



Oconee County Public Library Board of Trustees meeting

Monday, March 26, 2018, 5:30 p.m.
Salem Library, 5 Park Ave, Salem, SC 29676

Members Present: Bill Caster (vice chair, presiding), Allison Griffin, Kelly Holleman, Lisa Martin, Chanda Morrison

Members absent: Beverley Brackett, Maria Jacobson, Marie McMahan, Alisa Suddeth (chairman)

Staff and guests: Blair Hinson, Library Director; Su Hannon, representing Friends of the Library

Press present: none.

- I. Call to Order: meeting called to order at 5:30 p.m.
- II. Approval of minutes: meeting of Monday, January 22, 2018; no discussion. Motion to approve by C. Morrison, seconded by L. Martin. Minutes approved unanimously.
- III. Public Comment: Limit of (4) minutes per person, 30 minutes total: none.
- IV. **Friends' Report:** Su Hannon represented the Friends. She reported that the group is working hard to continue to build membership. They have 320 members at the moment. She also gave FOL Board member Nancy Woods credit for coming up with a "punch card" similar to what local restaurants use, where so many purchases gets you five "book bucks," as a way to drive membership. Book sales figures for the first three months were \$6,576.97. She noted that the lobby sales in Walhalla and Seneca have been very beneficial. She also mentioned that the Friends will be sending several of their members to the state Friends of South Carolina Libraries meeting at the Five Forks Branch of the Greenville County Library System on Wednesday, April 11, 2018. C. Morrison asked about the cost of Friends membership, and discussion ensued.
- V. Committee Reports
 - A. Finance: Director mentioned to Board about receiving notice recently from the William C. Nettles, Jr. trust that the library is a secondary beneficiary, and discussion ensued.

- B. Policy/Personnel: none.
- C. Building and Grounds: B. Caster asked about the flooring in the men's restroom at the Westminster Branch. There was some discussion of that. C. Morrison also asked about a recent case of a trespass notice that was issued, and there was discussion.
- D. Community Relations: None.
- E. Capital Projects: none.

VI. **Chairman's Report:** none.

VII. **Director's Report:** B. Hinson discussed the progress on interviewing candidates for the Technical Services position. C. Morrison asked about the recent transition the library made to TLC's LS Cataloging, and if there were any issues from that. There was brief discussion.

VIII. Old Business

- A. Strategic Plan Update: Director updated Board on the progress of the library's strategic planning, and distributed copies of the report from the February 22 community planning meeting that was held at the Walhalla Library. Discussion ensued about how community members were notified. C. Morrison asked about outreach to the Hispanic community, and there was discussion.
- B. Proceeding with engineering study for using new lot in Walhalla: Director will continue to try to make contact with County Roads and Bridges to begin work on the engineering study.

IX. New Business

A. Discussion and motion to approve the four members who signed documents AND authorize Chairman to sign on the account for a withdrawal from Sarah Mills Norton/Oconee County Library Trust: the Board approved the Declaration from First Citizens Bank regarding the Money Market account for the Oconee County Library Trust, a document signed by four Board members (Maria Jacobson, William Caster, Kelly Holleman, and Alisa Suddeth). Additionally, a motion was made that the Board allowed Alisa Suddeth to sign the withdrawal for the \$6500.00 to pay for the engineering work on the staff parking lot located at the Walhalla Library. Motion made by C. Morrison, seconded by L. Martin. Motion passed unanimously.

B. Closing early for annual volunteer recognition dinner: Director asked permission from the Board to close the Walhalla Library at 4:00 p.m. on Thursday, May 3, 2018, for the Volunteer Recognition dinner. A motion was made by C. Morrison, and seconded by L. Martin. Board gave unanimous consent.

C. Policy manual corrections: Director presented several policy manual changes to the Board: remove the history and Long Range goals sections; change the contact person for proctoring at the Walhalla Library; remove

reference to certain holidays in Section D of "Personnel Policy"; change the email in the 3D printer policy; and change the Technology policy so that for Launchpads and telescope checkouts, the library staff will check, but no longer make a copy of, the patron's photo I.D. A motion was made by K. Holleman to accept these changes, and was seconded by L. Martin. Motion was unanimously passed.

D. Discussion of Museum of Cherokee in South Carolina's request to sell Andre Michaux Journal book: Luther Lyle of the Museum of the Cherokee in South Carolina had asked the Director if the museum could produce and sell copies of *Andre Michaux's Journey in Oconee County*, by Margaret Mills Seaborn. The library owns the copyright to this book. The Board gave approval to allow the museum to sell the book in the museum, with a provision that for every ten copies the museum sells, they will offer one to the library to sell. Books will be printed at the cost of the museum. A motion was made by K. Holleman to allow the museum to print and sell the book, and was seconded by C. Morrison. Passed by unanimous consent.

X. Adjourn: motion to adjourn made by K. Holleman, seconded by L. Martin. Meeting adjourned at 7:00 p.m.