



## Oconee County Public Library

### Minutes of meeting of Library Board of Trustees-- September 25, 2017—Seneca Library, Seneca, SC, 5:30 p.m.

Members present: Allison Griffin, Kelly Holleman, Maria Jacobson, Lisa Martin (secretary), Marie McMahan, Chanda Morrison, Alisa Suddeth (Chairman)

Members absent: Beverley Brackett, Bill Caster (Vice-Chairman)

Staff/guests present: Blair Hinson, Director; Donna Wales, Youth Services Librarian; Quientell Walker, Walhalla Branch Manager; Christie Johnson, Walhalla Assistant Branch Manager; Barb Askew, President of the Friends of the Library

Members of the press present: None in attendance.

- I. **Call to Order:** Call to order at 5:30 by Chairman Alisa Suddeth.
- II. **Minutes:** Minutes from July 24, 2017, Board meeting were considered. One correction was made to add Christie Johnson, Walhalla Assistant Manager, to the list of staff attending the previous meeting. Motion to accept made by Lisa Martin, seconded by Kelly Holleman. Approved unanimously.
- III. **Public Comment:** None
- IV. **Friends Report:**
  - a. **Eagle Scout Project**—the Friends will be assisting Stephen Johnson on his Story Trail project.
  - b. **Wish List**—the Friends have not voted on the OCPL wish lists at this time. However, this will be addressed at an additional called meeting.
  - c. **Newsletter**—the Friends will be changing the date that the newsletter is mailed out so as not to conflict with their “Let’s Talk About It” book discussion calendar.
  - d. **Little Free Library**—a new Little Free Library has been installed at West-Oak High School. The dedication ceremony was held on September 22, 2017. Ms. Askew mentioned that three others might be installed soon: one at South Cove County Park, one at High Falls County Park, and one at Tokeena Crossroads. Chanda Morrison also asked if the Friends had considered asking for one to be installed at the Emergency Room area of Oconee Hospital. Ms. Askew noted what a good idea that was, and will inquire about that.
  - e. **Departure**—Barb Askew will be stepping down as President of the Friends of the Library. At this time a successor has not be named. Ellen Plumpe (current treasurer) and Nancy Woods will serve as co-presidents for the interim.

Friends' Income July 2017

August 2017

Book Sale: \$1,361.00

Book Sale: \$1,133.50

Lobby Book Sale: \$104.00

Lobby Book Sale: \$144.00

Saturday Sale: \$500.00

Amazon: \$14.15

V. **Committee Reports:**

- a. **Finance Committee:** No report
- b. **Policy and Personnel Committee:** No report
- c. **Building and Grounds Committee:** No report
- d. **Community Relations Committee:** No report
- e. **Capital Projects Committee:** No report

VI. **Chairman's Report:**

No report. Chairman did circulate a letter to the Board that was received from a patron referring to the service provided by OCPL. The patron specifically mentioned Dan Polk and Kayla Rucker at the Salem Branch, and commended them for their wonderful service.

VII. **Director's Report:**

- a. **Amnesty Week**—fine amnesty week was held August 7-12, 2017. In total the amount of fees waived was \$4,800, but the library also did recover \$1,500-\$1,600 in lost items. After speaking with a few other libraries, it appears this amount of return falls within the expected average. OCPL may have a Food for Fines later this year. Also, OCPL may revisit doing another Amnesty Week in the future in which a class of fines would be waived, perhaps for all children's materials.
- b. **Seneca Branch**—Facilities Maintenance is still working on replacing the ceiling tiles, but should be done with this soon. Director had spoken with Roads & Bridges regarding a fallen tree from Hurricane Irma; however, due to countywide cleanup removal had been delayed.
- c. **Westminster Branch**—the flooring in the Men's Restroom has to be replaced due to the fact that the current flooring is crumbling; the cost of replacement is \$2,500, and the work will be done by County Facilities Maintenance staff, or a contractor they designate.
- d. **Walhalla Branch**—county government has been awarded a grant to install electric car charging stations, and the Walhalla Library has been selected as a location. A question was raised pertaining who would be paying for the possible increased electrical usage, and would the OCPL be responsible for this? County would be paying for this charge, but that it would come out of the library's budget. However, this would not be an issue. Another question was raised pertaining to policies on how the charging station will be used. At this time a county policy has been put in place to address this concern.
- e. **SC Discus**—the State Library has decided to keep Learning Express library. However, due to lower than expected usage across the state Mango Languages has been dropped. OCPL has seen steady usage of this database, and has decided keep it at a cost of \$3,809.00. A question was raised pertaining to publicity of this database. OCPL has done limited publicity for this

