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

January 25, 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. Dicken Jensen

Managers Present: Karen Allen, Youth Services Manager; Ann Bishop, Human Resources Manager; Greg Hester, Operations Manager; Brian Morrison, Access and Discovery Services Manager; Jerry Osteen, Information Technology 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 12:06p.

APPROVAL OF MINUTES
Mr. Hill asked for corrections or additions to the draft minutes from the Regular Board of Trustees Meeting of November 23, 2020. Mr. Baxter noted a typo for correction under the New Business section. With no further changes, Mrs. Paradis moved to accept the minutes with the correction. Mr. Baxter seconded. All were in favor and the motion carried.

Mr. Hill asked for correction or additions to the draft minutes from the Special Called Meeting of the Board of Trustees on January 5, 2021. Hearing none, he called for a motion to approve. Mr. Hughes so moved. Mr. Poore seconded. All were in favor and the motion carried.

EXECUTIVE DIRECTOR’S REPORT
Ms. James informed trustees that staff had two requests for the use of Contingency Funds: Restoration of the globe at the Main Library, and construction of a door at the entrance of the South Carolina Room.

Globe Restoration at Main
Ms. James referred to the proposal, previously shared with Trustees, from Universal Fine Art Conservation to restore the Hollingsworth-Magill Memorial Globe at the Main Library. She stated that she and Mrs. Cornwell met with the company’s owners in January when they came to examine the globe. Ms. James added that the paint was flaking off of the globe and restoration work was needed to maintain the iconic structure. Ms. Cornwell added that since its installation in 1964, the only restoration work completed on the globe was in the mid-1980s. Ms. James informed trustees that the Library had reached out to another company to price the restoration work, but they declined the project.

Mr. Pinkston shared that he had made inquiries about Universal Fine Art Conservation and the type of work being proposed, adding that companies qualified to do this type of work were more commonly available in larger cities and having the company conduct the work locally and on site was a great benefit. Mr. Hill suggested confirming that the restoration cost listed on the proposal represented the fixed cost for the project. In response to a question about available contingency funds, Mr. Allen confirmed that if the globe restoration project was approved,
approximately $100,000 would remain available once the projects previously approved by the Board for Contingency Fund use were expended. With no further discussion, Mr. Pinkston moved to accept the proposal from Universal Fine Art Conservation to restore the globe for the amount presented, $16,058. Mr. Hill modified the motion to accept the proposal for the amount presented with no additional costs beyond those outlined in the proposal document. Mr. Aufmuth seconded the amended motion. All were in favor and the motion carried.

**Door Construction for South Carolina (SC) Room**
Ms. James informed trustees that a lockable door was needed for the public entrance to the South Carolina Room. Based on a quote received that week, she was recommending $3,000 for the project to include construction, quoted at $2,200, and additional expenses such as a locksmith. Mr. Hester described the project in more detail, informing trustees that a door was not provided for the space when the Main Library was constructed. Mr. Hester noted that he had contacted three companies and the amount requested is based on the least expensive of the three quotes. Following several questions and discussion, Mr. Hughes moved to approve up to $3,000 of Contingency Funds for the SC Room door construction. Mr. Baxter seconded. All were in favor and the motion carried.

**Virtual Programming Update**
Ms. James asked Mr. Wootten and Ms. Allen to provide an update on virtual programming. Ms. Allen informed trustees that it had been quite a task to learn how to create virtual programs. She shared that staff had to obtain equipment and software and learn to use it. Staff have had to learn a variety of new formats in order to present their programs, including: Discord, Zoom, YouTube, Google Slides, and Google Forms. They also had to learn how to film and edit. She added that they have to obtain and keep up with copyright permissions and make sure only materials from publishers whose copyright permission we have are used. In some cases, special copyright permission is obtained and they had to remember to pull the video from our website when the timeframe for our copyright permission was up.

From June-December of 2020 over 50 preschool programs were held (including: story time, Bouncing Babies, Toddler Tales; Musical Jamboree and Bilingual Story Time). Ms. Allen said that the preschool programs are posted on the library’s website and link to the library’s YouTube page, and stated that public feedback about the programs had been very good. She added the following program information concerning programs involving kits:

- 24 school age programs and 30 teen programs have been held with several of them involving Kits.
- Kits are attached to programs like Preschool Picassos; Teen Takeout Craft; Family Craft; Art 101 and Science Station.
- They can be reserved by anyone and are sent to the patron’s requested location for pickup.
- Kits include all the materials necessary to do a project connected to a program.
- Most programs with Kits receive 100-200 Kit requests.
- The coordinating program is still available to watch on the library’s website if Kits run out. Most people will be able to do the activities without a kit because they’ll have the materials at home.
- While Kits are time consuming to create, they are very popular and staff hope to increase Kit programs for this summer.

Ms. Allen thanked Community Engagement and Information Technology staff for continually working with Youth Services to bring these programs to the community, noting that it truly took all of the departments working together to be able to accomplish everything.
Mr. Wooten informed trustees that all virtual programs and events were included on the new Virtual Events Calendar on the website, located in the Classes and Events tab from the website's homepage. He provided an overview of how to use the calendar to search for events. Mr. Wooten added that many on-demand and live programs were published to the Library System's YouTube channel once the programs had taken place, making them available to watch later. He noted that the programs were listed on a playlist, sortable by program category. He stated that since November, over 7,300 views representing 237 hours of viewing time had been logged. As an update on the Zoom software that was purchased to facilitate virtual programming, Mr. Wooten informed trustees that 67 uses had already occurred, representing 80 hours of recorded live programs using the software.

Ms. James shared the Winter Reading Bingo Card/reading log for the Winter Reading program which began January 4th. She shared the Pop-Up Seed Library card used to promote the expansion of the Seed Library to all Library locations through March 23rd. The condensed version of the Seed Library will be available at designated Library locations on select days from 12-2, offering patrons an opportunity to take up to five packets of seeds per visit. Mr. Wooten added that the Seed Library Pop-Up series also included select Bookmobile stops to help increase access to the program.

UNFINISHED BUSINESS
There was no unfinished business. Mr. Aufmuth asked how things were going with COVID-19. Ms. James responded that Simpsonville and Greer Branch locations were open for regular hours. Ms. Bishop added that things were going well. She stated that approximately 40 employees had applied for Emergency Paid Sick Leave since the first of the year and added that staff are thankful to have the leave option available to them.

Mrs. Paradis inquired if members of the Operations Committee met with Ms. James as discussed during the October Board meeting. Mr. Hughes confirmed that he and Mr. Aufmuth met with Ms. James that morning.

NEW BUSINESS
There was not new business

ADJOURNMENT
With no further business, Mr. Hill asked for a motion to adjourn. Mr. Aufmuth so moved. Mr. Wooster seconded. All were in favor and the meeting adjourned at 12:50p.

S. Allan Hill
Chair, Board of Trustees

Beverly James
Executive Director

Jill Cornwell
Recording Secretary