



PICKENS COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING MINUTES
6:00 PM September 22, 2022
Village Library, Pickens

IN ATTENDANCE - BOARD: Ms. Susan Childers, Vice Chair
Ms. Kristen Nebesky Lawson
Ms. Lori Osborn
Mr. Danny Parton

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 6:01PM

Minutes from June 16th and July 21st meetings were approved.

PUBLIC COMMENT –

None

DIRECTOR'S REPORT –

Ms. Howard reported that the Grand Opening of the Remote Lockers at Six Mile was scheduled for September 22nd and Wildlife Geek was scheduled to present at the opening. Ms. Howard reported that the lockers were already being utilized before the Grand Opening and that patrons were excited about the lockers. Ms. Howard also stated that she had met with Dacusville Community Library about hotspots and that they would be delivered by next week. The library also donated a smartboard to the Dacusville Community library. The Director reported that her time at the ARSL Conference went well and there were ideas discussed there that can be implemented immediately. The Director also stated that there will be various staff attending training events through the rest of the year, including our annual Staff Training Day on October 10th. Ms. Howard gave an update on the Mary Oates Gregorie Park. There is a Dedication ceremony on September 24th at the Sarlin Library for the Cozy Corner and the Seed Library. Ms. Howard will be speaking at the council meeting on October 3rd to inform County Council of the wonderful things the library has been able to accomplish, such as the Remote Lockers and digital archives projects. Ms. Howard also stated that staff are working on Request for Quotes to update the ILS system and Request for Proposals for a Facilities Review. The Director also went over the 2 open positions that are in the approved budget, a Digital Archivist, and a part-time PR/Media Assistant. These positions were approved in the FY23 budget but County Administration has not allowed the library to post the vacancies. Ms. Howard also stated that the library is partnering again with the Board of Elections for Early Voting, starting October 24th.

Pickens County is an Equal Opportunity Provider and Employer

PLANNING AND FINANCE –

Ms. Howard presented the financial report for review. Ms. Howard stated that the HVAC at the Hampton Memorial branch has needed consistent work to fix issues, and money will have to be added to that budget line soon to cover those repairs if not included in the Expansion Space project. Ms. Howard stated that State Aid voted to use the new census, and the library system was able to double our Overdrive and e-audiobook budgets.

FOUNDATION REPORT –

The foundation report was presented for review. Stacey Roberson asked the Foundation to donate \$100 to the Augusta Baker Chair in lieu of payment for the speaker, Dr. Nicole A. Cooke, for Staff Day Training. Kristen Nebesky Lawson motioned the Foundation pay the donation and Susan Childers seconded the motion. The board voted unanimously to approve the donation of \$100 to the Augusta Baker Chair. Ms. Howard also presented the new foundation logo to the board.

OLD BUSINESS –

The Director presented an update to the budget procedures and the budget calendar, highlighting key dates to show the timeline of the budget process, as well as the responsibilities of both staff and the Board. Ms. Howard stated that the Budget Committee will meet at the end of October, and that advocacy is needed from January through May. Ms. Howard also stated that we need to align our Strategic Plan with the Budget Plan.

The Director presented information on the positions that are currently open and included in the budget and discussed plans for the Board to reach out to County Council about getting these positions posted and filled.

The Director presented an updated budget on the Expansion Space project, showing percentages of the budget per line item. The Director informed the Board that we have a window of opportunity to complete the project, according to LS3P. The window of opportunity is projected to be the First and Second Quarter of 2023.

The Director reviewed previous nominations of Board of Trustees Officers for the Board to vote on. The nominations are Susan Childers as Chairman of the Board, Rebekah Hemphill as Vice Chairman of the Board, and Karen Culley as Secretary of the Board. Kristen made a motion to approve the nominations of Board of Trustees Officers and Susan seconded the motion.

NEW BUSINESS –

The Director presented the Intellectual Freedom policy from Chapter 13 of the Reference Manual for SC Public Library Trustees. The Director discussed that this policy determines how libraries select materials and that the libraries are not allowed to censor, as intellectual freedom is the right to access of information. The Director proposed changing the Request for Reconsideration form to add “While we understand that individuals residing outside the county may have concerns, we will only respond to reconsideration requests completed by Pickens County residents. We cannot process requests made by residents on a non-resident’s behalf.” Danny Parton motioned to add the phrase on the Request for Reconsideration form, and Lori Osborn seconded the motion. The Director also proposed a change to the Library Materials policy to change the word “Patrons” to “Pickens County residents with active library accounts” in the last section of the policy discussing the submission for Reconsideration of Library Materials. Danny Parton motioned the change in the Library Materials policy and Lori Osborn seconded the motion. The changes were approved.

DISCUSSION –

The meeting adjourned at 8:06 PM.

The next Board of Trustees meeting will be at 6:00 PM on Thursday, November 17, 2022, in Central.

Minutes prepared by Stacey Roberson, Executive Assistant.