

**GREENVILLE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
Minutes of the Special Called Meeting
Conducted by Teleconference
January 5, 2021**

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: Mr. Don Allen, Accounting Manager; Ann Bishop, Human Resources Manager, Greg Hester, Operations Manager; Beverly James, Executive Director; and Jill Cornwell, Administrative Projects Manager, acting as Recording Secretary. (Managers attending remotely are listed if they provided comments or information as part of the meeting.)

CALL TO ORDER

Mr. Hill called the meeting to order at 12:18p.

NEW BUSINESS

RESPONSE TO COVID-19

Ms. James referenced the memo she sent trustees on 12/29/20 which contained a request for the Board to continue providing to employees both Emergency Paid Sick (EPSL) Leave and Emergency Family Medical Leave (E-FMLA) which expired 12/31/20. The start date of January 1, 2021 was suggested to prevent a gap in coverage for staff. The proposed coverage would be through June 26, 2021, the last day of the last pay period of the current fiscal year.

At Mr. Hill's request, Ms. Bishop provided examples of how employees had used both types of leave available to them since June, 2020. Mr. Hill reminded those present that staff had been informed in multiple communications that supervisors were available for questions and that supervisors could address questions from their employees with concerns about leave. Ms. Bishop confirmed that, in addition, various documents and signage were provided and all supervisors had been instructed to be generous, flexible and accommodating in working with employees taking the emergency leaves. She confirmed that the Library was not counting absences related to emergency leave against employees.

Following discussion, Mr. Pinkston moved to accept the proposed extension as presented, through June 26, 2021. Mr. Wooster seconded. All were in favor and the motion carried.

CONTINGENCY FUND REQUEST

Ms. James stated that the request for Contingency Funds was for cabling to be run from the Heritage Green digital display sign to the Main Library in order to achieve consistent reliable communication between the sign and the computer used to update the sign content. She added that while the Library managed the content for the digital sign, it had been paid for with non-library funds and the operational costs of the sign were shared with the five other agencies located on Heritage Green. Ms. James stated that reimbursement from the other agencies was not expected for the cost to install the hard wire connection to get the sign working again, given the financial challenges they were facing due to the impact of COVID-19. Ms. Paradis moved to approve \$8,500 in Contingency Funds as requested for the needed repair to get the sign up and running. Mr. Poore seconded. All were in favor and the motion carried.

Ms. James provided information on a second Contingency Fund request related to the workroom shared by Youth Services and Circulation staff at the Main Library. Due to the increased number of employees using the same number of cubicles the building opened with in 2002, and in support of COVID-19 safety protocols, she was requesting contingency funds to replace existing cubicles, update data cabling, and re-carpet the area. Ms. James stated that deferring the work the Board previously approved for repairs to the windows of

the Hughes Main Meeting Rooms and the mechanical penthouse on the roof, would free up enough Contingency Funds to cover the estimated cost of the workroom renovation project. She called on Mr. Hester to provide more information on the previously approved windows repair project. He noted the difficulty in procuring materials at the present time had prevented interested contractors from submitting a bid. In a meeting with the project engineers, it was decided to defer the project for the time being. Ms. James stated that the estimate for new cubicles was approximately \$180,000. Data cabling, power, and carpet replacement would cost roughly \$75,000. Mr. Allen confirmed that approximately \$125,000 would remain in Contingency Funds if the previously approved amount for the windows/roof project was deferred and the \$255,000 estimated total for the staff workroom project was approved. Ms. James added that the timing for such a project was good since the meeting rooms at Main are available for use as staff work space. Ms. Baker moved to approve the use of Contingency Funds for an estimated amount of \$255,000 for the renovation of the staff work area at the Main Library as presented. Mr. Baxter seconded. All were in favor and the motion carried.

Mr. Hill stated that the Board had received an emailed request from a staff member related to COVID-19 prior to the meeting, noting that the Response to COVID-19 was on the meeting agenda prior to the Board's receipt of the staff email. He added that the Library System would continue to use best practices and best efforts in responding to the ever-changing environment due to COVID-19. During discussion Mr. Hill asked if there had been specific questions received from staff that could be included in an FAQ document. Ms. Bishop stated that she would be open to looking to see what information could be included in an FAQ for employees that had not been previously communicated or was not already provided through other signage and employee guidelines. She added that she is in frequent conversation with staff throughout the system and she receives many positive comments about what the Library is doing for staff during this time, noting that both the employees and supervisors had been wonderful about communicating needed information. Ms. Baker asked for a clarification on the mask policy. Ms. James responded that a mask was required to enter a library facility and to receive staff assistance. Ms. Baker inquired if the employee would receive a response to her email directly. Mr. Hill confirmed that he would work with some other board members to explore what response would be appropriate, if any, to be sent to library staff.

ADJOURNMENT

With no further business, Mr. Hill asked for a motion to adjourn. Mrs. Paradis so moved. Mr. Wooster seconded. All were in favor and the meeting adjourned at 1:35p.

S. Allan Hill
Chair, Board of Trustees

Beverly James
Executive Director

Jill Cornwell
Recording Secretary