

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

October 28, 2019

Present: Mr. Brian Aufmuth, Ms. Laura Baker (by conference phone), Mr. Kenneth Baxter, Dr. Grady Butler, Mr. Allan Hill, Mr. Tommy Hughes, Mr. Dick Jensen, Mrs. Glenda Julian, Mrs. Deryl Paradis, Mr. Joe Poore, and Mr. Chace Campbell, presiding.

Citizens Appearing: Deborah Manning, Michael Fisher

Managers Present: Don Allen, Accounting Manager; Karen Allen, Youth Services Manager; Ann Bishop, Human Resources Manager; Brian Morrison, Access and Discovery Director; Jimmy Wooten, Community Engagement Manager; 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 12:01p 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 September 17, 2019. Mrs. Paradis noted a needed correction to list the time in the draft heading as the 1:30p scheduled start time. Hearing no further comments, Mr. Campbell asked for a motion to approve the minutes as presented with the correction of time notation. Mrs. Paradis so moved. Dr. Butler seconded. All were in favor and the motion carried.

PRESENTATION OF ANNUAL AUDIT

Mr. Campbell noted that Mrs. Medders was not in attendance due to a family emergency. After offering to forgo the audit report until the next meeting or to have Mr. Allen provide important highlights of the report, Mr. Campbell asked Mr. Allen to provide highlights. Mr. Allen informed trustees that the audit report cited a "clean opinion" of the Library's financial statements, meaning that its financial statements are fairly presented in accordance with generally accepted accounting principles. He explained the types of financial statements maintained by the Library and highlighted the Total Fund Balance, Undesignated Fund Balance, Total Revenues, and the purpose for consideration of internal controls noted in the audit report. Mr. Allen noted that as a result of the laddered Certificate of Deposit (CD) investment previously approved by the Board, the Library's current money market account earned \$104,000.

APPEARANCES BY CITIZENS

Deborah Manning appeared for the purpose of, "Request CNN channel be replaced with educational programming."

Michael Fischer appeared for the purpose of, "Request that CNN on downstairs screen [be changed] to a non-political program."

FRIENDS OF THE LIBRARY REPORT

Mr. Wooten, Community Engagement Manager, reported on behalf of the Friends, that at the Friends Board meeting on October 15th it was shared that Cory Patterson had resigned from his position as President of the Friends Board. Vice-President Mary Rittenhouse is serving as interim president until the president position is filled. Mr. Wooten added that the Friends Fall Used Book Sale held October 25-27th generated \$20,765 (Final figure of \$20,828 provided 10/31/19). He noted the amount represents a slight increase in sales from the Fall 2018 Used Book Sale.

EXECUTIVE DIRECTOR'S REPORT

Mr. Campbell called on Ms. James to provide the Executive Director's Report.

Request for Contingency Funds

Ms. James requested the use of Contingency Funds to pay attorney fees totaling \$8,050. Mr. Poore moved to approve the request for Contingency Funds to pay attorney fees as indicated. Mr. Hill seconded. All were in favor and the motion carried.

Ms. James requested permission to move the action item on the agenda for the *Annual Report of Lottery Expenditures FY19* form from New Business to the Executive Director's Report in order to ensure action on the document with a quorum present. She provided a brief explanation of the form which is newly required by the SC State Library and must be signed in the presence of a quorum of the Board of Trustees. Mr. Campbell reviewed the information on the form. Mr. Hill moved to approve the *Annual Report of Lottery Expenditures FY19* form as presented. Mr. Baxter seconded. All were in favor and the motion carried. Mr. Campbell signed the form.

Ms. James announced dates for two upcoming events and shared a copy of the printed invitations, encouraging trustees to be on the lookout for the invitations which would be mailed soon:

- 1) November 20th at 3:30-5p Drop-In Reception honoring Library volunteers
- 2) November 10th 3:00p, Ribbon Cutting and Greer Reopening

She invited trustees to send names of anyone that they would like to invite to the Greer Reopening, so staff could ensure that an invitation would be mailed to them. Mr. Hill requested an electronic invitation be sent to the Library Board in lieu of a mailed invitation.

Ms. James provided a bookmark to each trustees for the 2020 Spring Used Book Sale of the Friends of the Library.

She provided a copy of the 2020 Board of Trustees Meeting Dates, noting that all meeting dates occurred on the fourth Monday of each month, with the exception of the May meeting scheduled on the third Monday to avoid the Memorial Day Holiday closing. Ms. James noted that rather than advertising the November Board date as the "combined November/December meeting, the November meeting was simply listed as the last meeting date of the year. A motion to approve the dates was not made since the dates were, as in the past, pre-established as the fourth Monday with exception of the May meeting date. Ms. James stated that she would also email the meeting dates to trustees.

Ms. James reported that the Greer preparations were moving along and the building would be ready for the 11/10 Reopening.

She provided a brief update on the new virtual card (eCard), noting that 400 cards had been created with approximately 100 of those being converted to full privilege, physical library cards. While staff was working through issues with the new card type, early reports indicated that it is a welcome addition. Mr. Baxter inquired about specifics of the virtual card, Ms. James responded that the card was primarily for remote access to downloadable resources, as an option for those without a physical library card to be able to use online resources for a limited period of time (30 days) in order to "test drive" the Library's resources.

At the conclusion of the Executive Director's Report, Mr. Campbell noted that although the attorney was not present, the Board could go into Executive Session and he would advise trustees on the information the attorney had shared with him. He asked for a motion to move into Executive Session.

EXECUTIVE SESSION

Mr. Hill moved to enter into Executive Session for discussion and receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the Library System in other adversary situations

involving the assertion against the Library System of a claim. Mr. Aufmuth seconded. All were in favor and the meeting entered into Executive Session at 12:35p.

Public Session reconvened at 12:40.

UNFINISHED BUSINESS

There was no unfinished business. Mr. Hughes announced that the Nominating Committee meeting was scheduled for Monday, November 4th at 12:00 Noon. He invited trustees to attend and to submit nominations for members of the Executive Committee and for existing Executive Committee members to indicate their interest in serving in their current position for another year, to notify a committee member or Bev by Friday, November 8th.

NEW BUSINESS

The *Annual Report of Lottery Expenditures FY19* was considered during the Executive Director's Report.

ADJOURNMENT

Mr. Campbell adjourned the meeting at 12:48p.

Chace Campbell
Chair, Board of Trustees

Beverly James
Executive Director

Jill Cornwell
Recording Secretary