

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

July 27, 2020

**Present:** Mr. Brian Aufmuth, 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:** Ms. Laura Baker, Mr. Kenneth Baxter, Mr. Dick Jensen

**Managers Present:** Don Allen, Accounting Manager; Greg Hester, Operations Manager; Teresa Lanford, Access 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 12:01p and announced that a quorum was present including two trustees attending via teleconference.

**APPROVAL OF MINUTES**

Mr. Hill asked for corrections or additions to the draft minutes from the Regular Board of Trustees Meeting of June 22, 2020. Hearing none, he asked for a motion to approve the minutes as presented. Mrs. Paradis so moved. Mr. Aufmuth seconded. All were in favor and the motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

Request for Contingency Funds

Mr. Hill invited Ms. James to provide the Executive Director's Report who referred to the proposal from the Building Envelope Enclosure (BEE) Group, emailed to trustees in the meeting packet, to provide Design and Construction Administration services for the replacement of the rotunda and eyebrow windows at no cost to the Library. She called on Mr. Hester to provide further information and he explained the photos he had taken showing issues and needed repairs on the "eyebrow" windows of the Hughes Main Meeting Rooms, as well as the circular mechanical "penthouse" on the roof. Mr. Hester also noted that prior to the meeting, Mr. Hill accompanied him to inspect the roof and assess the need for the suggested repairs. Mr. Hester walked trustees through options to correct the issues. Ms. James added that the estimated cost to correct all issues was \$110K - \$135K, and that Contingency Funds were available in the budget to pursue the project if the Library Board chose to do so. Following discussion, Mr. Pinkston moved to approve the BEE Group proposal to proceed with planning and gathering bids for the project, and the use of Contingency Funds up to 135K to complete the project. Ms. Paradis seconded and the motion carried.

Ms. James called attention to the new *Download and Stream* rack cards that feature the Libby app, which provides access to eBooks that Library cardholders may borrow.

She provided statistics that Mr. Morrison had compiled, which showed that more community members had signed up for eCards since April 2020 than all previous months combined since eCards were instituted in September 2019. Ms. James called attention to the number of holds placed, checkouts, and new library card registrations since opening Main and providing curbside holds pickup at all library locations. She also shared the number of visitors to the Main Library since the building re-opened for public use on July 6th. Ms. James noted a 22% increase in online resource usage in FY20 over the previous fiscal year, stating that such a pronounced change was likely due in part to an increase in patron engagement with downloadable materials during the Library's closure due to COVID-19.

Ms. James reported that she would like to leave branch locations as curbside holds pickup service points for the next month and begin opening branches in phases, adding that three branches were scheduled for network cabling replacements which would involve closures for those locations during the re-cabling process. Discussion took place in response to Mr. Hill's questions concerning target dates for re-opening additional library locations to the public. He suggested August 10 or 17 and solicited input from staff and trustees present. Ms. James noted that curbside service had been expanded to include the issuing of new library cards. She stated that staff would be establishing a phased reopening plan for other library locations, and that she would share those and additional statistics with the Board as soon as the information was ready.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

Mr. Hill called for a motion to adjourn. Mr. Hughes so moved. Mr. Aufmuth seconded and the meeting was adjourned at 1:10p.

S. Allan Hill  
Chair, Board of Trustees

Beverly James  
Executive Director

Jill Cornwell  
Recording Secretary