



## **Library Board of Trustees Meeting**

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

**Salem Library (Town Hall Chambers), 5 Park Ave, Salem, South Carolina**

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

Members absent: Becky Hetherington, Kelly Holleman

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

Guests: none.

Press in attendance: none.

- I. Call to Order-- Meeting called to order at 5:30 p.m.
- II. Approval of Minutes: From Oct 3, 2016 meeting. Motion to approve made by Ms. McMahan, seconded by Mr. Caster. Approved unanimously.
- III. Public Comment: Limit of (4) minutes per person, 30 minutes total: none.
- IV. Friends Report: none.
- V. Committee Reports
  - A. Finance – Marie McMahan—none.
  - B. Policy/Personnel – Danny Day—none. Discussion ensued about new Seneca personnel.
  - C. Building and Grounds – Bill Caster—discussion of ongoing construction projects. Bids are currently being accepted for a new roof for the Westminster Branch.
  - D. Community Relations – Kelly Holleman—none.
  - E. Capital Projects – Alisa Suddeth—none.
- VI. Chairman’s Report: Chairman reported that this would be his last meeting as chair. He thanked the Board and staff for their work.
- VII. Director’s Report: Director passed out literature about using the newly purchased lot in Walhalla for staff parking. Discussion ensued about costs for the engineering study. Director also passed out the regular holiday schedule of the county. Mr. Hinson passed out copies of the State Library annual report for FY 16. No solutions were made on ideas for limiting reciprocal borrowers. Discussion of recycling discarded books ensued. Director complimented Robena Barton, Technical Services Librarian, for her work in adding all of the OCPL’s electronic holdings from third party vendors into the integrated library system. She presented this at the 2016 SC Library Association Annual Conference. Director also reported issues with OCPL wireless at Mountain Rest and Long Creek.

## VIII. Old Business

A. Status of building improvements—waiting for final installation of ceiling tiles at the Seneca and Westminster Branches. We're also waiting on bids for the roof on the Westminster Branch.

B. Status of Walhalla property acquisition—Library will also need to find funds for an engineering study, maybe using Walhalla trust money.

## IX. New Business

A. Election of officers: nomination was made for Alisa Suddeth as chairperson; motion made to close nominations by Maria Jacobson, seconded by Lisa Martin. Ms. Suddeth was elected chairperson by acclamation. Nominations were opened for vice chairperson. Ms. McMahan nominated Bill Caster. Motion made by Ms. Jacobson, and seconded by Ms. Martin, and Mr. Caster elected vice-chairperson by acclamation. Lisa Martin was nominated as secretary. Motion made by Ms. Jacobson, seconded by Ms. McMahan. Ms. Martin was elected secretary by acclamation.

B. Approval of Board meeting calendar for calendar year 2017: Ms. Suddeth took over as chairperson to pass new calendar. January meeting date was changed from Monday, 1/23 to Tuesday, 1/24/2017. Mr. Caster moved, Mr Day. seconded to approve remaining Board meeting dates.

C. Approval of Library Holiday Closings for calendar year 2017: Mr. Caster moved, Ms. Jacobson seconded to approve holiday calendar. Approved unanimously.

X. Adjournment—Mr. Day moved to adjourn. Ms. Suddeth seconded, and meeting adjourned meeting at 6:30 p.m.

Reported by Blair Hinson, Branch Services Librarian