

Minutes of Oconee County Public Library Board of Trustees Meeting

March 24, 2014, 5:30 p.m.

Salem Library (Town Hall—Town Council Chambers)

Members present: Ellis Hughes, Vice Chair; Bill Caster, Secretary; Becky Hetherington, Maria Jacobson, Marie McMahan, Alisa Suddeth, Priscilla Taylor

Members Absent: Danny Day, Chairman; Holly McPheeters

Library staff present: Philip Cheney, Library Director; K'Lani Green, Branch Services Librarian; Blair Hinson, Seneca Library Branch manager

Guests: Barb Askew, Friends of the Library president; Josie Rabbitt, Seneca *Journal* reporter

- I. Call to order: Vice Chair Ellis Hughes opened the meeting at 5:30 p.m.
- II. Approval of minutes from the January 27, 2014 meeting: Bill Caster made a motion to approve the minutes; it was seconded by Marie McMahan and approved unanimously.
- III. Public Comment: None
- IV. Friends of the Library Report: Barb Askew.

Book sales: January, 2014: \$1054.25, regular sale; \$1295.00, Saturday sale; \$90.00, Walhalla lobby. February 2014 (Regular sale not held because library was closed due to snow): \$144.00, Walhalla lobby. March 2014: \$1014.10, Saturday Make-Up Sale; \$59.00, Walhalla lobby; \$1049.00; regular sale; Seneca lobby, \$36.00. Total 1st Quarter: \$4705.35. Susan Roberts is the new programming chair for the Friends of the Library. The Friends of the Library plan to have their own Christmas tree at Duke Power World of Energy this year. Ms. Askew noted that after discussing the idea of having additional fundraising activities, the Friends have decided that the book sale operation is all they can handle at the present time.

V. Committee Reports

- a. Finance: Alisa Suddeth—none.
- b. Policy/Personnel: Priscilla Taylor—K'Lani Green has ideas about policy changes regarding part-time employees, hours, etc.
- c. Building & Grounds: Bill Caster—no tour planned yet, but he reads bi-monthly reports of each branch manager. He had noticed that the new Xerox copiers take up more space than the Ricoh copiers and laser printers.
- d. Community Relations: Ellis Hughes—petitions are still at the branches for the Capital Project Sales Tax Commission, with 250 signatures collected so far.
- e. Capital Projects: Alisa Suddeth—felt like it was a successful presentation to Capital Project Sales Tax Commission. Different members of the Board are assigned to each library project with Ms. Suddeth named liaison for Salem; Priscilla Taylor and Holly

McPheeters for Fair Play; Bill Caster, former Board member Jody Gaulin, and Becky Hetherington for Seneca; and Marie McMahan for Walhalla.

VI. Chairman's Report—none.

VII. Director's Report:

Mr. Cheney invited the trustees to the Volunteer Recognition Dinner on April 10 in County Council chambers in Walhalla. A group from the Senior Follies from Anderson will perform. He noted that the Board selects the Volunteer of the Year. Vice Chair Hughes asked for volunteers to serve on the committee to select the Volunteer of the Year.

Mr. Cheney requested that K'Lani Green provide an update for the Little Free Libraries project. Ms. Green stated that the two pop up libraries have been delayed, but that the one at Mountain Lake Grill would be installed in time for Katherine Scott Crawford's appearance on Sunday, March 30. Mr. Cheney noted that some Oconee residents purchased Ms. Crawford's book at her appearance at the Oconee Heritage Center in March of 2013. Dessert and coffee will be available for purchase at the event on Sunday, March 30.

Mr. Cheney explained the challenges presented by the new Xerox copiers. The copiers are larger than the RICOH photocopiers that they replace; they have to be networked; and new coin-ops have not yet been received. Existing Ricoh machines are still in use. Mr. Cheney mentioned that other public libraries use Envisionware print management software, which requires purchasing computers to use as release stations.

VIII. Old Business:

Ellis Hughes opened the discussion about the Capital Project Sales Tax by asking Alisa Suddeth about the next steps for the Capital Project Sales Tax Commission. Ms. Suddeth mentioned that she will meet with Salem representatives at their convenience. Mr. Cheney noted that he had talked with Kim Alexander, Salem Town Manager, and Salem representatives want to meet with Trustees. He noted that Salem's attorney, Brad Norton, had spoken of a combined building in remarks on the local radio station WGOG.

Appointments of members to committees:

Finance Committee: Marie McMahan, Chairman; Alisa Suddeth.

Policy and Personnel: Priscilla Taylor, Chair; Maria Jacobson.

Building and Grounds: Bill Caster, Chairman; Danny Day.

Community Relations: Ellis Hughes, Chair; and all trustees as members.

Capital Projects: Alisa Suddeth, Chair; and all trustees as members.

IX. New Business:

In the fall of 2013, Oconee County selected **Staffmark** as the company to provide part-time employees. All new part-time employees are now hired as contract employees. The library has 14 part-time positions: three of the positions are currently classified as contract positions. As part-timers leave employment with the library, their positions will become contract positions. Turnover has been high; three different **Staffmark** employees have held the same position at the Walhalla Library since November. This has required the Walhalla Branch manager to spend more time on recruitment, selection, and training, and Mr. Cheney anticipates that the burden will increase with each new contract employee. He noted that the purpose of the discussion was to provide information to the Board about the challenges faced by library managers in maintaining the quality of service to the public.

Adjourn: Maria Jacobson moved to adjourn, Bill Caster seconded the motion, and it passed unanimously. Mr. Caster congratulated members on progress on the sales tax referendum.

The meeting adjourned at 6:40 p.m.