



PICKENS COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING MINUTES
6:00 PM September 14, 2023
Village Library, Pickens

IN ATTENDANCE - BOARD: Ms. Susan Childers, Chair
Ms. Karen Culley, Secretary
Ms. Lori Osborn

EX OFFICIO: Ms. Stephanie Howard, Library Director
STAFF: Stacey Roberson, Executive Assistant

In compliance with the Freedom of Information Act, a notice of the meeting was sent to newspapers and a copy of the Board Agenda was sent to the Presidents of all Friends Groups.

Ms. Childers called the meeting to order at 6:06 PM

Minutes from the May 18th and June 14th meetings were approved. The notes from the informational meeting on July 20th were approved.

PUBLIC COMMENT –

Patrons of the library spoke in support of the Library and the Library Director.

DIRECTOR'S REPORT –

Ms. Howard reported that the furniture for Gregorie Park has been delivered and there are now 2 picnic tables, 2 swings, and 1 trash can in the park. Ms. Howard reported that we will be deciding on a plaque and a sculpture for the park as well, and once those are installed, there will be a Grand Opening planned for the park, as requested by Jim Gregorie, the patron who donated the land for the park.

The Director reported that several of the Library Staff will be attending training over the next month. Ms. Howard updated the board that Keme Williams, an Easley native who pledged money to the library, had unfortunately passed away. She stated that the funds Mrs. Williams pledged would be going to the Foundation account.

The Director reported that the stats are looking great, and we see an increase across the board, which is in part to both the growth of the community, as well as adding more programs.

PLANNING AND FINANCE –

Ms. Howard presented the Finance Report for review. Ms. Howard reported that the County Administrator and Accountant have informed her that not only will the library not be able to afford the \$1 million loan that was

voted on and approved by Council, but that the Library will have to cut the budget for next year, as well as cut \$100k out of the budget for this year.

FOUNDATION REPORT –

The foundation report was presented for review.

NEW BUSINESS –

Susan Childers proposed at the last board meeting to use funds from the Foundation account to pay for the furniture for Gregorie Park. This furniture includes 2 swings, 2 picnic tables, and 1 trashcan and the cost for the furniture is roughly \$10k. Lori Osborn motioned to use funds from the Foundation account to pay for the furniture. Karen Culley seconded the motion, and it was unanimously voted for approval.

The Director reported that the ad hoc committee for the Expansion Space has been meeting to talk about the renovation progress on the Easley branch. The ad hoc committee is comprised of 3 library staff and 5 county employees. The committee has been meeting to discuss the prioritization of the renovation projects. They are meeting at this time to look at the drawings and look at the real cost of the project to see what we can afford to complete and prioritize projects in order to get the 2 wings of the Easley library complete. Meeting before the drawings are fully completed will also save time and money by eliminating the need to make changes to finished renderings.

The Director reported that the roof repairs for the Village Branch are scheduled to be completed on October 2nd and 3rd, and if there is a rain delay, then the repairs will be scheduled for October 9th and 10th. The Village Branch will need to be closed during the days that the roof repair is taking place. All branches of the library will be closed on October 9th for Staff Day Training, so the closure will only affect one day if there is a rain delay. Lori Osborn made a motion to approve the closure of the Village Branch for roof repairs on the days needed. Karen Culley seconded the motion, and the board voted unanimously to approve the closure of the Village Branch for roof repairs.

The Director reported that the State Aid form to submit to the State Library is due on September 30th. The State Aid form is required to show that the County is meeting the Maintenance of Effort meaning that the library is funded no less than it was 2 years prior. If the Maintenance of Effort is not met, then the library loses the funding from State Aid, which goes toward the book budget, databases, and consultants. The Director reported that the State does not provide the funding until the form is submitted to prove the Maintenance of Effort is being met. The Director stated that, based on the current numbers, the Maintenance of Effort is not being met or is dangerously close to not being met, and she is scheduling a meeting with Ken Roper, the County Administrator, to discuss the numbers and verify they are up to date. Ms. Howard reported that we also have to cut from this year's budget and need to find out the specific amount that needs to be cut, and that we need to make sure that Council is aware of the budget cut required, as well as the Maintenance of Effort not being met or being dangerously close to not being met.

Ms. Howard reported that we had \$2.5 million in our reserve funding to pay for the completion of the Easley library. However, we have to take \$185k out to pay for the architect, \$140k to repair the HVAC systems at the Village and Central-Clemson branches, and around \$40k for the roof repair at Pickens. The project to complete the Easley library is moving forward and the Director would like for the board members to be present at the next ad hoc committee meeting to provide input in prioritizing the projects to ensure the projects that are completed are in line with what the board wants and are projects that will serve the patrons and make the most sense.

Ms. Howard provided an update that she asked to see the applications for the library board positions that are currently open in order to discuss with the board and provide recommendations to County Council. She was informed that they could not see the applications that were submitted. The application deadline is September 30th, and the Council will be appointing members in December. Karen Culley asked if there is currently a policy preventing board members from seeing the applications and Ms. Howard reported that there is no known policy. Ms. Howard followed up to see if she could review the applications and was informed that she could see them, but not right now as they have not currently received all the applications.

OLD BUSINESS –

DISCUSSION –

The meeting adjourned at 7:12 PM.

The next Board of Trustees meeting will be at 6:00 PM on Thursday, November 16, 2023, in Central.

Minutes prepared by Stacey Roberson, Executive Assistant.