



PICKENS COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING MINUTES
6:00 PM November 18th, 2021
Central-Clemson Library

IN ATTENDANCE - BOARD: Mr. Dennis Latham, Chairman
Ms. Susan Childers
Ms. Kathleen Campbell
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 6:04 PM.

Minutes from September 16th, 2021, meeting were approved.

PUBLIC COMMENT –

None

DIRECTOR’S REPORT –

Ms. Howard reported that she contacted the county to help clear some of the donated land by Jim Gregory but was informed the grinder was currently not working and the county does not have permits to haul the wood. We are currently looking into using an outside source that will require payment to complete the work. The library has six job positions open at the Easley Branch that are being currently being interviewed for. Ms. Howard also reported that the county council voted to use ARPA funds to recognize employees for working during the pandemic. The full-time and part-time library staff received payment for working during this time. The library is partnering with Fiction Addiction to host an author event on Saturday which will take place in the unfinished expansion space. Orson Scott Card will be discussing his new book, answering questions, and signing books. We are also partnering with a Clemson University program and event class to help coordinate the event. By helping with the event, students will be graded and receive credit for their course. The library will be attending all the county Christmas parades in the outreach vehicle. The outside sign for the Village branch has been installed. The Central-Clemson and Sarlin branches should have their signs installed by the beginning of next week. The library statistics are continuing to rise compared to last year’s quarter. Room reservations have seen a large increase and the library is having to use the expansion space as an addition meeting space.

PLANNING AND FINANCE -

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The library spent \$30,000 for repairs to the Hampton Memorial Library's H-vac system, which is a continuing issue for the library. A solution was proposed in the expansion space plans that were not approved by the County Council. If the current repairs do not solve the problem, the next step is to put a new, large system in the attic space. The issue with installing a new system is that it will have to be completely disassembled to get it into the attic space then rebuilt, due to not being able to remove the windows and the addition of the memorial park. This will take more time to complete and will require additional labor charges.

FOUNDATION REPORT –

The foundation report was presented for review and the Board Chairman, Dennis Latham, briefly summarized the function of the Library Foundation.

OLD BUSINESS –

The Collection and Programming Policies were presented for review.

The Library Bill of Rights and Right to Read Statement were given to the board members and discussed.

Expansion Space/Facility Review – Ms. Howard proposed completing a facilities review and inhouse strategic plan to get a rough idea of library system facility needs. Administrative staff have discussed a facility review plan with Maureen Arndt from 720 Design and several examples of facility reviews were presented.

NEW BUSINESS –

Ms. Howard received a cost estimate of \$6500 to be used from the library budget to install automatic doors at the Village Branch.

Policy Update- The Board approved the amendment to the Library Card Policy regarding lost books.

The Board approved the 2022 PCLS Holiday Schedule.

The Board approved the 2022 PCLS Board of Trustees Meeting Schedule.

FY23 Library Budget - Ms. Howard spoke with the County Administrator, Ken Roper, about reviewing the Fiscal Year 2023 PCLS budget in the spring of 2022.

DISCUSSION –

The meeting adjourned at 6:52 PM.

The next Board of Trustees meeting will be at 6:00 PM on Thursday, January 20th, 2022, in Easley.

Minutes prepared by Rebekah Henson, Executive Assistant.