

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

September 28, 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:** Ann Bishop, Human Resources Manager; Brian Morrison, Access and Discovery Director; Jerry Osteen, IT 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 12:02p.

**APPROVAL OF MINUTES**

Mr. Hill asked for corrections or additions to the draft minutes from the Regular Board of Trustees Meeting of August 24, 2020. Ms. Baker proposed changing the word "*highlighting*" to "*elevating*" in a sentence under the Executive Director's Report and adding the phrase "*due to difficulty hearing*" in her request under New Business to consider another means of conducting business remotely. Mr. Hughes moved to accept the minutes with the proposed changes. Mr. Poore seconded. All were in favor and the motion carried.

**RETIREMENT RESOLUTION**

Mr. Hill read aloud a resolution for Helen Walker in recognition of her retirement on September 19<sup>th</sup>. Following the reading, a round of applause was given by trustees in appreciation for Ms. Walker's service to the citizens of Greenville County.

**EXECUTIVE DIRECTOR'S REPORT**

2021 Holiday/Closing Schedule

Ms. James stated the Library was seeking approval of the revised *2021 Holiday/Closing Schedule* sent to trustees prior to the meeting. Mr. Baxter inquired about the revisions which Ms. James cited as a deletion of a listed year, the clarification of a holiday name, and a correction for a listed year. She noted that Sunday closings were listed on the schedule although the Library was not currently operating with Sunday hours. Mr. Baxter moved to accept the *2021 Holiday/Closing Schedule* as presented. Mrs. Paradis seconded. All were in favor and the motion carried.

Mrs. Julian inquired about the status of trustees attending remotely in terms of their voting privileges and being counted toward a quorum. Ms. James informed trustees that under County Council's emergency ordinance which was extended trustees who call in count toward a quorum and may vote at Board of Trustees Meetings.

Request for Contingency Funds

Ms. James provided information about items that would enable Library staff to offer adult programming virtually and expand options for conducting Book-A-Librarian sessions. She stated that approximately \$11,500 was needed to for the purchase of two computers, Zoom licenses and related equipment. Following questions and discussion, Mr. Poore moved to approve the request for contingency for approximately \$11,500 as presented. Mr. Wooster seconded. All were in favor and the motion carried.

#### HR Summary Report

Ms. James called on Mrs. Bishop who provided information regarding the number of employees who have left employment since the library closed mid-March, missed some work due to COVID-19 related reasons since mid-June, and/or are currently missing work due to COVID-19 related reasons. Mrs. Bishop also provided an overview of the HR Summary Report document that Trustees received in their Board packets. Ms. Baker stated that she would like to see the demographic information shared in the report broken out by Branch Manager and Assistant Branch Manager positions. Ms. James offered to share job announcements with interested trustees. Mr. Baxter and Ms. Baker confirmed that they would like to receive a copy of the position announcements sent to job listing sites and external organizations.

#### Basis for Extension of Quarantine Period for Materials

Ms. James called on Mr. Morrison who provided an overview of the REALM Project findings related to materials exposed to COVID-19. He informed trustees that there were differing opinions about the results. Ms. James noted that it was not certain where we would land in terms of extending the quarantine time for materials returned by patrons, but either way, the Library would adjust the notification for the public and not charge fines for the period of time returned materials were in quarantine. She reiterated that no action was needed by trustees on the issue, noting that she just wanted to keep them informed of the latest research and testing being conducted on library materials in light of COVID-19.

#### **UNFINISHED BUSINESS**

There was no unfinished business. Ms. Baker inquired about how we would inform the public of the PrinterOn service. Ms. James stated that a press release was planned now that all of the library locations were open.

Mrs. Paradis inquired if the Library was still operating under original restrictions put in place concerning occupancy, etc. Ms. James responded that we were and would continue them and monitor them now that the remaining library locations had opened.

#### **NEW BUSINESS**

There was no new business.

#### **ADJOURNMENT**

With no further business, Mr. Hill asked for a motion to adjourn. Mr. Aufmuth so moved. Mr. Hughes seconded. All were in favor and the meeting adjourned at 1:13p.

S. Allan Hill  
Chair, Board of Trustees

Beverly James  
Executive Director

Jill Cornwell  
Recording Secretary