



PICKENS COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING MINUTES

6:00 PM May 20, 2021  
Hampton Library, Easley

IN ATTENDANCE - BOARD: Mr. Dennis Latham, Chairman  
Ms. Kristen Nebesky Lawson  
Ms. Susan Childers  
Ms. Karen Culley

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 6:02 PM.

Minutes from March 18, 2021, meeting were approved.

**PUBLIC COMMENT –**

None

**DIRECTOR'S REPORT –**

Ms. Howard reported that the book drops for the satellite libraries have been installed and the library is working on pick-up options. New signs for the library branches are in the process of being built. The outreach vehicle is scheduled to be wrapped on May 31<sup>st</sup>. The library system has a new online Meeting Space Calendar that allows patrons to view room availability before requesting to book a room. The observational beehives are doing well at all the branches apart from Liberty, so a beekeeper has been called to inspect the problem. Postcards for the library's Summer Reading program will be sent out in the upcoming week. Story walks have been placed in the J.C. Park in Pickens, the Botanical Gardens in Clemson, and on the Prisma walking trail in Easley. The Pickens branch manager, Margaret, is working on carry-out kits (job fair in a bag) that provide area employment and educational resources for patrons to keep. The Liberty branch is still offering the seed library and passport services. Liberty is also working on partnering with the Liberty Performing Arts Center (PAC) for some of the library's programs. The library's phone system will be upgraded to Voiceover IP which will cost the library less money but provide more options for staff use. Adam Williamson, the systems manager is exploring wireless printing to possibly be implemented into the next fiscal budget year. The library has purchased Content DM (software for digital archives) and is in the process of hiring for the part-time archives position. The library will

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also start circulating its first round of unconventional items (which is being called the Library of Things) the following week. The director also pointed out the usage of eBooks and Audiobooks continue to increase from our statistical report.

## **PLANNING AND FINANCE -**

### **FOUNDATION REPORT –**

The foundation report was presented for review. Jim Gregory donated land to the foundation. The strip of land donated runs along the right side of the Easley library between the entrance drive and the restaurants on Hwy 123.

### **OLD BUSINESS –**

### **NEW BUSINESS –**

Expansion Space: LS3P Architectural Firm presented information related to the feasibility study.

June and July Modified Operations Plan: The hope of the library is to return to normal function (pre COVID-19) by August. In the meantime, the library branches will be updating their hours of operation to keep them more consistent. Employees who have been fully vaccinated are at least 2 weeks out from their 2<sup>nd</sup> vaccine dose (or 3 weeks out from their Pfizer dose) are no longer required to wear a mask. Those who have not been vaccinated must continue to wear a mask when they are within 6 feet of another individual. The signage will come down and the library will no longer be policing the issue. Masks no longer must be worn in the meeting spaces and food/drink will be allowed in the rooms. Meeting spaces will remain at 75% capacity and can only be scheduled up to one month in advance until August 1<sup>st</sup>. The historical room will remain by appointment only. In-house library programming will resume August 1<sup>st</sup>; however, a few will be resuming in June and July. Computer restrictions will remain the same until August and Plexi barriers will begin being removed.

### **DISCUSSION –**

Milage Cut Proposal by County Council: The Board discussed the proposed milage cut by the County Council. The director addressed some of the points that were made during council meeting that did not accurately represent the argument to cut the milage. One of the concerns were that the door count had decreased by 50%. The council was using a COVID-19 statistic and it does not reflect the overall usage of the library as some of the library's patrons never step foot through door. Another point made was regarding the amount of money that was in the library's reserve fund. The point of the milage is to save what we did not use for building updates and renovations including the completion of the Easley expansion spaces so that the library board would not have to keep asking the council for money for these projects. After the completing the expansion spaces, the library's plan was to update the Pickens branch --adding a drive thru and automatic doors. The board discussed how to address the council's proposal and what the proper procedure is when doing so. Ms. Howard explained when the library is being singled out for budget cuts, advocacy is the best avenue. The second reading of the budget will happen June 7<sup>th</sup> at the county council meeting. The board agreed to contact their council representative as well as reaching out to people in their community and encourage them to reach out to their council representative as well.

The meeting adjourned at 7:29 PM.

The next Board of Trustees meeting will be at 6:00 PM on Thursday, July 15th, 2021, in Easley.

Minutes prepared by Rebekah Henson, Executive Assistant.