

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

June 22, 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.

Absent: Mr. Dick Jensen

Managers Present: Don Allen, Accounting Manager; Greg Hester, Operations Manager; Teresa Lanford, Access 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. Hill called the meeting to order at 12:04p and announced that staff and several trustees were present in the room, with three trustees calling in. 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 May 18, 2020. Mr. Wooster indicated that he attended the meeting remotely, calling in late. Mrs. Cornwell noted the correction. Hearing no further changes, Mr. Hill asked for a motion to approve the minutes with the noted correction. Mrs. Paradis so moved. Mr. Baxter seconded. All were in favor and the motion carried.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hill invited Ms. James to provide the Executive Director's Report. She called on Mr. Wooten to provide information about the Greenville Educator of the Year Award and Summer Reading t-shirts.

Greenville Educator of the Year Award

Mr. Wooten shared a page from the June 5, 2020, *Greenville Journal* where GCLS was mentioned twice: (1) an article announcing the opening of exterior book drops and details regarding the curbside holds pickup service, and (2) an ad that included recognition of GCLS as the recipient of the Greenville Educator of the Year award given by Greenville County Soil and Water Conservation District. He read the following information from the district website:

The Greenville County Library System has always been a place for our community to come together and learn. Since 2019, the Library has partnered with Greenville Soil and Water to distribute over 30,000 packets of veggie, herb, and flower seeds through the Seed Library program.

On top of increasing local food production, the Library has helped provide education on backyard conservation practices, including preserving biodiversity and sustainably growing food. Their leadership in our community and willingness to partner with environmental organizations like ours has helped protect the natural resources that make Greenville County such a wonderful place to live.

Summer Reading T-Shirts

Mr. Wooten displayed a sample of the Summer Reading t-shirts being sold by the Friends of the Library and informed trustees that the shirts had gone on sale June 17th with 180 sold to date and a goal to sell 600. He informed trustees that the Library System does not profit from the sale of the promotional t-shirts. Mr. Wooten also provided an overview of the *Summer Reading Guide & Activity Book*. He noted that a printable version

of the guide was available on the Summer Reading page of the GCLS website, and provided a copy to trustees present.

Ms. James shared information about the outreach activities that Youth Services staff has conducted, including the delivery of tubs of books to county community centers and several apartment complexes weekly as well as some summer camps and Hispanic businesses recommended by the Hispanic Alliance. She indicated that she would send the trustees a list of all of the locations.

Ms. James reported that she has visited all curbside locations and that the reception from the public had been mostly positive overall. She also shared that administrative staff continued to hold weekly meetings.

Ms. James shared a recommended revision to one of the prohibited activities listed in the Library's *Code of Conduct*, related to occupancy limits. Ms. James requested that the trustees act on the proposed revisions. Mr. Hill then read the proposed revision language aloud. Mr. Aufmuth moved to accept the revised language. Mr. Hughes seconded. All were in favor and the motion carried unanimously. In response to a question about posting occupancy limits, Ms. James stated that lower temporary limits would be posted, but they may need to be lower at certain times.

A lengthy discussion ensued about other aspects surrounding plans to re-open the Library System. Mr. Hill inquired about a targeted opening date. Ms. James indicated that while she couldn't guarantee a date, the goal was to be ready on June 29th. She added that the date would not be any earlier due to several things which were still being wrapped up, some outside of the Library System's control.

Ms. James called on Mr. Hester who provided an update concerning the progress of switching the locations of the Technology Center and the Main Library's audio-visual materials collection. Mr. Hester reported that the upper level was fairly complete and noted pending tasks and anticipated completion dates. Ms. James added that IT staff was in the process of relocating and disabling computers at branches, and would need to connect the computers at Main in order to complete that project. In response to a question, Ms. James stated that the proposed procedure for patrons' use of the public computers was to provide a keyboard and mouse to each patron for their computer session, and have them return the equipment once their session was over in order for staff to clean it. She added that there were enough keyboards and mice on hand to rotate the use of equipment allowing for cleaning and sanitizing between uses. Ms. James also confirmed that while reservations would be encouraged for computer sessions, staff intended to accept walk-in sessions as well. Additional discussion took place concerning whether or not the public would be required to wear a mask in the library and related enforcement aspects.

Mr. Poore moved to enact a policy that would require patrons entering a library building to wear a mask, until such a time as determined that it would be no longer necessary, with masks being provided by the Library System. Mr. Baxter seconded. Mr. Pinkston offered an amendment that if the patron refuses to wear a mask, staff would not be expected to enforce the requirement. Further discussion concerned staff not being required to enforce the mask wearing if the mask was taken off upon entering the building, but informing patrons that a mask would be required if they wanted to receive assistance from staff. No action was taken on the original or amended motion.

Ms. James provided an option to opening all locations at the end of June, stating that the Library System could continue curbside at branches and open only the Main Library for computer use. Another option was to open only one or two facilities (Main and/or Five Forks) for the recommended hours of operation she had shared in an email to trustees prior to the meeting, with continued and expanded curbside service locations on the same schedule. Ms. James asked trustees to provide approval for her to determine operating hours, occupancy limits, and to clarify the mask requirement.

Following discussion, Mr. Poore moved to open library locations as soon as the Executive Director deems practical to do so, with the requirement that patrons wear a face covering to enter the building and to receive service from a staff member while in the building, and exempting individuals who are unable to

wear a face covering for reasons such as health conditions. Mr. Baxter seconded. All were in favor and the motion carried.

In response to a question concerning whether or not staff would be required to wear masks when not in public contact, Ms. James stated that staff were being requested to wear masks if they could not maintain social distancing.

UNFINISHED BUSINESS

Mr. Hill informed trustees that the Jonathan Newton matter was finished, and a release was signed by the parties that limits comments regarding the matter to "A settlement was reached to resolve all claims." Mr. Hill added that the matter was dismissed in court. He stated that it was dismissed with prejudice which meant that the matter cannot be brought back up.

NEW BUSINESS

Financial and Compliance Audit Services Recommendation

Mr. Baxter reported that the Library System received three responses to the RFP for Financial and Compliance Audit Services. He provided brief information about the responding firms including their proposed costs for services. Mr. Baxter recommended that the contract be awarded to McKinley, Cooper & Co., LLC, the current firm used by the Library System. Mr. Allen added that the contract for Financial and Compliance Audit services was for a 4-year term with a renewal option for an additional four years. He noted that McKinley, Cooper & Co., LLC had been providing auditing services for the Library for the past eight years. Mr. Allen shared that their proposed cost structure included no graduated fees. Mr. Poore moved to approve awarding the Financial and Compliance Audit Service contract to McKinley, Cooper & Co., LLC. Mr. Hughes seconded. All were in favor and the motion carried. Mr. Poore suggested a pre-audit conference be held with the firm and the Library Board's Finance Committee to review the firm's audit approach. Ms. James acknowledged a pre-audit conference was included in the RFP, and that if the conference includes a quorum of the Finance Committee, then the meeting would be considered a public meeting and would need to be advertised.

ADJOURNMENT

Mr. Hill called for a motion to adjourn. Mr. Pinkston so moved. Mr. Hughes seconded and the meeting was adjourned at 2:25p.

S. Allan Hill
Chair, Board of Trustees

Beverly James
Executive Director

Jill Cornwell
Recording Secretary