

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

January 24, 2022

Present: Mr. Brian Aufmuth, Ms. Laura Baker, Mr. Kenneth Baxter, Mr. James Hoard, Mr. Tommy Hughes, Mrs. Kristen Odom, Mr. Bill Pinkston, Mr. Joe Poore, and Mr. Allan Hill, presiding.

Absent: Mr. Sid Cates and Mrs. Elizabeth Collins

Staff Present: Don Allen, Accounting Manager; Karen Allen, Youth Services Manager; Greg Hester, Operations Manager; Teresa Lanford, Access Manager; Brian Morrison, Access and Discovery Director; Jimmy Wooten, Community Engagement Manager; 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 12:03p.

INTRODUCTION OF NEW BOARD MEMBER

Mr. Hill introduced Mrs. Odom who was appointed to the Library Board of Trustees effective December 1, 2021, and welcomed her to the Board.

APPROVAL OF MINUTES

Mr. Aufmuth moved approval of the minutes of Board of Trustees Meeting, November 22, 2021 as presented. Mr. Baxter seconded. Motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Ms. James asked Mr. Hester to demonstrate the newly installed partition walls in the meeting rooms and provide an update on several facilities projects. He informed trustees that the installation of the new chiller units at Main had been completed, and that the new boilers were onsite and in storage. Mr. Hester added that because the heating system will be disabled for several days when the boilers are installed, the project will be scheduled when temperatures outside are warmer.

Requests for Contingency Funds

Ms. James referenced the information she emailed to trustees as part of the Board Meeting packet.

First request: To use up to \$250,000 to procure the replacement of the double-faced digital display sign located in front of the Main Library. She reminded trustees that they had approved the designation of funds for the sign and several other items in a previous meeting. Ms. James noted that it was necessary to start the process of acquiring a new sign at this time as replacement parts are no longer available. The sign was installed in 2014 as part of the Heritage Green landscape and signage improvements that were paid for with county hospitality taxes.

Ms. James clarified that the Library System pays the costs associated with operating the sign since it is located on Library System property and bills each of the other Heritage Green organizations one sixth of the sign's operating cost. She stated that all six organizations rely on the digital sign to help promote their offerings to the public. In response to a question, Ms. James stated that while the Library System would be paying for the sign's replacement, she would request one sixth of the cost from each of the other entities on Heritage Green, knowing there was no guarantee they would be in a position to cover their share. Ms. James acknowledged that the Library System would be making a long-term commitment for the benefit of all the organizations on Heritage Green. Without further discussion, Mr. Pinkston moved to approve up to \$250,000 for the Library System to procure replacement of the digital sign. Mr. Hughes seconded. All were in favor, and the motion carried.

Second request: To use \$27,721 per the quote shared with trustees to expand a specialized storage system designed to provide a place to house data for other servers. Mr. Osteen stated that storage requirements were continuing to grow, and estimated that the requested expansion of storage would last approximately four to six years. Following questions, Mr. Hoard moved to approve the expenditure of \$27,721 to expand the Library System's specialized storage system. Mr. Baxter seconded. All were in favor and the motion carried.

Ms. James called attention to the January Event Guide and the Winter Reading brochure provided at each trustees' seat. Mr. Pinkston commented on the excellent graphics of the materials. Ms. James noted that all of the materials were designed in house and that the Library System was very fortunate to have such talented graphic designers.

Ms. James called on Mrs. Allen to provide an update on Youth Services. Mrs. Allen shared a PowerPoint presentation about programs and kits being provided by the Library System. She noted that the kits, originally offered toward the beginning of the pandemic as a way to reach people who were isolated at home, provide activities and a coordinated lesson. Families pick up kits at the Library System location of their choice. Giving families the freedom to do the activities in the kits on their own time helped to broaden the reach of the lessons and activities. For example, children of working parents are able to participate when they otherwise may have been unable to do so. Kit materials also have been delivered to the community centers Youth Services staff work with, since 95% of their attendees are considered underserved. Mrs. Allen shared that the sponsorship by the Friends of the GCLS will be promoted via stickers applied to future kit bags. Brochures publicizing the Friends will be included in the adult kits and used for other marketing efforts on behalf of the Friends. From Feb-June, 2022 we expect to distribute about 5,000 kits to youth and about 1,200 to adults.

Mrs. Allen also provided information about Youth Services' partnership with Greenville First Steps. GCLS staff will make patrons aware of the nationally recognized Dolly Parton Imagination Library program that Greenville First Steps has brought to select underserved areas of Greenville County. She gave an update on a Story Walk initiative which will engage 17 businesses in downtown Greenville that agree to place pages from a selected story in their storefront windows. Both of these programs are designed to encourage reading and promote early literacy in Greenville County.

UNFINISHED BUSINESS

Mr. Aufmuth asked for an update on the availability of meeting rooms. Ms. Cornwell responded that updates to the Meeting Spaces page of the Library System website were being finalized and the new calendar system was fully operational. Staff are completing their training, which includes practice with the new calendar system and familiarizing themselves with all of the associated documents, forms, and the revised *Meeting Spaces Use Policy* which the Board approved in October. She added that if everything went as planned, the meeting spaces should be opened for reservations by the public the following day.

Mr. Baxter inquired about the clearing of brush at the Augusta Road Branch. Ms. James reported that the work had been completed and was a big improvement in terms of both aesthetics and safety.

NEW BUSINESS

Mr. Hill shared an experience with an individual he had recently encountered and encouraged those present to give funds to charities instead of responding to a direct request from individuals for money. Others present acknowledged that in Greenville County, meals at no cost for homeless individuals were plentiful.

Mr. Baxter inquired about an email he had received from a patron. Following discussion, it was determined that other trustees had also received the same email. Mr. Hill requested that trustees forward patron emails to himself and Ms. James so that a single response to them could be coordinated.

ADJOURNMENT

Mr. Hill asked for a motion to adjourn. Mrs. Odom so moved. Mr. Hoard seconded. All were in favor and the meeting was adjourned at 1:11p.

S. Allan Hill
Chair, Board of Trustees

Beverly James
Executive Director

Jill Cornwell
Recording Secretary