

OCPL

OCONEE COUNTY PUBLIC LIBRARY

Library Board of Trustees
MINUTES OF BIMONTHLY MEETING
Salem Community Center
Monday, November 26, 2012, 5:30 p.m.

In attendance were: Day, Caster, Gaulin, Adams, Long, Adelberg, Hughes, Baumgarner.

- I. **Call to Order** – Chairman Day called the meeting to order at 5:37 p.m.
- II. **Approval of Minutes:** Regular Meeting of October 8, 2012 – Motion by Trustee Caster, second by Trustee Adams. Motion passed with no objection.
- III. **Public Comment** – None offered.
- IV. **Friends Report:** Barbara Askew

Mrs. Askew listed the following corrections to her written report:

- Item 8: Stacie Powell, YS Librarian, did not have the leadership course this year, but last, and Blair Hinson is this year's representative. But the Friends only paid half of his total \$500 fee this year.
- Item 18: Add "Oconee County" in front of "Detention Center."

Book Sales for October amounted to \$1,276.80, and November's total was \$739.25. The Friends will begin a new holiday program of offering Gift Certificates for the Book Sale available in December in increments of \$5 and \$10. The Friends recently donated throwaway books to a farmhouse gallery in Walhalla, where they were used to build a Christmas tree of books in their front window display.

Additionally, The Friends were honored with a Breakfast at Tiffany's celebration at Walhalla Main Branch last month and got their picture in the Seneca Journal Friday, November 16th. Participation in the FOL is up slightly, with 314 total membership. (300 members is typical.) The Speaker for the Annual Meeting on March 17 is Linda Lovely, local SC mystery writer.

Trustee Hughes sent around an Economic Development survey today. Mrs. Askew asks if there is objection to her including the survey in next month's Friends' newsletter. No objection raised. Mr. Hinson noted that a link to the survey is on the OCPL website.

V. Committee Reports

A. Finance – John Adams

There was some discussion as to why the Walhalla Building Maintenance Budget is low on funds. Director Cheney answers that there was an anticipated expenditure for lighting. Both the Operational Budget and Equipment Maintenance are over budget, due to up-front costs for the fiscal year.

Discussion arises about the need to purchase replacement computers, how old the current public computers are, whether they will last much longer, and whether leasing instead of purchasing would be a more efficient use of funds. No funds were allocated by the County for purchasing or leasing replacement computers in this fiscal year.

Chairman Day requests that we add a requirement to the end-of-year inventory that lists the age of all computers. Trustee Gaulin would like to discuss encryption and security in light of what happened with the State's records being compromised.

B. Policy/Personnel – Jody Gaulin

Trustee Gaulin asks Mr. Hinson to report on the final draft of the Policy Manual. Mr. Hinson explains the changes, including the alphabetizing of "Long-range plans" on page 5 and the addition of new material on page 8 under the section heading "Juvenile Cards." OCPL is having a problem with lost and long-overdue items, and with parents getting a card for a child after their own adult card has been blocked for excessive charges. Trustee Gaulin asks if this will conflict with any other mandatory school program, and the general consensus is that it will not.

Trustee Adelberg asks if we would ever go the route of bringing in law enforcement, and the answer given is no, that it would result in poor public relations. Trustee Baumgarner asks about responses to overdue notices. The library no longer sends out overdue notices in the mail due to a lack of funds for postage. Trustee Gaulin suggests an amnesty day. Mr. Hinson points out that our holiday charity project is Food for Fines.

Additional changes to the policy manual are located on pages 9, 10, 15, 21, 24, 25, and 26. There is some discussion about the definition of "responsible" in the section about children under 12 needing to be accompanied by an "older, responsible person" at all times. Trustee Adams suggests an alternate wording.

Motion by Trustee Gaulin to accept the Policy Manual as revised, second by Trustee Caster. Motion passes without objection.

C. Building and Grounds – Danny Day

There has been some vandalism recently at the Walhalla Main Branch: cut rushes and a stolen "O" out of Oconee. Director Cheney reports that we've since gotten replacements for the "O" and a previously missing "L."

D. Community Relations – Ellis Hughes/Carol Baumgarner

Trustee Hughes is planning to host a workshop with the FOL, the Board, and Mr. Hinson. A link will be sent to Trustees so that they can watch some educational videos at their convenience ahead of the workshop. A suitable date and time will be arranged via e-mail.

E. Capital Projects – Ellis Hughes/John Adams

None to report at this time. Discussion ensues concerning the proposed meeting with County and City administrators which never happened in the autumn and the fact that the new Seneca Branch was not on the recent five-year plan presented by the Capital Planning Committee to County Council.

VI. Chairman's Report: Danny Day

"At this point I don't have a whole lot to report. We are extremely fortunate in this county with the people we have at the library working for us, including volunteers, and I am thankful for that."

VII. Director's Report

Mr. Cheney explains the process by which people who might wish to serve on the Board submit their names for consideration. There is a form to fill out, and they need to be in the same district as a departing trustee, ideally. Trustee Long asks if they need to contact their County Council member, and Mr. Cheney says it is not necessary, but it wouldn't hurt to make their interest known.

A calendar of meetings has been created for 2013 based on the usual schedule. Trustee Adams wants to know how many more meetings he has, and Mr. Cheney explains that members of the Library Board serve until they are replaced. If no one is appointed to fill your position before the March meeting, you are still required to attend that meeting.

Mr. Cheney attended a preliminary meeting with Connect South Carolina. There, Richard Blackwell said that the library is a vital part of the infrastructure of this county. Mr. Hinson knows him through Leadership Oconee and has sent him e-mail about what the library is trying to do to improve the county infrastructure, including the idea of establishing a training center. Mr. Cheney points out that we could become a training center for all kinds of jobs and skills if we had the appropriate facilities. There are 44 manufacturing jobs currently unfilled in Oconee County because they cannot find local, qualified individuals to fill those positions. There is some discussion of the role the library can play in economic development.

VIII. Old Business

The contract with Cherokee Museum gives us 10% of the print run of the updated map. OCPL retains copyright and will be shown any changes before the printing. If the museum does a second printing, we'll receive 10% of that print run, as well. The library currently sells approximately 5 maps per year, and retains around 80 copies of the original version. Chairman Day asks for approval of the contract with the proviso that the museum's name, which is not yet decided, will be changed on the final contract. Motion by Trustee Adams, second by Trustee Caster. Motion passes without objection.

IX. New Business – None to report.

X. Adjourn – Meeting adjourned at 6:58 p.m. by Chairman Day.