



PICKENS COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING MINUTES

6:00 PM March 18, 2021
Hampton Library, Easley

IN ATTENDANCE - BOARD: Mr. Dennis Latham, Chairman
Mr. Eddie McCall
Ms. Kathleen Campbell
Ms. Karen Culley
Ms. Susan Childers

EX OFFICIO:
STAFF: Ms. Stephanie Howard, Library Director

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.

Mr. Latham called the meeting to order at 6:01 PM.

PUBLIC COMMENT –
None

DIRECTOR’S REPORT –

Ms. Howard stated the library had received the book drops for the satellite libraries and should have logos by Monday so that they can be installed in their designated locations in Dacusville and Six Mile. The library is still looking for a location to install a book drop in Pumpkintown. The library is still working with an artist for the outreach vehicle wrap and hope to have it ready to go by the Pickens Azalea Festival. Passport services have been approved for the Sarlin Branch to start on March 29th. The Sarlin Branch will also open their seed library on March 20th. Over 3,000 seed packets have been made and there is a limit of 5 packets per library card which we hope will span through the end of April. The library has the observational beehives installed and are now working on getting two local beekeepers per branch to make sure the bees remain healthy. The library budget has been submitted to the county council for finalization. The library was able to convert the part-time IT position into a full-time position which gives the library two full-time IT positions on staff. The library is also hiring a part-time digital archives employee to work twenty hours a week to help archive the library’s historical collection. This employee will also help move our images and documents from Flickr to Content DM. This will help create a real digital library which will be integrated with our catalog so they would be able to see what have in all our collections. It will also allow for the library to work with the Clayton room at Southern Wesleyan University to start digitizing items from Anne Sheriff and the museum.

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FOUNDATION REPORT –

The foundation report was presented for review.

OLD BUSINESS –

Ms. Howard presented a modified operations plan for April and May based on the new CDC guidelines for COVID-19. The library will continue to ask patrons and staff to socially distance and wear masks. The modified hours of operation will remain in place as well as keeping computers distanced from each other with a two-hour limit. On April 1st, staff will begin putting the library furniture back out and library will no longer quarantine items being returned. The meeting spaces will be opened back up to the public at a 75% capacity with a requirement of wearing a face mask. Volunteers will be allowed to return to work and donation items will be accepted. House calls and ILL lending will resume as well as appointments for the Historical room. Curbside assistance will continue to be provided. Library staff are being given the opportunity to get vaccinated before library programs start back up.

NEW BUSINESS –

Expansion Space: The board selected the architectural firm, LS3P, to complete the feasibility study for the Hampton Memorial Library expansion space renovations. Approved

Library Signage: The board agreed to move forward with putting “Library” on the front of the building to help patrons identify the library. Board agreed to move forward with additional signage at branch libraries.

Policy Update: The Board gave approval for amendment to the Fines and Fee’s Policy as well as the Money and Fee’s Policy to include a passport processing fee of \$35.00.

DISCUSSION –

Pickens County Museum: Discussed the possibility of the library system taking over the museum. The library would take over the museum’s operational budget with approximately 90,000 additional funds the library system would have received from millage. The library anticipates the position of a museum manager in the FY23 budget. The benefits of this project would offer additional programming and exhibit opportunities for the library to grow and expand into another space (such as the archives collection), and to showcase the museum through virtual and on-site programming. The library’s Board of Trustees would serve as the board for the museum and the current fundraising board for the museum would become a “Friends of the Museum” type of organization, still dedicated to fundraising and support projects. Board members present approved of the opportunity- none were opposed.

The meeting adjourned at 6:35 PM.

The next Board of Trustees meeting will be at 6:00 PM on Thursday, May 20th, 2021 in Easley.

Minutes prepared by Rebekah Henson, Executive Assistant.