

The regular meeting of the Lancaster County Library Board was held Tuesday, November 29, 2016, at 6:30 p.m. at the Kershaw Branch Library. Members present were Deborah Cureton, Dianne Evans, Margaret Gamble, Phyllis Jarvis, George Kirlin, Suzanne Lever, Clare McConaughay, and Thomas Monroe. Also present were Nancy Berry, manager of the Del Webb branch, and Rita Vogel, director.

Two members of the public attended.

Chairman Thomas Monroe called the meeting to order at 6:30 p.m.

No public comments were made.

Minutes from the October 25, 2016, meeting were unanimously approved following a motion for approval by Dr. Cureton seconded by Ms. McConaughay.

Librarian's Report: Ms. Vogel reported on the Facility Summit in Georgia that she attended. She discussed ideas from it that might help us in our building process. Those ideas dealt with repurposing buildings, partnering with the community, using movable furniture, having multipurpose rooms, and meeting with the project manager at least once every two weeks.

Mr. Willis had informed Ms. Vogel that another party is interested in the Humana/Tucker Building.

Ms. Vogel stated that library usage is down. Saturdays are very slow. The downloading of materials is up, but other numbers are down. Faxes continue to be a major part of library services to patrons.

The main library was to have sixteen security cameras installed immediately with funds coming from the Equipment Fund. The monitor will be in the director's office. The Del Webb Branch security system needs to be repaired. Ms. Berry has turned in a work order.

New computers were to be installed on December 1, 2016.

Ms. Vogel reported that she had discussed parking and other issues at the Kershaw Branch with Mr. Willis.

Financial Report: Funds for several budget items for different branches are listed in one account, for example Building Maintenance and Telephone.

Old Business: Continuing discussions regarding building site for Library Headquarters :

*Building Committee* –Committee members George Kirlin and Clare McConaughay met with Chad Catledge on November 9 and with Steve Willis, County Administrator, and Jill Newman, Procurement Officer, on November 21 to get direction for the process the Board needs to follow in order to hire a Project Manager and to prepare an RFP (Request for Proposal). The information gained from these meetings was further detailed in a handout given to Board Members.

Other comments and questions revolved around the Humana/Tucker building being unavailable currently, whether other sites are available, and what would happen were the Humana/Tucker to become available.

Discussion arose concerning whether it was legal for four members of a committee to go to a fact finding only meeting when there was no time to publish an agenda in a timely manner. Ms. Vogel will check with Mr. Willis or Mr. Weaver to get an answer to this concern.

New Business: Review of County's CIP (Capital Improvement Program): The Board reviewed this report and found that the Board should have input in deciding what is included in this document.

The next regular Board meeting will be January 31, 2017, at 6:30 at the Del Webb Branch. Committees may decide to meet prior to the regular Board meeting. Regularly scheduled Board meetings will rotate among the three branches. The March meeting will be at Lancaster; May, Kershaw; July, Del Webb; September, Lancaster; and November, Kershaw. All called meetings will be held at the main branch.

Ms. Evans made a motion to adjourn, seconded by Ms. McConaughay, and passed by unanimous approval.

Respectfully submitted,

Phyllis Jarvis, Board Secretary