



## Oconee County Public Library Board of Trustees meeting

Monday, May 21, 2018, 5:30 p.m.

Seneca Library, 300 E S Second Street, Seneca, SC 29678

Members Present: Beverley Brackett, Bill Caster, Allison Griffin, Marie McMahan, Alisa Suddeth

Members absent: Kelly Holleman, Maria Jacobson, Lisa Martin, Chanda Morrison

Staff and guests: Blair Hinson, Library Director; Jean Mercer, president, Friends of the Library; Quientell Walker, Walhalla Branch manager; Shawn Johnson, Seneca patron and Oconee County Emergency Preparedness

Press present: none.

- I. **Call to Order:** meeting called to order at 5:30 p.m.
- II. **Approval of minutes:** meeting of Monday, March 26, 2018; no discussion. Motion to approve by W. Caster, seconded by B. Brackett. Minutes approved unanimously.
- III. **Public Comment:** Limit of (4) minutes per person, 30 minutes total: none.
- IV. **Friends' Report:** Jean Mercer represented the Friends. She reported that book sales have been very successful. The Friends also have a new volunteer coordinator, and are hoping to build up and expand their group of active volunteers. Ms. Mercer also told the Board about her plans for expanded fundraising for larger projects, and that she recently had a meeting with the Director to identify projects. The Friends will have parties hosted in various geographical areas of the county. The hosts can then solicit donations. Discussion ensued.
- V. **Committee Reports**
  - A. Finance: Chair briefly followed up on the previous Board meeting to make sure members were clear about the Sarah Mills Norton trust. M. McMahan asked for some background on the trust, 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 brief discussion.

D. Community Relations: None.

E. Capital Projects: none.

VI. **Chairman's Report:** Chairman mentioned a couple of thank you cards she had received from staff members for the gift cards that were purchased for National Library Week, and read them to the Board.

VII. **Director's Report:** Director gave a report about progress with completing the engineering study needed for the lot at the Walhalla Library. He also mentioned to the Board that the Walhalla Library will be installing a couple of small study/meeting rooms in what is now the teen area of the library. Discussion ensued about how these would be managed. The Director also discussed the library's participation in community events, mentioning that non-profits would be the entertainment at Jazz on the Alley in Seneca on Thursday, May 24, and that the library will participate in a new community event in Walhalla, Summer Nights on Short Street. The library will provide the entertainment in the form of a game night on Thursday, June 21. Director also gave a brief update about the local and state budgets, and mentioned that May 21<sup>st</sup> was the first day for signing up for summer reading. He also distributed calendars to the Board.

VIII. **Old Business**

A. Strategic Plan Update: Director updated Board on the progress of the library's strategic planning, and distributed copies of the summary from the April 26 community planning meeting that was held at the Walhalla Library. The staff was given that summary and asked to prioritize the service responses that the library will use to come up with goals and objectives. Discussion ensued.

B. Proceeding with engineering study for using new lot in Walhalla: Director was able to make contact with County Roads and Bridges to begin work on the engineering study, contracted by Davis & Floyd, which will take about a month.

IX. **New Business**

A. Director mentioned to the Board that the library held a soft rollout of accepting debit and credit cards for payment of library fines and fees. The Board was asked to approve adding the \$0.50 convenience fee to the library's schedule of fees. There was some discussion of why that amount was settled on, and then a motion to accept was made by M. McMahan, and seconded by A. Griffin. The motion was approved unanimously.

B. Director asked the Board to offer input on a survey to be used as a follow-up to the two community meetings to help the Board and staff prioritize the service responses for creation of goals and objectives. After some discussion, the Chairman felt that the best questions would be those that dealt with just the service responses already identified by the staff,

rather than just a general survey of what patrons want to see in the library. That way the survey would not simply go back over territory already covered by the community meetings. Discussion followed, with input from Shawn Johnson, a long-time library patron and someone who recently worked with the branches to schedule CERT "Are You Ready?" emergency preparedness training at the libraries. Director stated that he would ask the staff to come up with questions that would guide patrons to help the library determine a priority list for the service responses already determined by the staff and community.

X. **Adjourn:** Meeting adjourned at 7:20 p.m.

Reported by Blair Hinson, Library Director.