



**OCPL Board of Trustees Meeting**

**Walhalla Library, Walhalla, SC--November 16, 2015, 5:30 p.m.**

Members Present: Bill Caster; R. Daniel Day, Chair; Lisa Martin; Holly McPheeters; Secretary; Becky Hetherington; Maria Jacobson; Alisa Suddeth, Vice-chair

Members absent: Marie McMahan; Kelly Holleman

Staff: Philip Cheney, Library Director; Blair Hinson, Branch Services Librarian; Emily Embry, Walhalla Branch Manager; Stacie Powell, Youth Services Librarian

Guests: Barb Askew, Friends of the Library president

Press in attendance: none.

- I. Call to Order: meeting called to order at 5:38 p.m.
- II. Approval of Minutes: approval of Sep 28, 2015 minutes; Ms. McPheeters proposed adding, under Part V, Committee Reports, item b., regarding patrons needing photo ID for library cards: while the Board did agree to adhere to photo ID policy for individuals, they also agreed to encourage institutions, such as Safe Harbor, to obtain an "institutional card" so that its residents may use the library and the institution would be responsible. Mr. Caster moved for approval with above addendum, Ms. McPheeters seconded. Approved unanimously.
- III. Recognition of Guests and Public Comment: None
- IV. Friends' Report:
  - Sales Totals--
  - September 2015--
    - Book Sale: \$975.75
    - Seneca Lobby: \$78.00
    - Walhalla Lobby: \$101.00
    - Total \$1154.00
  - October 2015--
    - Book Sale: \$876.85
    - Saturday Sale: \$494.60
    - Walhalla Lobby: \$121.00
    - Seneca Lobby: \$42.00
    - Total \$1632.70 (includes \$98.25 for Little Free Library/Mtn. Rest books purchased.)
  - November book sale: \$807.30

Ms. Askew reported Wish Lists are finally completed. A damaged shelving item for Westminster was replaced by DEMCO. Also, the Friends need a secretary on their Board. Current secretary Emily Hitchcock will be leaving in November, 2015. The Friends revised their constitution, to be introduced at their meeting on Tues, November 17, 2015. Let's Talk About It for the fall, 2015, is about to finish up. The spring series is "Stiff Upper Lip." Dates are TBA.

V. Committee Reports

- A. Finance—Marie McMahan: none.
- B. Policy/Personnel—Danny Day: see under new business for OCPL 3D printer policy.
- C. Building and Grounds—Bill Caster: book drop at the Seneca Library has been closed off due to rain damage. Staff showed the Board the new book return that will be ordered the week of Nov 16.
- D. Community Relations—Kelly Holleman: none.
- E. Capital Projects—Alisa Suddeth: none.

VI. Chairman's Report:

The new county attorney, David Root, is now in charge of approving the foundation for the library. After his approval, the Chairman will re-coordinate with Robert Rainey, of the Foothills Community Foundation, to get a foundation underway for the OCPL.

VII. Director's Report:

Director, along with Emily Embry, the Walhalla Branch manager, and Janice Lovinggood, administrative assistant, met with the new county grant writer, Sharon DeRidder. Ms. DeRidder solicited ideas for Federal grants that the county could pursue. The director also mentioned to the Board what activities the staff have been involved in, such as completing a humanities grant application, and a bookmobile RFP, as well as conference attendance. He sees his role as encouraging professional staff in all ways possible.

VIII. Old Business

- a. Bookmobile: Blair Hinson presented the RFP that has been sent out and publicized, and the tentative schedule of approval/scoring to the Board. They thanked Mr. Hinson for his hard work.

VIII. New Business

- a. 3D printer policy – approval: Stacie Powell, Youth Services Librarian, presented a proposed policy to the Board that will govern the use and care of the library's new 3D printer. The Board asked several questions about cost, etc., and discussion ensued. Patron must have an email. Chairman asked for a motion to approve, Ms. Suddeth so moved, Mr. Caster seconded, and it was approved. The Board thanked Ms. Powell for her hard work.
- b. Application for Humanities Council SC grant – approval: Emily Embry, Walhalla Branch Manager, presented a grant proposal to The Humanities Council SC for a speakers series on "The Land Before the Water." The series would accompany the

library's oral history project. If approved, the key speaker will be author Ron Rash and the series will feature scholars, authors, engineers, and economists, as well as historians, to show what the coming of the lakes meant to Oconee County. Hopefully this will spark interest in the library's oral history project on the history of the lakes and their impact. The grant is a humanities grant with the theme of "For the Common Good." Ms. Embry outlined several details of the budget and the plan, such as what would be spent on advertising. OCPL is partnering with the Oconee Heritage Center in both the speakers' series and the oral history project. Ms. Jacobson moved to accept the proposal, the Chairman seconded, and the motion was approved.

- c. Proposed repairs for County-owned library facilities – approval: the Director gave the Board a list of proposed repairs and improvements to the three County-owned library branches using recently approved bond money. The list was in priority order. Discussion ensued about priorities, etc. The Chairman asked the Board to allow Director and County to have the discretion to skip a priority if it would cost too much or hold up completion of the rest of the list. Chairman asked for motion to approve, Mr. Caster so moved, Ms. Hetherington seconded, and the Board approved.
  - d. 2016 Board schedule – approval: Director presented the Board with the proposed calendar of Board meetings for 2016. Ms. Jacobson moved to accept schedule, Ms. Suddeth seconded, and the Board approved the calendar. The director also asked if the Board would approve a change to the holiday calendar for 2016, allowing the libraries to close on Saturday, July 2. Ms. Jacobson moved, and Mr. Caster seconded. The Board approved. The Board was also asked if the Westminster Library could close at 5:00 p.m. instead of 6:00 p.m. on Thursday, Dec. 3 for the Christmas parade in Westminster. Ms. Suddeth moved, Ms. Martin seconded, and the Board approved.
  - e. Election of Officers for 2016: Mr. Caster commended the Chair and suggested him for another term. Ms. Suddeth nominated Mr. Day for another term as chair. Ms. Suddeth was suggested again as Vice-Chair by Ms. Jacobson. And Ms. McPheeters will stay on as secretary. Passed by informal vote.
- IX. Executive Session: no voting items were discussed. Informational only.
- X. Adjournment: The meeting adjourned by motion of Mr. Caster, seconded by Ms. McPheeters. Board adjourned at 7:35 p.m.

Submitted by Blair Hinson, Branch Services Librarian