

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

May 18, 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. S. Allan Hill, presiding.  
(attendance record revised per action in 6/22/20 Board of Trustees Meeting)

**Absent:** Mr. Dick Jensen

**Managers Present:** Don Allen, Accounting Manager; Ann Bishop, Human Resources Manager; Greg Hester, Operations Manager; Teresa Lanford, Access Manager; Brian Morrison, Access and Discovery Director; 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. Hill called the meeting to order at 12:01p and announced that 11 phone numbers had called in to the meeting, with 5 being Board members and the remainder being a mix of staff and public. Mrs. Cornwell recorded attendance of trustees via roll call.

**APPROVAL OF MINUTES**

Mr. Hill asked for corrections or additions to the draft minutes from the Regular Board of Trustees Meeting of February 24, 2020. Hearing none, he asked for a motion to approve the minutes as presented. Mr. Baxter so moved. Mrs. Paradis 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 the Board of Trustees on April 15, 2020. Hearing none, he asked for a motion to approve the minutes as presented. Mr. Hughes so moved. Mr. Baxter seconded. 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.

3rd Quarter Financial Update

Ms. James called on Mr. Allen to answer questions. Mr. Hill referred trustees to the document they received in the meeting packet entitled, *Revenues and Expenditures – Budget vs. Actual FY2020 for the Ten Month Ended April 30, 2020* and provided an opportunity for questions. There were no questions about the information presented.

Response to COVID-19

Ms. James referenced two other documents received by trustees in the meeting packet: 1) an architectural diagram of a reconfigured layout of the Main Library's Technology Center and 2) the *Response to COVID-19 for Library Board*. Ms. James explained that switching the locations of the Technology Center and the Main Library's audio-visual materials collection would make it easier for the public to access the computers and pick up items they had printed remotely. In response to questions, Ms. James asked Mr. Hester to explain how moving the Technology Center to the main level would allow staff to more easily address security issues and provide more space between computer users. Mr. Hester provided a general timeline of three to four weeks for completion of the project if the plan was approved. In response to an expressed concern about offering fewer computer stations, Ms. James stated that the Main Library had been experiencing a decrease in the number of concurrent computer users, which staff would continue to

monitor. She added that directional antennas were being installed at all locations to improve the Library System's public wireless network signal strength and coverage of branch library parking lots.

Ms. Baker inquired about re-opening plans. Ms. James stated that the Library was assessing staff availability for opening up all book returns and providing curbside holds pickup service at select locations, noting that she would have an answer concerning which locations would be offering the service by the end of the week. She added that staff would begin contacting patrons concerning any current holds next week and then following a few days of curbside pickup of existing holds, the service would open up to patrons for placing new holds. Ms. James added that staff would be quarantining returned items for 72 hours before re-shelving them. With no further discussion, Mr. Baxter moved to approve the relocation of the Technology Center and audio-visual collection at the Main Library. Ms. Baker seconded. All were in favor and the motion carried.

Ms. Baker inquired about staff contacting Ms. James with concerns. Ms. James responded that managers were getting in touch individually with staff and that staff also knew that the Library would be providing PPE as they return to work. She added that if they had questions, they know to reach out to their supervisors and that they are doing so.

#### **UNFINISHED BUSINESS**

In response to a question from Ms. Baker about a lawsuit, Mr. Hill responded that final paperwork was being signed and it is getting settled. He stated that more information would be provided on that at the next meeting.

#### **NEW BUSINESS**

There was no new business.

#### **ADJOURNMENT**

Mr. Hill called for a motion to adjourn. Mr. Pinkston so moved. Mr. Hughes seconded and the meeting was adjourned at 12:39p.

S. Allan Hill  
Chair, Board of Trustees

Beverly James  
Executive Director

Jill Cornwell  
Recording Secretary