

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

August 24, 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; Ann Bishop, Human Resources 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 12:03p.

APPROVAL OF MINUTES

Mr. Hill asked for corrections or additions to the draft minutes from the Regular Board of Trustees Meeting of July 27, 2020. He read aloud a sentence that he had asked Ms. Cornwell to add to the Executive Director's Report of the Draft Minutes for consideration: *"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."* He asked for a motion to approve the minutes as presented with the added sentence. Mr. Wooster so moved. Mr. Baxter seconded. All were in favor and the motion carried.

EXECUTIVE DIRECTOR'S REPORT

Board of Trustees Bylaws Revisions

Ms. James presented the Draft Revisions for the Board of Trustees Bylaws noting that most of the revisions pertain to County Council rules related to boards and commissions as well as questions that have come up from Board members over the past several years. Following discussion, Ms. Baker moved to remove Section 3a from the Library's Bylaws in order to avoid elevating one particular reason for removal from a board or commission from another. Mr. Baxter seconded. Mr. Hill called for further discussion. Hearing none, he asked those in favor of the motion to indicate in the affirmative. Two votes were in favor and seven opposed. The motion did not carry. Additional discussion pertained to the ability of trustees to count toward a quorum and vote when attending meetings remotely. Ms. James indicated that she would check with the Clerk to Council to confirm if that was allowed only under the Emergency Ordinance that was recently passed by County Council or could members attending remotely vote and be counted toward a quorum. Mr. Aufmuth moved to accept the Board of Trustees Bylaws as presented. Mrs. Paradis seconded. Seven votes were in favor and two opposed. The motion carried.

Ms. James called on Mr. Allen who reported that the federal government's CARES Act provides funding for relief of certain COVID-19 expenditures and that based on its population, Greenville County qualified for approximately 91million dollars, of which 3.5 million has been earmarked for county affiliated agencies. Mr. Allen shared that through mid-July, the Library has spent \$18,521 for various preventative and protective supplies such as gloves, way finding materials, sneeze guards, etc., and as a county affiliated agency, the Library submitted a request and received a reimbursement check for those expenditures through the CARES Act. He stated that the Library plans to submit additional requests for reimbursement of related expenditures if allowed. Mr. Allen also provided an update on the annual audit for the Library, stating that the auditors had completed interim testing of the Library's processes and procedures, and were scheduled to return for year-end audit field work to confirm and substantiate the Library's funds and account

balances. He noted that the annual audit would be presented in September or a subsequent Board meeting.

Ms. James called on Mrs. Bishop to provide an update on the number of employees who were on paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Mrs. Bishop reminded trustees that the Families First Coronavirus Response Act (FFCRA) requires certain employers to provide employees with two types of paid leave: Emergency Paid Sick Leave (two weeks of paid sick leave, and Emergency FMLA (up to an additional 10 weeks of paid expanded family and medical leave). She stated that a total of 35 employees had been out sporadically since June when employees began returning to work locations, and that 8 employees in total were now taking leave, mostly on an intermittent basis for reasons related to COVID-19.

Ms. James reported that the PrinterOn service, offering secure mobile printing from any device to a PrinterOn-enabled printer, had been expanded to all Library System locations and was highly popular with staff and the public. She reminded trustees that the service had received their prior approval with approval of the Library's FY20-22 Technology Plan, noting that IT staff had accelerated the installation and offering of this feature for the public at all locations. She stated that a press release was planned once all branch locations were open to the public.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Mr. Hill referred to the *State Aid Acknowledgement and Library Budget Form FY2021* for the Board's approval and his signature. Ms. Paradis moved to accept the *State Aid Acknowledgement and Library Budget Form FY2021* as presented. Mr. Hughes seconded. All were in favor and the motion carried. The form was signed by Mr. Hill in the presence of a quorum.

Ms. Baker asked the Board to consider another means of conducting business remotely due to difficulty hearing. Ms. James stated that she, Mrs. Cornwell and Mr. Osteen would be meeting to explore other options.

ADJOURNMENT

With no further business, Mr. Hill adjourned the meeting at 1:18p.

S. Allan Hill
Chair, Board of Trustees

Beverly James
Executive Director

Jill Cornwell
Recording Secretary