

## **Minutes of Board of Trustees Meeting**

**May 19, 2014, 5:30 p.m.**

### **Seneca Library Meeting Room**

Members present: Danny Day, chairman; Rebecca Hetherington; Ellis Hughes, vice chair; Maria Jacobson; Holly McPheeters; Alisa Suddeth; Priscilla Taylor

Members absent: Bill Caster, Marie McMahan

Staff present: Philip Cheney, Director; K'Lani Green, Branch Services Librarian; Blair Hinson, Seneca Branch Manager

Guests: Barb Askew, Friends of the Library president

- I. Call to order: Chairman Day opened the meeting at 5:39 p.m.
- II. Approval of prior minutes: March 24, 2014 meeting; a motion made to accept was made by Priscilla Taylor, seconded by Alisa Suddeth and passed unanimously.
- III. Public Comment: None
- IV. Friends of the Library Report: Barb Askew  
Book sales: March, 2014—Regular, \$1,049.00; Lobby, \$121.00; Saturday make up sale, \$1,014.10. April—Regular, \$931.35; Saturday, \$674.25; Lobby, \$180.00. May—Regular, \$873.05. Total: \$5,010.75 so far, not including the remainder of May. Books for stocking the five Little Free Libraries in Mountain Rest were purchased from the Friends of the Library. The Friends are trying to cull some of their stock and giving books to veterans as well. Read To Me is going well and books have been ordered for the year. Nancy Woods won the Lucille Bellotte Moore Volunteer of the Year award. The next Friends' officers' meeting is Tuesday, July 22 at 7 p.m. The Friends requested that the Board send someone to explain the tax referendum to them. Chairman Day replied that the Board would send a trustee to the Friends' meeting. Barb Askew also asked whether she was free to pass along to her members from the bi-monthly reports produced by the library staff. Mr. Cheney responded in the affirmative, noting that the reports are public record and may be found on the County's website. Ms. Askew reported that the next Friends' newsletter goes out on June 1, 2014. Susan Roberts has been named the new program chair for the Friends.
- V. Committee Reports
  - a. Finance: Marie McMahan— none. Mr. Cheney addressed County budget at this point, and noted planned cuts for fiscal year 2015. Holly McPheeters and Ellis Hughes asked about budget discrepancies between what was requested and what will be in the final budget. Mr. Cheney pointed out that the library asked for more to avoid having to ask for a waiver from State Library for not budgeting at least 15% for materials, but did not get additional money restored from computer purchase in FY13. Becky Hetherington

asked what comes under “operational,” and Mr. Cheney replied that supplies and other day-to-day operating items are purchased from this line item. Alisa Suddeth pointed out that she hopes that a lean budget and no tax increase this year might bode well for 1% sales tax referendum; Ellis Hughes asked if there was an answer to the question if the library will have to hire more staff for new Seneca Library and other new facilities. Mr. Cheney said that there might not be a large increase given one-story construction and proposed better sight lines. Priscilla Taylor asked about “copier click charges.” Mr. Cheney reported that the library pays a set amount for each copy made on the Xerox photocopiers installed this year in each County department. Rebecca Hetherington asked about the “professional” line item. Mr. Cheney noted that this budget category is earmarked for part-time library workers paid by Staffmark. Becky Hetherington asked if any funds in the budget could be used to promote the referendum for the capital project sales tax. Chairman Day responded that no County funds can be used for this purpose..

- b. Policy/Personnel: Priscilla Taylor— Branch Services Librarian K’Lani Green introduced several new/revised policies concerning institutional cards, outreach policy, interlibrary loan and gifts and donations. She presented the current policy and then the changes for each policy revision. Chairman Day asked for any questions, and there were none. On a motion by Becky Hetherington, seconded by Ellis Hughes, all revisions were passed on a unanimous vote.
- c. Building & Grounds: Bill Caster (not present)— none.
- d. Community Relations: Ellis Hughes— none. Ellis Hughes wants to facilitate a discussion with key people in the other groups in the Capital Projects Sales Tax project using her communications class that she taught while in corporate communications with the Coca-Cola Company. She wanted to get buy-in from other groups. Mr. Cheney pointed out that the library is no longer competing with other groups, so now “we’re all in the same boat.” Holly McPheeters noted that she could bring in south County people; and people from the Farm Heritage project. Chairman Day indicated he would be glad to call other people in the groups to facilitate meetings. Holly McPheeters stated she felt the library should take lead on getting groups together since the library had the most to gain. Holly McPheeters agreed to send out invitations. Mr. Cheney will contact Oconee Heritage Center for available dates for an initial meeting of representatives from all the groups.
- e. Capital Projects: Alisa Suddeth— none. Rebecca Hetherington asked about those that volunteered to work with various libraries’ building committees and if they could start doing anything. Discussion went back to organizing and communications planning meeting; and to coming up with a message.

VI. Chairman’s Report—Chairman Day mentioned his interview on WGOG on Sunday, May 18. He mentioned that all groups would try to present a united front since it benefits the entire county; group representatives will need to meet and make sure all groups are on the same page. Local news outlets (WGOG, WSNW, *Anderson Independent Mail* and *Seneca Journal*) will be glad to feature more information/publicity on the referendum. Chairman Day also

had invitation from Rotary Club in Walhalla. Chairman Day also mentioned that the Board could seek out other civic organizations to present to. Chairman Day also mentioned Trustees Academy from United for Libraries, and how Board members could take advantage of this purchase from the State Library.

VII. Director's Report: Mr. Cheney mentioned dedication of Little Free Libraries in Mountain Rest on Saturday, May 17. Jean Snellings, volunteer on the bookmobile, won the Governor's Direct Service volunteer of the year award, with a presentation at the Lace House in Columbia to come on Thursday, May 22. Mr. Cheney also went to career day at Walhalla Elementary. K'Lani Green's last day is Friday, May 23. Chairman Day thanked Ms. Green for her service.

VIII. Old Business: Capital Projects Sales Tax—Chairman Day mentioned that the Board owed a debt of gratitude to Glenn McPheeters for his work as a member of the Capital Projects Sales Tax Commission.

IX. New Business: Proposed Library policy revisions (covered above)

Proposed change in hours for Westminster Branch—change Tuesday through Friday hours to 10-6, so that staff has time to open the library. Motion made by Maria McMahan, seconded by Ellis Hughes. Motion passed. Takes effect June 2, 2014.

X. Adjourn: Motion to adjourn made by Becky Hetherington, seconded by Alisa Suddeth. Adjourned at 7:06 p.m.