

The regular meeting of the Lancaster County Library Board was held Tuesday, November 28, 2017, at 6:30 p.m. in the Meeting Room of the Kershaw Library. Members present were James Boling, Lynne Carroll, Deborah Cureton, Margaret Gamble, Phyllis Jarvis, George Kirlin, and Thomas Monroe. Also present were Nancy Berry, manager of the Del Webb branch, and Rita Vogel, director.

Steve Willis, County Administrator, and Nicholas Miller, County Procurement Director, attended, along with County Council members Larry Honeycutt, District 4, and Billy Mosteller, District 3.

No 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 September 26, 2017, meeting were discussed and then unanimously approved following a motion for approval by Dr. Cureton seconded by Mr. Boling. However, Ms. Vogel's short term goals will be changed to the wording in the handout she included in our packet for tonight.

Minutes from the October 25, 2017, called meeting were discussed and unanimously approved following a motion for approval by Ms. Carroll seconded by Mr. Boling.

Librarian's Report: Ms. Vogel reported on her attendance at Journal Design Institute in Vancouver, WA. She commented that the Institute's position on community surveys was to ask the community who they are and what makes them unique rather than what the community members want. This method allows the Library to design services to best fit the needs of the community. She also toured the Vancouver Library which was completed in 2011 and explained the design and setup of this library.

Ms. Vogel updated the Board on the search for a Children's Librarian for the Main and Kershaw libraries. After interviews, her first choice for this position accepted a position elsewhere, so she has instituted a new schedule for applications which will remain open until November 30, 2017.

Ms. Vogel responded to questions concerning how recent IT work on the public computers had made it impossible to retrieve data concerning patron usage to include in her report. Hopefully, this situation has been remedied. She also corrected an error in the total of the usage of the meeting rooms at the Lancaster and Kershaw branches.

Ms. Vogel also reported that she had responded to a request to meet with Alice Colbert, a representative of USC's Palmetto College. At this meeting, Ms. Vogel determined that working with the College was not feasible at this point, but the possibility would remain for a cooperative effort.

Ms. Vogel also reported that she and Mr. Miller had met with David Moore, an architect from Greenville, SC, at Mr. Moore's request.

Local resident Ben White requested a meeting with Ms. Vogel concerning how the Main Library would be renovated/relocated. In a recorded meeting, Ms. Vogel listened to his views. Should Mr. White wish to express his views further, he would be welcome to come to Board meetings to speak to the entire Board during public comments.

Financial Report: In response to a question about the Harper Endowment Fund, Ms. Vogel reported that it is kept in a separate account which is not listed in the Budget Report. She will give the exact amount in this account at the next meeting.

Committee Reports:

*Building Committee* – No report was given.

*Strategic Plan Committee* – No report was given.

*Library Foundation/Fundraising Committee* – No report was given.

*Personnel Evaluation Committee* – Mr. Kirlin reminded the Board that the committee's last report included a draft of the job description for the director. This committee will be updating this description with the input given to the Board and will include a timeline for the evaluation. This document will be presented at the January meeting for the Board's discussion.

Old Business: Nicholas Miller, Lancaster County Procurement Director, Request for Qualifications Document

Mr. Miller discussed the procedure for handling an RFQ for any Lancaster County project. Basically, he will put out the RFQ for sealed bids from vendors for one month. Bids are then opened in a public location and the list of vendors is made public. Procurement handles all questions in order not to jeopardize the integrity of the process. No dollar amounts are revealed at this point since this information is submitted in separate sealed envelopes.

Questions arose concerning the inclusion in the RFQ of information about the division of funds to various locations within the system and information about relocating any of the three libraries. Mr. Miller said that this document is basically to see what firms are interested in bidding on this project and what their qualifications are. Generalities work well; however, Mr. Miller will revise the RFQ to address those issues according to the Board's input which will be given prior to and then discussed at a called Board meeting in December.

The called Board meeting will be at the Main Library on December 19, 2017, at 5:30 p.m. to discuss the revised version of the RFQ for library projects.

Mr. Miller will then finalize the RFQ in early January, 2018. The Library Board will ask to be put on the agenda for the I & R Committee's meeting on January 9, 2018, at 3:00 p.m. Mr. Miller will then launch the RFQ for bidding.

Follow-up Sims Presentation: Mr. Monroe said that he and Dr. Cureton would continue to work with the Sims Foundation to take advantage of their assistance in conducting surveys.

New Business:

Lynne Carroll's concerns regarding Del Webb signage: The Board voted to have signs erected for both the north and south bound lanes of Highway 521 identifying the location of the library.

Review of items for 2018-2019 Budget: Ms. Vogel suggested that Board members review her budget and the calendar from the County for this process. This discussion will be moved to Old Business for the January meeting.

Strategic Planning: This discussion will be moved to New Business for the January meeting.

The next regular Board meeting will be January 30, 2018, at 6:30 p.m. at the Del Webb location.

Ms. Gamble made a motion to adjourn, seconded by Ms. Carroll, and passed by unanimous approval.

Respectfully submitted,

Phyllis Jarvis, Board Secretary