

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

January 27, 2020

**Present:** Mr. Brian Aufmuth, Ms. Laura Baker, Mr. Kenneth Baxter, Mr. Tommy Hughes, Mrs. Glenda Julian, Mrs. Deryl Paradis, Mr. William Pinkston, Mr. Joe Poore, Mr. Dan Wooster, and Mr. Allan Hill, presiding as Chair.

**Absent:** Mr. Dick Jensen

**Managers Present:** Don Allen, Accounting Manager; Karen Allen, Youth Services Manager; Ann Bishop, Human Resources Manager; Brian Morrison, Access and Discovery Director; Beverly James, Executive Director; and Jill Cornwell, Administrative Projects Manager, acting as Recording Secretary.

**CALL TO ORDER**

Mr. Hill called the meeting to order at 12:02p in the Board Room of the Hughes Main Library.

**APPROVAL OF MINUTES**

Mr. Hill asked for corrections or additions to the draft minutes from the Regular Board of Trustees Meeting of November 18, 2019. Hearing none, Mr. Hill asked for a motion to approve the minutes as presented. Mr. Aufmuth so moved. Mr. Baxter seconded. All were in favor and the motion carried.

Mr. Hill asked for corrections or additions to the draft minutes from the Special Called Meeting of November 25, 2019. Hearing none, he asked for a motion to approve. Mrs. Paradis so moved. Mr. Aufmuth seconded and the minutes were approved.

**FINANCE COMMITTEE REPORT**

Compensation Study

Mr. Baxter reported that the Finance Committee met to review the Salary Compression Overview document and consider the information provided. Following a review of highlights within the document, Mr. Baxter stated that the Committee was recommending that the Library Board accept the recommendations outlined in the document along with the proposed revisions on page three. Mr. Poore added that the Finance Committee looked at projections through 2027 and found that the Library System will continue to remain in a healthy position if the recommendations are implemented. Mr. Allen stated that funds to cover adjustments were approved by the Board in the FY20 Budget, and that the remaining amount would be covered by salary lapse. In response to a question, Mrs. Bishop stated that a market study had been conducted about every five years in the past, and that future annual base pay increase recommendations would be determined using the Bureau of Labor and Statistic's Employment Cost Index (ECI). In addition, the starting minimum of pay ranges would be increased using the ECI every three years beginning FY21.

Mr. Poore moved to further revise the bulleted statement in the recommended steps on page three to read:

*"Employees who are in an introductory period as a new hire would not be eligible to receive a pay increase that occurs during their introductory period."*

Mr. Aufmuth seconded the motion to revise the statement and to accept the recommendations outlined in the Salary Compression Overview document with the proposed revision. All were in favor and the motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Hill 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 covering November and December totaling \$1,365.40. Mr. Poore 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. James referred to the *2020 Board of Trustees Committees* document at each place setting and asked trustees to confirm their information by Friday. She stated that an electronic version of the document would be emailed to trustees once information was confirmed.

Ms. James stated that she would be emailing an update on the Strategic Plan to staff and trustees following the meeting.

#### Little Learners Club Update

Ms. James called on Mrs. Allen to provide information about the Little Learners Club, a program which supports kindergarten readiness through activities caregivers complete with their child from birth until kindergarten. Mrs. Allen showed trustees the tote bag and milestone pins that participants receive for signing up and completing literacy activities. She noted that approximately 1500 people were enrolled to date. Mrs. Allen informed trustees that over 600 Little Learners library cards for children, aged 0-4 years old, have been issued since being launched in September 2019. She added that the Little Learners Club was being promoted through other community organizations such as First Steps, Head Start, and The Children's Museum of the Upstate.

#### eCard Update

Ms. James called on Mr. Morrison to provide an update on the eCard. Mr. Morrison provided an explanation of the recently launched service, noting that the Library System began offering the eCard application on its website on September 5, 2019. He reported that as of that morning, the Library System had issued 937 eCards, an average of at least six per day. Mr. Morrison also noted that just over 25% of eCard users have visited a library location and converted their eCards to full borrower cards, which are valid for 2 years.

#### **EXECUTIVE SESSION**

Mr. Baxter moved to enter into Executive Session for discussion of 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 and the meeting entered into Executive Session at 12:34p.

Public Session reconvened at 1:30p. Mr. Hill announced that no action was taken in Executive Session.

Ms. James responded to questions from trustees concerning the Strategic Plan email and how staff would be informed about the recommended steps to address salary compression. Mr. Pinkston asked that the Board of Trustees be included as recipients of the email to staff concerning the Strategic Plan.

#### **UNFINISHED BUSINESS**

Ms. Baker asked about the status of the patron request to remove CNN from showing on the monitors in the gallery area of the Main Library. Ms. James stated that she had been in contact with the patrons who had appeared before the Board to let them know that C-Span now displays, along with the Weather Channel and Library System program information.

#### **NEW BUSINESS**

##### Insurance Reserve Fund (IRF) Matter

Mr. Baxter moved to authorize the Library Board Chair to settle the Insurance Reserve Fund matter pursuant to the terms discussed in the Executive Session. Ms. Baker seconded. All were in favor and the motion carried.

**ADJOURNMENT**

Mr. Hill called for a motion to adjourn. Mr. Poore so moved. Mr. Baxter seconded and the meeting was adjourned at 1:38p.

S. Allan Hill  
Chair, Board of Trustees

Beverly James  
Executive Director

Jill Cornwell  
Recording Secretary