



## Minutes of Meeting

### Ocone County Public Library Board of Trustees meeting

Monday, November 19, 2018, 5:30 p.m.  
Salem Town Hall, 5 Park Avenue, Salem, SC 29676

Members present: Beverley Brackett, Bill Caster (vice chairman), Allison Griffin, Chanda Morrison, Alisa Suddeth (chairman)

Members absent: Kelly Holleman, Maria Jacobson, Lisa Martin (secretary), Marie McMahan

Staff: Blair Hinson, director

Press: none

- I. Call to Order: meeting called to order at 5:30 p.m.
- II. Approval of minutes: meeting of Monday, September 24, 2018: motion made by W. Caster, seconded by C. Morrison; minutes approved.
- III. Public Comment: Limit of (4) minutes per person, 30 minutes total: none
- IV. Friends' Report: provided. September income--\$785 book sale, \$157 lobby sales; October income--\$1059 book sale, \$650 Saturday book sale, \$211 lobby sales; November--\$1315 book sale
- V. Committee Reports
  - A. Finance—none.
  - B. Policy/Personnel—none.
  - C. Building and Grounds—director reported some issues with outside of Seneca Library that had been reported by a patron (e.g., an old exposed storm drain and exposed tree roots, plus some broken brick work along the front walk). Director explained that County facilities maintenance had worked on some of the issues, and would return later to work on the others.
  - D. Community Relations—C. Morrison mentioned a case of new patron that wanted to volunteer with the library, but did not feel welcomed by staff. Director stated that he would follow up.

E. Capital Projects—none.

VI. Chairman's Report: Chairman mentioned October 16, 2018, Friends of the Library celebration event, and how nice it was.

VII. Director's Report—discussion of results of clean slate promotion during library's 70<sup>th</sup> anniversary celebration.

VIII. Old Business

A. Strategic Plan Update: Board members were provided a more complete version of the Strategic Plan as requested at an earlier meeting. Discussion ensued.

B. new staff parking lot in Walhalla—Director mentioned new information received from Acting Director of Public Works about additional SCDOT requirements, and director stated he would bring specifics of those to the Board at next meeting.

Executive Session:

For the following purposes, as allowed for in SC Code §30-4-70(a) [1]: to discuss an employee discipline matter

Motion to enter Executive Session made by C. Morrison, and seconded by B. Brackett. Motion to end Executive Session made by B. Caster, and seconded by C. Morrison. No votes or action taken.

IX. New Business

A. Adding specific language in the meeting room policy in regards to promotion and use of the library logo or images: director made Board aware of a case in Anderson County where a third party had made use of their library's logo in promotion of a non-library event, appearing as if it was a library-sponsored program. Staff suggested adding language to OCPL Meeting Room policy prohibiting use of OCPL logo or picture of location in third-party promotions not truly a library program. Motion to accept policy change made by A. Suddeth, and seconded by B. Brackett; Board approved.

B. Closing the Westminster Branch one hour early on November 29 to allow staff to participate in the Westminster Christmas parade: motion made by A. Suddeth, seconded by B. Caster; Board approved.

C. Set meeting schedule for 2019, and election of officers: B. Brackett

nominated as Chair, A. Griffin nominated as Vice Chair. L. Martin was nominated to continue as Secretary. Nominations closed by motion of A. Suddeth, seconded by B. Caster. Vote taken, and nominees were elected unanimously. The 2019 Meeting Schedule of the Board of Trustees was also approved.

2019 Library Board officers: Chair, Beverley Brackett; Vice Chair, Allison Griffin; Secretary, Lisa Martin.

X. Adjourn: 6:50 p.m.

Reported by Blair Hinson, Staff Liaison