

GREENVILLE COUNTY LIBRARY SYSTEM

**BOARD OF TRUSTEES
Minutes of the Special Called Meeting**

Thursday, November 25, 2019

Present: Mr. Brian Aufmuth, Ms. Laura Baker, Mr. Kenneth Baxter, Mr. Allan Hill, Mr. Tommy Hughes, Mr. Dick Jensen, Mrs. Glenda Julian, Mrs. Deryl Paradis and Mr. Chace Campbell, presiding as Chair.

Absent: Dr. Grady Butler, Mr. Joe Poore

Others Present: Mr. Bill Pinkston

Library Staff Present: 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 12:01PM in the Board Room of the Hughes Main Library.

OPERATIONS COMMITTEE REPORT: Tommy Hughes, Committee Chair

Executive Session

Mr. Hughes moved to enter into Executive Session for the purpose of discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee regulated by the Library Board. Mr. Allen seconded.

Mr. Campbell introduced Mr. Pinkston, newly appointed Library trustee, and acknowledged that his term would begin on 12/1/19. Mr. Hill moved to allow Mr. Pinkston to remain for the Executive Session. Mr. Baxter seconded. All were in favor and Mr. Pinkston remained for the Executive Session. The Executive Session convened at 12:03p.

The Public Session reconvened at 1:06 with no action taken. There was no action for the Operations Committee Report. Mr. Campbell called on Ms. James to provide her Executive Director's Report.

EXECUTIVE DIRECTOR'S REPORT

Ms. James provided the Volunteer Recognition gift to trustees who did not receive one at the Volunteer/Partner Appreciation Reception on November 20th. She reported that from October 2018 through September 2019, 183 individuals gave 13,342 hours in service to Greenville County through the Library System, adding that based on the current estimated national value per hour of volunteer work, those hours equated to \$339,287 of in-kind support.

Ms. James provided a handout of the Library's Organizational Chart, which described departmental functions. She gave an overview of each area, noting the manager responsible for the department and/or organizational function. In response to a question about communications with staff, Ms. James stated that Community Engagement's target audience is primarily external, but that department also provides a monthly email update to all staff which includes information about staff participation in public events, upcoming Library classes and activities for the public, and general information. She clarified that each department was responsible for keeping staff informed about items specific to their departments, noting several examples.

Trustees thanked Ms. James for the overview of organizational departments by function, stating that the information was helpful. Ms. James added that the Access Manager position had just been filled by the current Augusta Road Branch Manager, Teresa Lanford, noting that the new position would focus on

working with branch managers to ensure that we maintain a high level of customer service through the consistent application of policies and procedures across the library system.

Ms. James informed trustees that the network re-cabling at the Mauldin branch was completed and all documents had been signed for the Main roof replacement.

NEW BUSINESS

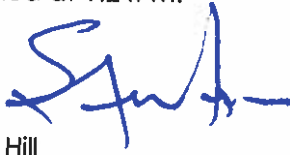
There was no New Business.

UNFINISHED BUSINESS

There was no Unfinished Business.

ADJOURNMENT

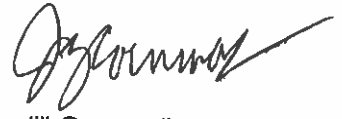
With no further business, Mr. Aufmuth moved to adjourn. Mr. Baxter seconded and the meeting was adjourned at 1:24PM.



S. Allan Hill
Chair, Board of Trustees



Beverly James
Executive Director



Jill Cornwell
Recording Secretary