

Minutes of the OCPL Library Board of Trustees

Monday, December 4, 2014, Westminster Library, 5:30 p.m.

Members present: Bill Caster, Danny Day, Ellis Hughes, Maria Jacobson, Marie McMahan, Holly McPheeters, Alisa Suddeth

Members absent: Rebecca Hetherington

Staff members present: Director of Library Philip Cheney, Branch Services Librarian Blair Hinson, Walhalla Branch Manager Emily Embry

Press present: Ray Chandler, *Anderson Independent*

- I. Call to Order: Called to order at 5:35 p.m. by Chairman Day.
- II. Approval of Minutes: from September 22, 2014; motion by Bill Caster, seconded by Ellis Hughes, so approved unanimously.
- III. Public Comment: None.
- IV. Friends of the Library Report: Barb Askew, President of the Friends gave the following information: Book sale results since last reported in September, 2014:

October Book Sale: \$962.00

Sat. Book Sale: 552.65

Walhalla Lobby Sales: 184.00

Seneca Lobby Sales: 60.00

Total for October, 2014: \$1758.65

November Book Sale: \$1197.10

Seneca Lobby Sale (through Nov. 18): \$57.00

December Book Sale: 12/11/14.

FOL members Jane and Michael Clarke, Ellen & Dave Plumpe, Nancy Woods and Barb Askew decorated a Christmas tree at the Duke World of Energy's 2nd Annual Festival of Trees. The Festival continues through January 3 and the favorite tree (to be voted upon by visitors) will win a \$1000.00 Duke Energy grant for their charity of choice. The Tree Lighting was to be held on December 4 at 6 P.M. At their Nov. 18th meeting, they approved a request by Emily Embry, Walhalla's new Branch Mgr., to spend \$187.61 to fund a movie license for the Walhalla Library from Jan. 1 through July 31, 2015. They do not have a final tally yet of what FOL spent on ads promoting the One Cent Referendum. Including the radio ads, the amount was over the \$1250.00 that we had voted to spend. Barb Askew will have a complete report at the next meeting.

After an extensive discussion, initiated by Jean Mercer, Publicity Chair, it was decided that 2015 will be a year to get their "house in order" and build a group of sub-committees for

each committee of the Board in order to establish permanent assistants & back-up for each committee head. They started by advertising in their Winter newsletter for volunteers to assist Jean with Publicity and Su Hannon with Read to Me.

Meeting dates for 2015: January 20, March 17, May 19, July 21, September 15 and November 17. All meetings are in the Walhalla Meeting Room at 7 p.m. The meetings are open to the public.

Emily Embry, Walhalla manager, will be their guest at the January 20 meeting.

- V. Committee Reports:
- a. Finance: none.
 - b. Policy/Personnel: Chair mentioned addition of Emily Embry as Walhalla manager in November, 2014. Youth Services Librarian Stacie Powell is in the process of selecting a candidate for the Youth Services Assistant position, recently vacated by Abbi Galloway. This position now becomes a Staffmark position.
 - c. Building & Grounds: Director Philip Cheney reported previously that lightning strike at the Walhalla Main Branch damaged not only sensor for security system, but also a receipt printer, and the logic board for the fire alarm system. These items have been replaced or repaired. Bookmobile is running okay at this time. OCPL skipped the Christmas parades this year because of previous maintenance issues with the Bookmobile. The doors at the Seneca Library are not closing well, and Facilities Maintenance has been contacted about replacements.
 - d. Community Relations: Ellis Hughes suggested a sort of reset after the November 4 referendum. She noted that one benefit of the effort was that at least more people are aware of the state of the libraries thanks to the recent publicity. She also noted the need to engage County Council. Chairman noted the necessity to prioritize the needs of the library, since they were going to have to go back to County Council, and that the Board should still ask for all the things they asked for in the referendum. Chair suggested extending an invitation to County Council members to tour the existing facilities. Ellis Hughes also suggested inviting a council member to an upcoming strategic planning session in January, 2015.
 - e. Capital Projects: The results of the referendum mean the chapter on the previous effort is closed, and the Board needs to open a new chapter.
- VI. Chairman's report: Chair commended all for getting information out to the public, despite the results. Chair recommended moving forward to get new facilities, and stated that OCPL should be a priority for the county.
- VII. Director's report: Director mentioned items that were distributed to the Board in their packet. One of those items was list of the new VOIP staff phone numbers. Director also mentioned a recent meeting with Kathy Sheppard and Bill Croteau from the SC State Library, along with Ken Boone and John Cox with Oconee County IT, about counting library Wi-fi

usage. Director also made Board aware of purchasing changes through the county with the new p-cards, or procurement credit cards. Chair pointed out some interesting facts in the annual State Library survey statistics that were submitted for FY 13-14.

VIII. Old Business

- a. Trespass Policy and the new State law: the OPCL banning policy was updated to reflect the passage of S. 813. The update was done by the McNair Law Firm. The Chair gave out copies of the changes to the Board, and suggested they be ready to vote at the next meeting on the changes in the policy.
- b. Establishment of a foundation: Holly McPheeters asked about the establishment of a library foundation for fund-raising. The Chair reported that the Board will proceed with establishing a foundation, and will pursue that by the end of the calendar year.

IX. New Business

- a. Election of officers for 2015: Chair opened the floor for nominations for Board Chair. Ellis Hughes nominated Danny Day again, Maria Jacobson seconded. No other nominations, and Chair was re-elected. Vice Chair: Bill Caster nominated Ellis Hughes, and Maria Jacobson seconded. Ellis Hughes was re-elected. Secretary: Alisa Suddeth nominated Holly McPheeters, seconded by Maria Jacobson. Holly McPheeters was elected by acclamation.
- b. Approve schedule for 2015 Board meetings: Decision was made to change the November, 2015 meeting to third Monday due to Thanksgiving holiday. Chair also asked whether meeting should still alternate locations, or stay at the headquarters branch. Holly McPheeters suggested leaving the meetings to rotate. Board voted for new schedule. Approved unanimously.
- c. Strategic Plan: Ellis Hughes has secured the services of Janet Danforth and Robert Moir of Facilitators 4 Hire to facilitate a new strategic plan. Chair gave members an opportunity to look at calendars and decide for a date in January, 2015. Chair mentioned sending an invitation to County Council to have some representation at the strategic planning meeting, as well as Administrator Scott Moulder.

X. Adjourn: adjourn at 6:45 p.m.

Prepared by Blair Hinson, Branch Services Librarian