



**Library Board of Trustees Meeting
Monday, October 3, 2016, 5:30 p.m.**

Westminster Library, 122 W. North Ave, Westminster, South Carolina

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

Members absent: Kelly Holleman, Maria Jacobson, Lisa Martin, Holly McPheeters (secretary)

Library Staff: Philip Cheney, Library Director; Blair Hinson, Branch Services Librarian; Leah Price, Westminster Branch Manager.

Guests: Barb Askew, President, Friends of the Library

Press in attendance: none.

- I. Call to Order-- Meeting called to order at 6:00 p.m.
- II. Approval of Minutes: From July 23, 2016 meeting. Motion to approve made by Ms. Suddeth; seconded by Mr. Caster. Approved.
- III. Public Comment: Limit of (4) minutes per person, 30 minutes total. none.
- IV. Friends Report:

FINANCIALS: AUGUST, 2016 BOOK SALE INCOME:

Book Sale: \$898.00
Lobby Book Sale: \$179.00
Bks Purchased LFL: \$84.00

TOTAL: \$1161.00

SEPTEMBER, 2016 BOOK SALE INCOME:

BOOK SALE: 5822.00
LOBBY BOOK SALE: \$123.00
AUGUST BOOK SALE (delayed deposit) 569.00

TOTAL: \$1014.00

Ms. Askew reported that the Library staff will be visiting the Book Sale area in Waihalla as part of the staff in-service day. Ms. Askew reported that nearly all wish list requests are now fulfilled. Ms. Askew also reported that she is still leaving once she settles some personal business, but will remain Friends' president for the time being. Ellen Plumpe is staying on as treasurer, but will also become president with Ms. Askew's departure. Discussion

of the transition ensued. The Friends will decorate a Christmas tree at Duke Energy's World of Energy again this year. The Friends will assist a Seneca resident with his own Little Free Library (supply books).

V. Committee Reports

A. Finance – Marie McMahan—none.

B. Policy/Personnel – Danny Day—none. Some policy discussions postponed until “New Business.”

C. Building and Grounds – Bill Caster—Mr. Caster mentioned some issues with cleaning litter near the public entrances, which the staff will address.

D. Community Relations – Kelly Holleman—none.

E. Capital Projects – Alisa Suddeth—none.

VI. Chairman's Report: Chairman handed out a copy of the Oconee County Public Library at Walhalla, South Carolina trust, and reported that the trust had \$63,097.30 in a certificate of deposit, and \$17,415.90 in a Money Market account. The Chair of the Library Board, the bank officer, and the principal of Walhalla High School are officers. Chair spoke with officer at bank handling trust, and made appointment to speak with principal at Walhalla High School. Discussion ensued. Chair reported that the Board should begin examining possible expenditures for this money, and discussed the procedure for making changes in the wording of the trust, such as changes to the names of the parties involved.

VII. Director's Report—

VIII. Old Business

A. Status of building improvements—discussed earlier in meeting. County Facilities Maintenance Director stated that the Westminster Library will need a new roof soon, and is measuring for estimates. Ceiling tiles have been installed in the Walhalla Library, and have been installed in the meeting room in the Seneca Library.

B. Status of Walhalla property acquisition—the property is in “Phase I” of the testing for contaminants, etc.

C. Humanities grant update—final report has been submitted to SC Humanities.

IX. New Business

A. Discussion of charging a nominal fee to cover the cost of consumables for some craft/art adult programming—Director asked the Board for their blessing for asking for a nominal fee to cover consumables for adult art programs. Ms. Suddeth made a motion to approve to allow the library to charge to cover costs of materials, Mr. Caster seconded, and the motion was approved.

B. Discussion of reciprocal borrowing agreements with Pickens and Anderson County Libraries—Director reported that the Anderson County system allows a free reciprocal card for Oconee and Pickens County residents, but downloadable items are not included in that agreement, nor are items borrowed through the SC Lends consortium. Pickens County does not limit downloadable items at this time. Discussion ensued about Hoopla, a download service, and how digital products and services are changing the landscape for how libraries are charged for the services, and how and what they can offer. Library staff will get a proposal ready for the Board.

Director also asked Board to approve to allow the Westminster Library to close an hour early on Thursday, December 1, so staff can participate in the Christmas parade. Ms. Suddeth made a motion to allow, and Mr. Caster seconded. Board approved unanimously.

Chair also mentioned a recent discussion between Ms. McPheeters and Danny Smyth, head of the Fair Oaks Youth Association, about the Oakway Intermediate School and whether the Board was interested in looking into a library there. The Board expressed that they were not interested in pursuing the Oakway Intermediate location for a library.

X. Adjournment—meeting adjourned at 7:30 p.m.
Reported by Blair Hinson, Branch Services Librarian