

## Lancaster County Library Board of Trustees

### Library Board Meeting, 27 March 2017

#### Minutes

The regular meeting of the Lancaster County Library Board was held Tuesday, March 27, 2017 at 6:30 PM, at the main Lancaster County Library. Members present were George Kirlin, Susanne Lever, Dianne Evans, Deborah Cureton, and Clare McConaughay. Also present was Rita Vogel, Library Director, and Nancy Berry, manager of the Del Webb branch.

One member of the public attended.

Vice-Chairman Kirlin called the meeting to order at 6:32 PM.

There were no public comments.

**Minutes:** Following corrections to two sentences, a motion to approve the Minutes of the January 31, 2017 meeting was passed 5-0. 1). the third sentence was corrected to read, **"In addition, three lawyers will offer pro bono classes at night in March, April and May at the main library..."** 2). A motion was made to correct a sentence under Old Business: In the first sentence delete the words "a new library and other". The first sentence should read **"The Library Board is charged with deciding what we need and want concerning improvements to the system."** The motion passed 3-2.

**Librarian's Report:** Ms. Vogel reported that circulation was down slightly from Jan-Feb 2016 but that was not an anomaly for the Lancaster library system. Ms. Vogel passed out results of a survey she conducted at the last South Carolina Association of Public Library Administrators meeting. Survey results from 14 county libraries indicated gate count and circulation statistics had been falling in 11 of 14 libraries. However, like other county library systems our programming attendance was increasing and digital book circulation is rising. She noted comments made by other directors such as rising gate counts at new facilities, and declining gate count as the county moves out of a recessionary period. Vogel also reviewed the draft minutes from Day Two of the 24 February 2017 SC Lends "Fall" Retreat. Members of SC Lends voted to agree on a standardized circulation policy governing lending across all the SC Lends member libraries. No standards regarding overdue fines were agreed to.

**Financial Report:** Ms. Vogel reported that state funding for libraries was in line to be increased from \$1.50 to \$1.75 per capita therefore increasing state support to the county library systems. Ms. Vogel reported that State Lottery money was used to purchase video equipment to work with teens for programs including oral history interviews updated the computer system for Eve, the teen librarian, and will replace PC desktops at all three libraries. Ms. Vogel will report next month on the additional State Lottery money received by the system.

## **Committee Reports:**

**Fundraising Committee:** Sent out email of the minutes of the February Committee meeting. Also presented the minutes of the latest meeting.

**Strategic Planning Committee:** No report

**Personnel Committee:** Met mid-March to exchange information available from State and county libraries. Started preparation of documentation for our evaluation policy and evaluation tool. Affirmed that evaluation of Library Director is a Library Board function according to SC statutes and not a County function, and the Director is held to standards passed by the Library Board. The Committee hopes to have the policy and evaluation tool ready for review by the May meeting so that an evaluation of the Director can take place by June 30, 2017.

**Building Committee:** Met at the end of February. Passed out draft of Action Plan for Capital Improvements. Action item: Re-write Plan of Action and distribute to entire Board, and then contact the I&R Committee.

## **Old Business: Library Capital Improvements**

George has sent out the latest draft of "Proposed Plan for Library System Capital Improvement" to all members of the Board. Discussed edits to the current draft "Proposed Plan for Library System Capital Improvements" before presentation to the County Infrastructure and Regulation Committee. Reported that Veronica Thompson from Finance Dept. sent an email indicating that the entire \$8 million dollars are available as of July 1, 2017. In Veronica's email she also indicated that she instructed Kim to transfer \$78,000 from the Sales Tax funds back to the County general fund. Discussed whether the Board should publicly announce that the \$78,000 was being repaid, and the Board agreed not to publicize the repayment until we also announce something positive about the library capital improvements.

Discussed whether to contact Mr. Honeycutt of I&R Committee concerning what information they would like to know about our plans. Decided Building Committee (George) would email Mr. Honeycutt.

Discussed an invitation to Mr. David Moore, Principal Architect with McMillan Pazdon and Smith for a presentation on what the capabilities are of a Library Architectural Design firm and the benefits of hiring one to supervise the space planning and design-build phases of the library capital improvements project. The Board felt this would be a benefit and the Building Committee will reach out to Mr. Moore to schedule a presentation at an upcoming Board meeting.

Security system at Dell Webb is still not functional. Ms. Vogel will contact Steve Willis again and copy the Board with his comments.

## **New Business: Fundraising/Foundation Committee recommendation**

The Fundraising/Foundation Committee recommended the formation of a 501(c) (3) non-profit corporation charged with on-going and future fundraising efforts in behalf of the County Library system. A motion for the creation was made by Ms. McConaughay and the vote was in favor of creation 5-0. Discussion whether Board Trustees can be members of the Foundation. Question still pending. Discussion of using Harper funds for \$25,000 to join with Foundation of the Carolinas, or retain Harper

Funds for a new Caroliniana Room as part of the capital improvements project.

**Action Items:**

- Rita
- Richard's Strategic Plan from his old documents
  - Bylaws to everyone
  - Contact Steve Willis re Security cameras at Del Webb
  - Statistics – counter change
  - \$\$\$ left for computers

- George
- Email Mr. Honeycutt re: What do you want from the Board?
  - Contact David Moore re presentation

The motion to adjourn was made by Ms. Cureton and 2d by Ms. McConaughay.

Submitted by,

George Kirlin  
Vice-Chair  
Lancaster Library Board of Trustees