



**Library Board of Trustees**  
**MINUTES OF BIMONTHLY MEETING**  
Walhalla Main Library Meeting Room  
Monday, March 25th, 2013, 5:30 p.m.

*In attendance:*

*Board members: Sally Long, Bruce Adelberg, Becky Hetherington, Ellis Hughes, Alisa Champion, Bill Caster, Priscilla Taylor.*

*Library Staff: Philip Cheney, Library Director; K'Lani Green, Branch Services Librarian; Heidi Holmes, Walhalla Branch Manager; Blair Hinson, Seneca Branch Manager; Leah Price, Westminster Branch Manager; and Meredith Wickham, Salem Branch Manager.*

- I. **Call to Order** – In the absence of Chairman Danrly Day, Vice Chair Ellis Hughes called the meeting to order at 5:33 p.m.
- II. **Approval of Minutes:** The minutes of the January 28, 2013 Board meeting were approved on a motion by Sally Long seconded by Bruce Adelberg.
- III. **Public Comment** – None
- IV. **Friends Report:**  
Barb Askew, President of the Friends, reported that book sales in January, February, and March have been going very well, with receipts totaling \$2,897.55 to date. The Friends of the Library currently number 323 members, and the Oconee County Friends group was mentioned three separate times in the FOSCL (Friends of South Carolina Libraries) quarterly newsletter. The newsletter featured an article about the OCPL Friends' "Read to Me" program for babies born at Oconee Medical Center. Barb Askew also reported on the Friends' annual meeting, which was held at the Walhalla Library on March 17. Local mystery author Linda Lovely was the keynote speaker.
- V. **Committee Reports**
  - A. **Finance**  
No report at this time.
  - B. **Policy/Personnel**  
No report at this time.
  - C. **Building and Grounds**  
No report at this time.

**D. Community Relations – Ellis Hughes and Sally Long**

Ellis Hughes explained that she and Sally Long are working on creating a comprehensive Communications Plan which will tell the story of the library and get the public involved and more invested in the library's future. They are using a variety of resources and are currently pulling together all of the details and information they need before presenting that plan to the Board.

**E. Capital Projects**

No report at this time.

**VI. Chairman's Report**

VII. Ellis Hughes reported that Chairman Day has been delayed in getting the information on creating a library foundation. However, the work is in progress. Committee assignments for the new board members will be established soon.

**VIII. Director's Report**

Philip Cheney announced several personnel changes. Margaret McCall retired and Tiffany Tarrer replaced her as the full-time Circulation Assistant at Westminster Branch. Wesley Ramey has been hired as a temporary, part-time employee to assist in Technical Services while Claire Giordano is out on medical leave. Michael White has replaced Jennifer Addis as part-time Circulation Assistant at the Walhalla Library. Sarai Espino is the new part-time Circulation Assistant at the Seneca Branch, replacing Tiffany Tarrer, who moved to the Westminster Branch. Debbie Kaniaris, Technical Services Librarian, left employment with the library on Wednesday, March 20<sup>th</sup>. The Technical Services Librarian position has been advertised on the County website and is listed on both the South Carolina State Library and Georgia State Library websites.

Blair Hinson, Seneca Branch Manager, had prepared an executive summary of what was accomplished at the Strategic Planning session on Saturday, March 9, 2013 at the Walhalla Library. Ellis Hughes asked to add the phrase, "This plan will be reviewed and revised on an annual basis," to the document. She also requested that the phrase "of Westminster" be added after the facilitators' business name. Bruce Adelberg made a motion to approve the executive summary with the suggested additions, which was seconded by Alisa Champion. The motion passed.

**IX. Old Business**

- a. Leah Price, Westminster Branch Manager, presented a proposed amendment to the OCPL Policy Manual to cover the addition of a new social networking presence on Twitter. Alisa Champion made a motion to approve the proposed amendment as written, which was seconded by Sally Long. The motion passed unanimously. The library's Twitter name is @MyOconeeLibrary.
- b. The finalized contract with the Cherokee Museum was approved on a motion by Bill Caster, seconded by Bruce Adelberg.

**New Business**

- a. *Volunteers Rock!* - The OCPL will host the annual recognition event for all its volunteers on Tuesday, April 23<sup>rd</sup> from 5:00 to 7:00 p.m. Heidi Holmes, Walhalla Main Library Branch Manager, invited the trustees to attend and thanked them for all they do on behalf of the library and all the time they volunteer to this important work. Ms. Holmes and Mr. Cheney requested the Board's

approval to close the Walhalla Main Library at 4:00 p.m. in order to hold the event inside the building, since the size of the meeting room is insufficient for the event.

On a motion by Bill Caster , seconded by Alisa Champion, the Board approved the request for early closure. A committee of Sally Long, Ellis Hughes and Priscilla Taylor will select the winner of the Sarah Mills Norton Volunteer Award, which will be presented at the event.

- b. *DVD Policy* – Branch Services Librarian K'Lani Green presented a proposal to change the current DVD circulation policy. The current policy is three (3) DVDs per library card with a checkout period of three (3) days and the option to renew up to three (3) times if there are no requests. The proposed change would allow six (6) DVDs per library card with a checkout period of seven (7) days and the option to renew once if the item is not on request. The policy change was approved on a motion by Bill Caster seconded by BruceAdelberg.

X. **Adjourn** – The meeting adjourned at 6:27 p.m.