

Oconee County Public Library Board of Trustees meeting

Monday, March 27, 2017, 5:30 p.m.

Walhalla Library, 501 W South Broad Street, Walhalla, SC 29691

Members present: Beverley Brackett, William "Bill" Caster, (vice chairman), Allison Griffin, Kelly Holleman, Maria Jacobson, Marie McMahan, Lisa Martin (secretary), Chanda Morrison, Alisa Suddeth (chairman)

Members absent: none.

Staff present: Blair Hinson, Branch Services Librarian; Emily Embry, Walhalla Branch Manager

Press in attendance: none.

Guests: none.

- I. Call to Order: meeting called to order at 5:32pm by Chairman Suddeth.
- II. Approval of minutes: meeting of Tuesday, January 24, 2017: motion made by Bill Caster to approve without amendment, and seconded by Kelly Holleman. Minutes approved unanimously.
- III. Public Comment: Limit of (4) minutes per person, 30 minutes total. No comments
- IV. Friends' Report: none. Barb Askew, president of the Friends, was not in attendance.

Bill Caster mentioned receiving an invitation to attend the Friends' Annual Meeting (since he belongs to the Friends), and asked Mr. Hinson to check with Barb Askew, Friends president, to see if the Friends would like the other Board members to attend as well.

V. Committee Reports

- A. Finance: none.
- B. Policy/Personnel: Chairman Suddeth deferred discussion of personnel issues for Executive Session. No policy issues were brought forward.
- C. Building and Grounds:

Bill Caster reported that overall things are going well for improving library spaces. He mentioned that he has seen a lot of trash in the yard of the Seneca library and would like to move forward with finding a solution for that. The Board was also updated on the ceiling tile installation at the Seneca Branch, which is nearly complete. The Board was informed that there may be a delay in getting the tile installation at the Westminster Branch completed, since County Facilities

Maintenance is currently focused on finishing up projects at the County Treasurer's office, and will begin construction on a new fire station soon.

D. Community Relations:

Bill Caster brought to the Board's attention the many articles that have appeared recently in the *Seneca Journal* about the Oakway Intermediate School project, the Bookmobile, and about the former library director. Brief discussion ensued.

E. Capital Projects: none.

- VI. Chairman's Report: Chairman Suddeth decided to defer discussion about the former library director and the search for a permanent replacement until Executive Session. She had no other items to report.
- VII. Director's Report: Mr. Hinson reported on the success of the new Bookmobile in the first week of service, and mentioned that he would like to schedule a ribbon cutting to publicize the start of service for the new vehicle. Chairman Suddeth mentioned that she would like the Interim Director to invite councilwoman Edda Cammick for the ribbon cutting.

Mr. Hinson also reported that Building projects related to the \$150,000.00 given by the County are complete or nearly complete. Discussion ensued about other ongoing projects. Discussion ensued about the local budget. Mr. Hinson further reported that the State Library is projecting a possible increase in State Aid to \$1.75 per capita (from \$1.50), which would help with staff training, purchase of books, and so on. Discussion ensued.

The Board also was updated on the OCPL's latest SC Humanities grant application for funding for John Thomas Fowler, the author of the book *Trotting Sally*, to do a program at the Seneca Library during the month of April 2017 (April 25). The grant had been approved.

Chairman Suddeth publicly thanked Mr. Hinson for stepping into the role of Interim Director with the resignation of the former director.

VIII. Old Business

- A. Status of Building Projects: reported earlier under the Building and Grounds committee report and Director's report.
- B. Report of Staff In-Service Day on Wednesday, March 15, 2017: The Board learned that In-Service day was based on Leadership Oconee County's practice of having its students tour community and cultural resources. It was reported that staff traveled to

SC Works main regional branch in Clemson, South Cove Park, Vocational Rehabilitation, and had a representative from United Way, Sandra Pruitt, come and speak to staff. Each location was selected to help all of the staff see what other agencies and services are offered for library patrons.

IX. New Business

- A. **Library Security:** It was noted that this needed to be brought forward because of recent training that all County department heads were required to attend about active shooter situations. Mr. Hinson went to this training as Interim Director, and noted that this training was a follow-up to the active shooter training that all County staff went to the previous year. As a part of the training that year it was said that County would tour and assess each county building, which had not happened year to date. This new training allows County department heads to take the new training techniques of A.L.I.C.E. (Alert, Lockdown, Inform, Counter, and Evacuate) to their departments and create their own assessment. This information will also be shared with the managers at the next the managers' meeting. Stop Bleeding emergency kits were also ordered for each library branch.

Mr. Hinson plans to ask Scott Krein, head of County Emergency Services, to assist in assessing each library building. The assessment will include the building layouts, staff gathering points, drills, etc. Discussion ensued about locking down staff areas, escape routes, and so on.

Chairman Suddeth urged the Board to contact and visit with their council members to advocate for an assessment to be done for the library system.

- B. **New Strategic Plan for Library:** Mr. Hinson noted that the old strategic plan was done in March 2015 and was due to end in March, 2017. He asked the Board what direction they would like to go for this, if they would like him to initiate this process, do they want to lead this, would they like to plan a retreat and make this Board Only or invite staff to provide input? Discussion ensued.

Executive Session

For the following purposes, as allowed for in S.C. Code § 30-4-70(a):

[1] to discuss a personnel matter relating to the resignation of the Library Director and the hiring, or appointment, of an interim or permanent successor to that position.

Motion was made by Maria Jacobson, and seconded by Bill Caster, to enter Executive Session at 6:15 pm. Executive Session Ended at 7:05 pm.

Following Executive Session, the Board took the following actions:

- a. Formally accept of the resignation of Philip Cheney as Library Director, as motioned by Lisa Martin and seconded by Bill Caster. Approved unanimously.
- b. Formally appointed of Blair Hinson as Interim Director, as motioned by Kelly Holleman and seconded by Beverly Brackett. Approved unanimously.

The Board also considered Volunteer of the Year Nominations and selected Marla Grant as the Volunteer of the Year. Motion to accept was made by Maria Jacobson and seconded by Beverly Brackett. Passed unanimously.

- X. Adjourn: motion to adjourn at 7:11pm was made by Maria Jacobson and seconded by Bill Caster. Meeting adjourned.