



**Library Board of Trustees Meeting**

**Monday, March 28, 2016, 5:30 p.m.**

**Salem Community Center, 5 Park Avenue, Salem, South Carolina**

Members present: William Caster, Danny Day (Chair), Becky Hetherington, Maria Jacobson, Lisa Martin, Marie McMahan, Alisa Suddeth (Vice-chair)

Members absent: Kelly Holleman, Holly McPheeters (Secretary)

Library Staff: Philip Cheney, Library Director; Blair Hinson, Branch Services Librarian; Robena Barton, Technical Services Librarian

Guests: Barb Askew, President, Friends of the Library

Press in attendance: none.

- I. Call to Order--Chair called meeting to order at 5:30 p.m.
- II. Approval of Minutes: minutes from the meeting of January 25, 2016—Mr. Caster moved for approval, Ms. Martin seconded; minutes approved.
- III. Public Comment: Limit of (4) minutes per person, 30 minutes total: none.
- IV. Friends Report: Barbara Askew, Friends' President

**RECAP OF JANUARY, 2016 INCOME**

Book Sale: \$974.00  
 Lobby Book Sale (end of Dec 2015): \$36.00  
 Lobby Book Sale (Jan. total): \$132.00  
 Seneca Lobby Sales (Dec. and Jan): \$68.00  
 Donations: \$110.00  
 Read to Me: \$20.00

**TOTAL: \$1340.00**

**FEBRUARY, 2016 INCOME**

Book Sale: \$879.00  
 Lobby Book Sale: \$69.00  
 Saturday Book Sale: \$432.00  
 Donations: \$530.00  
 Read to Me: \$50.00

**TOTAL: \$1960.00**

**MARCH, 2016 INCOME--as of March 25, 2016**

Book Sale: \$944.00

Lobby Book Sale: \$117.00  
Seneca Lobby Sale (February): \$49.00  
Donations: \$150.00

TOTAL: 1260.00

THREE MONTH TOTAL: \$3940.00

At their Annual Meeting of March 15, 2016, the Friends considered two requests; Leah Price, Westminster Branch Manager, asked the Friends for money for the Adult Summer Reading program, which they approved, and Stacie Powell, Youth Services Librarian, asked for money for the Summer Reading program, which they approved. The Friends added three new members since the last Board meeting, and are up to 207 members. The Friends will be able to buy ads for the book sales from the Keowee Key *Scuttlebutt*. The Friends were looking for another location for a Little Free Library so that the students who built the unit at Long Creek could build another unit. Mr. Caster asked about something that was brought up at the previous meeting about the change in term limits for Friends Board members. Ms. Askew reported that the changes were due to a lack of committed members to serve as officers.

V. Committee Reports

A. Finance – Marie McMahan—none.

B. Policy/Personnel – Danny Day—postponed to later in the meeting (see below).

C. Building and Grounds – Bill Caster—Mr. Caster reported about seeing the new carpet at the Seneca Library, and the new automatic doors in operation. The Director passed out a progress report to the members about the construction projects that are underway, and those that have been completed. Discussion of projects ensued.

D. Community Relations – Kelly Holleman—none.

E. Capital Projects – Alisa Suddeth—none.

VI. Chairman's Report: Danny Day—Mr. Day reported that he spoke to city attorney, the Mayor, and other officials about the Salem Library occupying a portion of the Tamassee-Salem Middle/High School building once vacated by the SDOC. A meeting will be scheduled to allow town officials and library officials to meet and view proposed areas of the building that could be used as a library. Discussion ensued about the location and possible details of leasing with the town.

VII. Director's Report—Director passed out invitations to upcoming annual volunteer awards banquet. He also asked if the Board had the opportunity to choose the winners for the Sarah Mill Norton award. Chair asked members to review list of nominees and vote for their selection by a 24 hour deadline. Director also mentioned his trip to APLA (Association of Public Library Administrators) retreat in Beaufort County, SC, on March 17 and 18. He mentioned two technologies, Mi-Fis that libraries check out to patrons, and units that allow for Internet access that school children could check out for academic work (takes the place of AWE system at the Walhalla Library). Discussion ensued about those technologies.

VIII. Old Business

A. Status of building improvements—covered in committee reports above.

B. Humanities grant update—Director passed out to members a schedule of speakers for the Land Before the Waters grant from the SC Humanities. Discussion ensued about promoting of the speakers series.

## IX. New Business

A. Proposed Library policy revisions: Creation of online category, Loitering and personal items, Request policy, Changes to circulation policy—Mr. Hinson presented each of the policy changes to the Board. Discussion of each item ensued. The Board voted on each of the changes separately. For the change to create an online borrower category, Ms. Jacobson moved to accept, and Mr. Caster seconded. Board approved unanimously. For the loitering and personal items policy, Mr. Caster moved to accept, and Ms. McMahan seconded. Board approved unanimously. For the change to request policy, Ms. Suddeth moved to accept, and Mr. Caster seconded. Board approved unanimously. For the change to limits, and staff discretion about future circulation policy, Ms. Hetherington moved to approve, and Mr. Caster seconded. Board passed with one dissenting vote by Ms. Suddeth.

B. Approval of proposed grant application for solar panels at the Walhalla Library—the Director passed out accompanying information to go with what had already been presented, such as a Frequently Asked Question sheet from EBSCO, and discussion ensued. Director asked Board to approve grant in process for EBSCO's solar energy grant for the Walhalla Library. Ms. Suddeth moved to approve, Mr. Caster seconded. Board approved unanimously.

C. Information on assistive technology and possible grant from State Library—Robena Barton presented a request for an LSTA grant for the library to buy and incorporate assistive technologies. Discussion ensued about how the grant would work, and what would be requested to buy with the money. Ms. Suddeth moved to accept, Mr. Caster seconded. Board approved unanimously.

D. Information on a cooperative program with the School District this summer with libraries serving as nutrition sites for lunch—the Director passed out information to the Board about participating in the School Summer Food Program. Discussion ensued about the workings of the program and impact on the libraries. Mr. Caster moved to approve, Ms. McMahan seconded, and Board approve unanimously.

E. Report on In-Service Day trip to Spartanburg County Public Library on March 16—the Director and Mr. Hinson briefly reported what had been accomplished, and the Director assured the Board they would receive more information about the trip at a later time.

X. Adjournment occurred at 7:20.

Reported by Blair Hinson, Branch Services Librarian