

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

October 28, 2024

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

Absent: Dr. Gene Beckner

Library System Managers Present: Don Allen, Accounting Manager; Karen Allen, Youth Services Manager; Ann Bishop, Human Resources Manager; Brian Morrison, Access and Discovery Director; Rick Silvers, Facilities Maintenance Manager; Beverly James, Executive Director; and Jill Cornwell, Administrative Projects Manager, acting as Recording Secretary.

Others Present: Matt Phillips, Phillips CPAs and Advisors

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, August 26. Mr. Baxter moved to approve as written. Mrs. Collins seconded. With all in favor, the motion carried.

PRESENTATION OF ANNUAL AUDIT

Mr. Hill called on Mr. Phillips who provided an overview of the Library System's financial activities for the fiscal year ended June 30, 2024. He stated that the audit cited a "clean, unmodified opinion" of the Library System's financial statements and noted that it was the best opinion the Library System could receive. He added that the Library System's financial statements are fairly presented in accordance with generally accepted accounting principles. In response to a question about the Library System's Fund Balance, Mr. Phillips stated that the Library System's Fund Balance continues to increase and is very healthy. Mr. Hill acknowledged that each year, the Library System is expected to maintain an undesignated Fund Balance of at least 25-35% of its total estimated annual revenues. In response to Mr. Hill's comment, Mr. Allen stated that the Library's current undesignated Fund Balance represents approximately 80% of estimated annual revenues.

Mr. Poore inquired about the Library System's return on assets in relation to the pension liability as a participant in the South Carolina Retirement System (SCRS). Mr. Allen reminded trustees present that in previous years, the state legislature instituted a multi-year plan to gradually increase the employee and employer contribution rates to the SCRS in order to shore up the financial stability of the plan. He acknowledged that the legislated increases have fully materialized and he felt the SCRS had become somewhat healthier as a result of the state's action to improve the plan.

LIBRARY OPERATIONS COMMITTEE REPORT

Executive Director's Annual Performance Evaluation

Mrs. Collins reported that the Operations Committee was tasked with the Performance Review of the Executive Director, and that the committee along with other trustees met in Executive Session with Ms. James to provide input and discuss her annual performance. She stated that the committee's review covered Ms. James' work and service for the past two years, acknowledging that a review was not conducted in 2023. In addition to the areas of focus that the committee provided to Ms. James for the coming year, Mrs. Collins reported that the committee used the opportunity to recognize the following

accomplishments and activities that had taken place under Ms. James' directorship during the review period:

- The Library System broke ground on a new Blue Ridge Branch Library.
- Several key positions were advertised and filled.
- Eighty books were reconsidered in response to Requests for Reconsideration, all of which were completed within the established timeline.
- Record breaking attendance was reported at several Library events.

Mrs. Collins noted that in response to Library System accomplishments, Ms. James is quick to give credit to staff. In conclusion, Mrs. Collins reported the committee's action to maintain Ms. James as Executive Director, noting that the action did not require a vote.

2025 Holiday/Closing Schedule

Mrs. Collins referred to the *2025 Holiday/Closing Schedule* and recommended its approval. With all in favor, the schedule was approved as presented.

User Registration Policy Revisions

Mrs. Collins reported that the revisions included wording to make the policy clear and bring it up to date. She noted the biggest change was the addition of a library card option which allows minors to borrow material located in both the Juvenile and Young Adult sections. She summarized that the addition gives parents three options to choose from for their children: a card that allows only juvenile materials to be borrowed, a card that allows both juvenile and young adult materials to be borrowed, and an unrestricted card that allows adult materials to be borrowed as well as juvenile and young adult materials. With no one opposed, the proposed revisions were approved.

EXECUTIVE DIRECTOR'S REPORT

Request for Use of Contingency Funds

Ms. James stated that the request for Contingency Funds is to cover the removal of trees damaged by the recent hurricane, stump grinding, and debris haul-off at seven branch libraries, noting that the work requires heavy equipment and expertise above and beyond what Library System Facilities Maintenance staff members already have done or can handle. Based on the lowest quote received, Ms. James asked for the use of up to \$50,000 to cover this unanticipated need and unbudgeted expense. Mr. Poore moved to approve the request. Mrs. Collins asked Ms. James to check into the potential source of funding the county was applying for to help with storm cleanup. She offered to provide the appropriate contact information to Ms. James. Following discussion, Mrs. Collins seconded the motion with the contingency that Ms. James would explore the funds available to the Greenville County. With none opposed, the motion carried.

Other Announcements

Ms. James shared that four staff members represented the Library System at the Hampton-Pinkney Porch Festival on October 20th. She reported that staff had 236 interactions with attendees and registered 37 for new library cards.

Ms. James reported that story times featuring firetrucks and firefighters were held at 5 locations in October with a total of 667 attendees. She noted that the Five Forks story time accounted for 350 of the total number of attendees.

Mr. Hill asked Ms. James to share how the Library System served people following Hurricane Helene. Ms. James shared that the Library System served a number of people without internet or power following the storm, including some from North Carolina. She added that library locations provided a place for people to get a wireless connection and charge their phones and computers. The Library System also offered a Temporary library card to non-residents who were impacted by Hurricane Helene. The card allows limited borrowing privileges and access to public computers and online databases.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

APPEARANCES

Mr. Hill called on individuals who had signed up to speak and reminded attendees that each speaker had a 3-minute timeframe for remarks. Brent Cox appeared for the purpose of "Children's right to books"; M. Davidson spoke on "Halloween and the Collection Development wording."

ADJOURNMENT

Mr. Hill called for a motion to adjourn. Mr. Hoard so moved. Mr. Hughes seconded. Mr. Hill adjourned the meeting at 12:48p.

S. Allan Hill
Chair, Board of Trustees

Beverly James
Executive Director

Jill Cornwell
Recording Secretary