

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

January 22, 2024

**Present:** Mr. Brian Aufmuth, Mr. Kenneth Baxter, Dr. Gene Becker, Mrs. Elizabeth Collins, Mrs. Stephanie Cunningham, Mr. James Hoard, Mr. Tommy Hughes, Mrs. Marcia Moston, Mrs. Kristen Odom, Mr. Joe Poore, and Mr. S. Allan Hill, presiding.

**Administrative Managers Present:** Don Allen, Accounting Manager; Brian Morrison, Access and Discovery Director; 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.

**APPROVAL OF MINUTES**

Mr. Hill called for the approval of the minutes of Board of Trustees Meeting, December 4, 2023. Mr. Hoard so moved and Mr. Baxter seconded. The motion carried.

**BUILDINGS AND GROUNDS REPORT**

Proposed General Contractor for Blue Ridge Branch Library

Mr. Hoard reported that the committee met on January 9<sup>th</sup> to consider the proposed contractor for the Blue Ridge Branch Library. He stated that only one bidder provided all of the requested items as part of their bid submittal, and he moved on behalf of the Buildings and Grounds Committee to award the contract to the lowest responsive bidder, Clayton Construction. In response to a question from Mr. Baxter, Mr. Poore stated that the questions concerning the contractor's availability had been answered, and that project references for the proposed contractor had been contacted as he had requested. Mr. Hill stated that a second was not needed for the motion coming from the committee. He asked those in favor to indicate in the affirmative. All were in favor of awarding the contract to Clayton Construction as the lowest responsive bidder.

**EXECUTIVE DIRECTOR'S REPORT**

Contingency Funds Requests

Ms. James referred to the information in the email she had sent to trustees prior to the meeting, outlining the specifics of two contingency funds requests:

1) E. North Street Parking Lot Lights – Bulb Replacement

Ms. James reported that eighteen of the twenty-four parking lot lights at the East North Street property are not working due to defective bulbs leaving much of the parking lot virtually dark at night. She stated that \$13,500 in contingency funds would cover the replacement of the current 1000 watt bulbs with 270 watt LED bulbs. Ms. James noted that while switching to LED bulbs would cost approximately \$2,000 more, the annual operating cost would be significantly less (\$10,500 annually for 1000 watt bulbs vs. \$2,900 for LED bulbs).

Mr. Baxter moved to approve \$13,500 of contingency funds for the replacements. Mr. Poore seconded. All were in favor and the motion carried.

2) Glass replacement at Mauldin Branch

Ms. James stated that approximately 18 of the exterior window panes at the Mauldin Branch have lost their seal, resulting in condensation between the panes and making the panes ineffective and unsightly. She requested a not to exceed amount of \$16,000 to replace the affected panes.

Mr. Poore moved to approve a not to exceed amount of \$16,000 for bulb replacements. Mr. Hughes seconded. All were in favor and the motion carried.

Ms. James reported that over 250 people attended the Southern Author Expo held on Saturday. She called on Mr. Morrison who reported that the event included two author panels and a keynote speaker. Seventeen local authors had tables and the event was live streamed. He stated that staff received positive feedback from both in-person and remote attendees. Mr. Morrison informed trustees that the Friends of the Library had provided funds to secure the featured authors. Ms. James commended Mr. Morrison and Anna Lee, Community Engagement Manager, for their work on the successful program.

Mrs. Moston, who attended the event, added that the program was very well done.

Ms. James referred to the Winter Reading brochure at each trustee's seat and reported that over 630 people had registered for the Winter Reading Program as of that morning. The program is scheduled to run through March 16<sup>th</sup>.

**APPEARANCES**

Mr. Hill announced that three people had signed up to appear before the Board. He stated that each speaker would have three minutes. He informed those present that he would time the speakers and let them know when their time was completed. He called on the following individuals:

Name	Purpose of Appearance
Loren Frant	"Library is awesome"
Brent Cox	"Library – education and displays"
Sheila Kihne	"Book Review Process"

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

Mr. Hoard moved to adjourn. Mr. Aufmuth seconded. Mr. Hill adjourned the meeting at 12:44p.

S. Allan Hill  
Chair, Board of Trustees

Beverly James  
Executive Director

Jill Cornwell  
Recording Secretary