker asked if all of the fees were related to legal counsel the Library received from the Attorney at Law with Ogletree Deakins. Ms. James confirmed that they were. Mr. Jensen moved to approve the request for Contingency Funds to pay attorney fees as indicated. Mr. Baxter seconded. All were in favor and the motion carried. Ms. Baker stated that she would like to hear from the attorney at the next Board meeting.

## **UNFINISHED BUSINESS**

Ms. Paradis inquired about action items considered during the Buildings and Grounds Committee meeting on 5/14/19. Ms. James stated that no action was taken on either item. Ms. Paradis asked if there was an update on the Pelham Road location. Mr. Campbell responded that the Library had worked with a civil engineer who had developed a rough sketch for how the Pelham Road site and building could be redone, adding that the sketch had been shared with the Buildings and Grounds Committee. Ms. Paradis inquired about the driveway corrections at the Pelham Road Branch and stated that the pavement was breaking up again. Ms. Paradis inquired about the email trustees received from Ms. Baker and asked if there was a response to her email. Mr. Campbell responded that the Library had been asked to hold off on a response.

## **ADJOURNMENT**

Mr. Campbell adjourned the meeting at 1:25p.

Chace Campbell  
Chair, Board of Trustees

Beverly James  
Executive Director

Jill Cornwell  
Recording Secretary