

Library Board of Trustees

Meeting Minutes

Westminster Branch

Monday, January 23, 12

- I. **Call to Order – 5:45 pm**
Present: John Adams, Barbara Askew (FOL), Bill Caster, Phillip Cheney (OCPL), Danny Day, Jody Gaulin, Ellis Hughes, Vicky Miller
- I. **Approval of Minutes – November 14, 2011**
–John approved, Ellis seconded, all approved.
- II. **Public Comment**
- III. **Friends Report: Barbara Askew**
 - December – \$724 book sale; \$84 for lobby sales
 - January – good crowd on this very rainy day; sold \$365 \$1,270.88 (without lobby)
 - Good publicity on “Read to Me” program
 - Up to 310 members now
 - Let’s Talk About It starts Feb. 27th. Good sign-up for this program.
 - March 18, 3 pm, annual meeting, Walhalla branch, Danny’s speaking
- V. **Committee Reports**
 - a. **Finance – John Adams**
 - The Library Corporation’s Hosted Solution: Recommendation is to move to this solution; OC IT supports decision. Year one: \$6900; year 2 \$4500. Need to upgrade server; also security function moves to TLC. John moves that we move to the TLC solution; Bill seconds; all approved. Danny commented that we should write press release to show that OCPL is offering better 24/7 support. John Adams will draft facts; Ellis will write up for dissemination to news. Timing to be determined, possibly 30-60 days.
 - Seneca Library expense line item: \$38,826 in budget. Will the Providence Study come out of this? Need to let Finance Department know so we can have these funds available. Philip will follow up with Finance. John, Danny, and Ellis will work on upcoming budget with Philip.
 - b. **Policy/Personnel – Vicky Miller/Jody Gaulin**
Jody, Vicky, Philip will be going through goals and objectives for director after today’s meeting.
 - c. **Building/Grounds – Lee Barrett/Danny Day**
Danny reports that the buildings and bookmobile are still in place! Small leak in Seneca from this past few days rain is under control.
 - d. **Community Relations – Ellis Hughes/Carol Baumgarner**
-Community Needs Assessment. John recommended that we make public aware we’re going to do this and how it’s going to be done. “Library doing due diligence using county funds.” Can we ask Providence what other libraries have done in the PR effort?
 - e. **Capital Projects – Ellis Hughes/John Adams**
 - Community Needs Assessment update. Jody and John reviewed some of the history of evaluation locations, two-stories, flat roof, expansion space issues. Discussion of whether Providence should “rank” sites. Should we open the door to other sites? (John asked.) These are things to consider until Providence talks to us.
 - Philip/Blair have photos of what the other counties have been doing as a way of showing how behind Oconee is to the others. The group discussed various issues with getting go-ahead with new library.
 - Westminster expansion?? Should we go ahead?

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- VI. **Chairman's Report: Danny Day**
-Trustees' survey re: training
- VII. **Director's Report: Philip Cheney**
-HOLA is going so well that we should consider how to extend Tracey Pechthalt's work of outreach in Hispanic community
-Team meetings will occur the second Wednesday's of each month.
-Question re: outside funding...grants? Anything we can find whether it's outside county or state. Whether it's a donation or from non-profits. Danny commented re: creating a foundation for fund-raising for the new Seneca Library. Group felt we should we go ahead and start the foundation (without designating where the funds will go).
-Good PR happened for new Youth Services Librarian and Assistant.
-K'lani Green will take the job as Branch Services Librarian, starting March 5.
-Also a new person will soon take the Walhalla branch job.
-Plans in the works to ask Blair to be the public relations rep for OCPL.
Group discussed re: how to interpret what professional positions are.
-April 13th is the next in-service day. Possible business etiquette presentation re: dress, Facebook, etc.
-Now filtering our wi-fi at all branches per SC State Library.
-State Legislature "day" ... in Columbia ... April 25. We'll wait until March to decide whether to go or meet our legislators here.
-Community event at Walhalla High School this Saturday Scrabble contest.
-Business incubator at the Brown Building: Jim Alexander wanted to know how library can help them. Surplus furniture? Tri-County/Clemson/Blue Ridge Elec/others are involved.
- VIII. **Old Business**
-Bill mentioned that the Daily Journal had calendar wrong, and he got it fixed.
- IX. **New Business**
-Time the agendas of the meeting
-Westminster ... comment re: not knowing names. Bobbie Cole (previous manager) knew everyone; Leah's having a problem with the transition of people coming in with no business cards, etc.
-Jody: Are all our minutes on file and complete now? Neither Biff nor Carol are here tonight; Paul gave us book of old minutes.
-Jody: Get a computer for the board; asked IT for one.
- X. Executive Session not tonight!
- XI. Adjourn 7:55 pm.