

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

February 24, 2020

Present: Mr. Brian Aufmuth, Mr. Kenneth Baxter, Mr. Tommy Hughes, Mr. Dick Jensen, Mrs. Glenda Julian, Mrs. Deryl Paradis, Mr. William Pinkston, and Mr. Joe Poore, presiding.

Absent: Ms. Laura Baker, Mr. S. Allan Hill, Mr. Dan Wooster

Managers Present: Don Allen, Accounting Manager; Ann Bishop, Human Resources Manager; Donna Heatherington, Circulation Manager; Greg Hester, Operations Manager; Teresa Lanford, Access Manager; Jerry Osteen, IT Manager; Jimmy Wooten, Community Engagement Manager; Beverly James, Executive Director; and Jill Cornwell, Administrative Projects Manager, acting as Recording Secretary.

CALL TO ORDER

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

APPROVAL OF MINUTES

Mr. Poore asked for corrections or additions to the draft minutes from the Regular Board of Trustees Meeting of January 27, 2020. Hearing none, he asked for a motion to approve the minutes as presented. Mr. Baxter so moved. Mr. Aufmuth seconded. All were in favor and the motion carried.

EXECUTIVE DIRECTOR'S REPORT

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

Request for Contingency Funds

Ms. James requested the use of Contingency Funds to procure and install air purifiers for the Pelham Road Branch totaling \$8,100. She called on Mr. Hester who stated that in response to increased complaints over the past several weeks concerning air quality at the branch, the installation of ceiling mounted air purifiers was being proposed for the meeting room, children's area, and adult area, in addition to portable units to be placed in the staff workroom and break area. In response to questions, Mr. Hester confirmed that more than one vendor had performed air quality tests over the years. Mr. Aufmuth moved to approve the request for Contingency Funds to procure and install air purifiers at the Pelham Road Branch as requested. Mrs. Paradis seconded. All were in favor and the motion carried.

Ms. Julian stated that the public elevator at Main had a bad odor. Mr. James asked Mr. Hester look into options for placing an air freshener in the elevator.

Overdue Fine Information

Ms. James reviewed the contents of a handout, *Overdue Fine Information*, she provided, highlighting that any payment for fines or fees must be applied to charges on specific library card accounts, noting that the Library has no methodology or mechanism for applying donated funds to unspecified library accounts.

Hiring Practices

Ms. James called on Mrs. Bishop who provided three handouts: *Applicant Equal Opportunity (EEO) Data Sheet; Human Resources Report FY2017, FY2018, FY2019; and Job Listing Sites GCLS Uses for Job Announcements*. She informed trustees that completion of the EEO data sheet was optional, and that about 75% of job applicants complete and submit it with their employment application. She explained that the data sheet was separated from the employment applications once received and was not sent to the hiring manager reviewing the applications. Mrs. Bishop reviewed a comparison summary of Greenville County demographics and Library System staff demographics for the last three fiscal years for external and internal applicants, new hires, and promotions, demotions and transfers. She encouraged trustees to let her

know of any job listing sites that were not on the list she provided which they felt would be a good place to advertise the Library System's job announcements. In response to a suggestion from Mr. Aufmuth, Ms. James stated that she would mail the handouts to trustees who were not present at the meeting.

Recabling Project

Ms. James called on Mr. Osteen who informed trustees that the cabling project for five locations as scheduled in Year One of the Technology Plan was complete. The project cost was \$220,000, with \$120,000 anticipated in reimbursements through the Schools and Libraries Program of the Universal Service Fund administered by the Universal Service Administrative Company under the direction of the Federal Communications Commission. He also reported that the IT staff had met with several Branch Managers over the past several months to discuss technology issues and concerns.

Library System Budget

Ms. James called on Mr. Allen who provided and reviewed a handout, *Revenues & Expenditures – Budget vs. Actual For the Seven Months Ended January 31, 2020*, noting that after updating salaries per the compensation study, the amount of salary lapse needed in FY20 was less than originally projected.

Ms. James reported that she would send an email to staff by the first week in March inviting them to complete the Staff Strategic Plan Survey. She informed trustees that A-Team had been meeting to plan agenda items for the Supervisors Meetings, and to work on the Strategic Plan. She offered to send dates of the Supervisors Meetings to trustees in case they would like to attend any of them. Ms. James stated that she had visited eight branch locations that month and hoped to visit the remaining three by the end of the month. Mr. Hughes asked that the information about the visits be emailed to the Library Trustees.

Ms. James passed around new library card designs and shared promotional flyers for Friends of the Library's Spring Used Book Sale, Wholeness Health Series and Wholeness Health Fair scheduled at Hughes Main on March 21st, Pop-Up Seed Library locations and related programming, and a bookmark for the statewide food literacy initiative called South Carolina Read Eat Grow.

APPEARANCE BY CITIZEN

Mr. Poore informed trustees that Miles Dame had signed up to appear before the Board for the stated purpose of "Communications with Bev J. and Karen Allen FOIA request". Mr. Dame was permitted three minutes to speak and afterwards Mr. Poore asked him for an electronic copy of his remarks. Mr. Poore said that he would share Mr. Dame's written comments with the Board and told Mr. Dame he would follow up within the next 30 days.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Mr. Poore called for a motion to adjourn. Mr. Hughes so moved. Mrs. Paradis seconded and the meeting was adjourned at 12:58p.

Joe Poore
Vice-Chair, Board of Trustees

Beverly James
Executive Director

Jill Cornwell
Recording Secretary