

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

December 5, 2022

Present: Mr. Brian Aufmuth, Mr. Kenneth Baxter, Dr. Sid Cates, Mrs. Elizabeth Collins, Mr. James Hoard, Mr. Tommy Hughes, Mrs. Marcia Moston, Mrs. Kristen Odom, Mr. Bill Pinkston, Mr. Joe Poore (via conference phone), and Mr. S. Allan Hill, presiding.

Absent: None

Administrative Managers Present: Don Allen, Accounting Manager; Karen Allen, Youth Services Manager; Ann Bishop, Human Resources Manager; Greg Hester, Operations Manager; Brian Morrison, Access and Discovery Director; Jerry Osteen, Information Technology Manager; Jimmy Wooten, Community Engagement 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 12:04p.

APPROVAL OF MINUTES

Mr. Hill called for the approval of the minutes of Board of Trustees Meeting, October 24, 2022, as presented. Mr. Aufmuth so moved. Mr. Baxter seconded. Motion carried unanimously.

RETIREMENT RESOLUTION

Mr. Hill recognized Durham Hunt who was presented with his retirement resolution following Mr. Hill's reading of it out loud. Mr. Hunt commented that he had enjoyed every minute of his time employed by the Library. A round of applause was given by those present in recognition of Mr. Hunt's years of service to the Greenville County Library System.

LIBRARY MATERIALS COMMITTEE REPORT

Mr. Hill stated that an announcement had been made to the general public that certain action on library materials would be taken at today's meeting, but that such action was not planned for the meeting. He called on Dr. Cates, Library Materials Committee Chair, to provide the committee report.

Dr. Cates stated that the committee would be extending the amount of time for their review of the materials until after the first of the year. Ms. James clarified that only one copy of the books was being held for the committee. Any multiple copies have been made available for circulation again.

Dr. Cates offered for members of the committee to provide additional comments. Hearing none, he read the Library Materials Committee's recommendation to physically relocate materials in the Parenting and Early Childhood (PEC) collections to adult nonfiction areas. Ms. James was asked to define the PEC collection. Following her explanation, Mr. Hill explained that the materials in the collection were located in the children's area, not in the children's section of the Library. He stated that the PEC collection had been located in children's areas for convenience to allow parents to look at the books while their children looked at books in the children's section. He added that this well-meaning attempt to provide convenient access to the materials for adults caused there to be concern that the PEC collection, meant for adults, was accessible to children due to its physical location. With no further discussion, he called for those in favor of relocating the PEC collections to adult nonfiction areas to respond in the affirmative. All were in favor and the motion carried unanimously.

OPERATIONS COMMITTEE REPORT

Mr. Hughes stated that the Operations Committee met and discussed Ms. James' annual review, and was recommending that she continue to serve as Executive Director. Mr. Hill noted that no second was required since the motion was coming from a committee. Mr. Pinkston noted that Ms. James was currently the longest serving director of the Greenville County Library System. Dr. Cates added that he had been a part of the committee that hired Ms. James 22 years ago. With no further comments, the motion carried unanimously.

Mr. Hughes presented a *Draft Display of Library Materials and Promotional Information Policy*. The motion to adopt the *Display of Library Materials and Promotional Information Policy* passed unanimously.

NOMINATING COMMITTEE REPORT

Mr. Hughes read the committee's proposed Slate of Officers for Calendar Year 2023: Chair – Joe Poore, Vice Chair – Brian Aufmuth, Secretary – Bill Pinkston, Treasurer – Ken Baxter.

Beginning with position of Chair, Mr. Hughes called for nominations from the floor. Mr. Hoard nominated Mr. Hill. Mrs. Collins seconded. Mr. Hill was elected to serve as Chair.

Mr. Hughes asked for nominations from the floor for position of Vice Chair. Mrs. Collins nominated Joe Poore. Mr. Pinkston seconded. Mr. Aufmuth withdrew his name from consideration and Mr. Poore was slated in the position of Vice Chair.

Mr. Pinkston was elected to serve as Secretary and Mr. Baxter was elected to serve as Treasurer. The Slate of Officers for Calendar Year 2023 was approved as follows: Chair – S. Allan Hill, Vice Chair – Joe Poore, Secretary – Bill Pinkston, and Treasurer – Ken Baxter.

Mr. Hill announced that Dr. Cates would be resigning from the Board of Trustees effective 12/31/22. Dr. Cates stated that he had served 14 years on County Council and had enjoyed his years of service on Council and the Library Board of Trustees.

EXECUTIVE DIRECTOR'S REPORT

Ms. James called on Mr. Osteen to provide an update on the replacement Integrated Library System (ILS) Award. Mr. Osteen reported that a staff committee had evaluated various systems available. In response to the Request for Proposals advertised in November, six vendors expressed interest, five submitted a Mandatory Letter of Interest, and four proposals were received and reviewed by the committee. Mr. Osteen informed trustees that the evaluation committee had chosen Bywater Solutions, noting that proposed costs for their ILS fell within the budgeted amount previously approved by the Board for a replacement system. He shared information about annual maintenance costs and stated that with the Board's permission, he anticipated going live with the new system by next Fall. Following questions, Mr. Baxter moved to accept the proposed award of the replacement ILS System to Bywater Solutions as presented. Dr. Cates seconded. All were in favor and the motion carried.

Mr. Hill referenced an instruction sheet that he shared with trustees about how to use their Library System email account. He stated that some emails sent from trustee personal accounts to other trustees had been blocked in an effort to address an email spoofing incident that occurred a few years ago. Mr. Hill confirmed that trustees are able to receive emails from personal email accounts.

Ms. James called on Greg Hester to provide an update on the Hughes Main Window, Exterior Metal Wall Panel and Louver Replacement project. Mr. Hester reported that when the Library System placed an ad for bids for the project in 2018, there were no responders. He stated that the Library System had decided to hold off on submitting another Invitation for Bids (IFB) due to COVID and supply chain issues. In response to the IFB advertised in November, six contractors attended the mandatory pre-bid meeting, but only one submitted a bid. Mr. Hester stated that the proposed bid exceeded the budgeted amount. He informed trustees that he planned to poll contractors who did not respond before advertising the project again.

APPEARANCES

Mr. Hill stated that six individuals had signed up to speak. The following individuals appeared before the Board of Trustees:

- 1) Miles Dame, for the purpose of "Safety"
- 2) Susan Ward, for the purpose of "safety"
- 3) Autumn Bible, for the purpose of "Safety"
- 4) Charlotte Wood, for the purpose of "welcoming environment"
- 5) Robin Etter, for the purpose of "Representing librarians"
- 6) Sandra Pray, for the purpose of "question"

UNFINISHED BUSINESS

Mr. Pinkston inquired about the presentation regarding property acquisition for the replacement of the Pelham Road Branch Library at the County Finance Committee meeting. Mr. Hill stated that he and Mr. Allen appeared before the Finance Committee and the committee approved the purchase of the property located at Howell and East North Street. Ms. James added that approval to purchase property was listed on the consent agenda of the full Council meeting scheduled for the following evening.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Mr. Hill asked for a motion to adjourn. Dr. Cates so moved. Mr. Hughes seconded. All were in favor and the meeting adjourned at 1:02p.

S. Allan Hill
Chair, Board of Trustees

Beverly James
Executive Director

Jill Cornwell
Recording Secretary