database in the recent past, but had done more previously, and will be making a larger push for publicity to increase usage due to the fact that the library will be resuming paying for this resource.

Chanda Morrison mentioned that she had visited the Walhalla Library, and introduced herself to the staff. She also inquired about staff concerns. In particular, several staff members voiced concern about communication, and how they would like to be able to read the Board Minutes. While minutes are not official until approved by the Board at the following meeting, it was suggested that the draft minutes could be sent out the staff after each meeting, and that the approved minutes will be posted as normal. Discussion ensued.

VIII. **OLD BUSINESS:**

**A. Strategic Plan**—OCPL will begin work on new strategic plan. The previous plan (2015-2017) dealt with obtaining new facilities. In contrast, this new plan will focus on what the library can do to address patron needs with what the library currently has in terms of facilities and resources. Director has already spoken with several staff members about their ideas and vision for going forward, and intends to speak to the entire system as a whole at In-Service on October 9, 2017. The staff will begin assembling a strategic plan that will be brought to the Board at the November, 2017, meeting.

In-Service staff training for the fall of 2017 (mentioned above) will be held on Monday, October 9, 2017, at the Walhalla Library. The first part will be a presentation from the Oconee County Sheriff's Department on Active Shooter(s). An invitation was extended to the Library Board and Friends of the Library to attend this session. CPR/AED training will be conducted in the afternoon by Oconee County Emergency Management.

**B. Engineering Survey**—the library will be proceeding with the engineering study for the new staff parking lot at the Walhalla Library. The quote of \$6,500 probably would still be honored, and that this cost would be paid through the Sarah Mills Norton Fund. This fund was established by Mrs. Norton with the restriction that the funds be solely used for the Walhalla Library. The study includes: survey of the property, grading and draining, zoning application, and SCDOT application for encroachment. A question was raised asking why an engineering study was necessary. Several reasons were discussed including, but not limited to, proper drainage of the lot, the best section to cut in for curb access, and whether or a not a retention pond has to be installed.

IX. **NEW BUSINESS:**

**A. Introduction of new staff**—Donna Wales, Youth Services Librarian, and Quientell Walker, Walhalla Branch Manager introduced themselves to the Library Board.

**B. Changes to the OCPL organizational chart**—a change was made to the OCPL organization chart. The Walhalla Branch Manager will report to the Branch Services Manager. Brief discussion ensued. A motion to accept was made by Kelly Holleman, seconded by Chanda Morrison. Approved unanimously.

**C. Launchpad circulation policy**—Donna Wales presented the Launchpad Circulation Policy for Board approval. Launchpads are small, self-contained devices pre-loaded with educational content. OCPL currently has 30 of them now, with the intention of purchasing more in the future. A question was raised about whether the Launchpads required internet access. The Launchpads will not require internet access. A motion to accept was made by Maria Jacobson, and seconded by Marie McMahan. Motion approved unanimously.

**D. Changes to Library Board by-laws**—it was mentioned by the Director that elections for the Board are to be held in September (the “annual meeting”); however, due to several circumstances in the previous two years, the elections were held in November. One suggestion was that elections be moved to November permanently. It was decided to keep the elections as-is in September.

With that, Chairman opened the floor for nominations. Maria Jacobson nominated the current group of officers to be reelected: Alisa Suddeth as Chairman, Bill Caster as vice-chairman, and Lisa Martin as secretary. Nominations were closed, and the officers were reelected unanimously.

X. **Adjournment:** Alisa Suddeth called for adjournment, and meeting adjourned at 6:45 p.m.

**Reported by Quientell Walker, Walhalla Branch Manager**