

**August Board Minutes**  
**8-25-2020**

Members Present: Margaret Bundy, Deborah Cureton, Karen Faile, Leo Francis, Phyllis Jarvis, George Kirlin

Members Absent: Kim Blackmon, Lynne Carroll, Erick Crawford

Library Personnel Present: Rita Vogel (Director), Nancy Berry (Deputy Director)

Also present was Cathy McDaniel, County Procurement Official

**Call to Order:**

Chairwoman Deborah Cureton called the meeting to order at 6:33 p.m.

**Public Comments:**

-No public comments

**Minutes:**

-Read and unanimously approved with one correction. Change Agenda to Minutes

-Motion to approve Phyllis Jarvis, second by Karen Faile

**New Business:** Agenda modified to allow for updates on renovations

-Cathy McDaniel gave updates on all three renovation projects. Written updates on substantial completion dates will be forwarded when available.

-Kershaw: Issues with holes in asphalt in parking lot but this is not holding up construction. Sealer is being put on slab for insurance purposes as there was no moisture barrier when built. Roof to be replaced, new shutters installed and vinyl wrap around all fascia. Replacement windows to be installed. Since Kershaw doesn't have room for monumental signage, it was suggested that only metal signage on building was needed.

-Del Webb: Interior signage is up. There are pages of issues with Del Webb but Cathy is meeting with architect on Wednesday, August 26, 2020. Plywood in place, roof to be installed next week. Sliding doors have been installed. Expect to have completely dried in next week. Interiors team meetings are held on Monday afternoons to discuss furniture signage and shelving. Working on issues with carpet and expect furniture delivery next week. Wall coverings and signage for door are in but not hardware. Hope to have IT in for mid October completion. The addition is scheduled to be substantially completed by September 25. Renovation completion to be determined. Signage for Del Webb will include both monumental signage suggested to be on 521 and on the building.

-Lancaster Main: Issues with drainage thought to be from asbestos removal stopped dry wall installation but a specialty plumber has cleaned and/or cut pipes to remedy the issue. Continuation with dry wall should be next week. The canopy is up. Signage for Lancaster will include both monumental signage if room is available and on the building.

Since sales tax funds can only be used for construction, renovations and permanent furniture, etc funds will be necessary for other needs such as computers. Consensus was that the board didn't want to raise funds until a list of needs and/or wants is available.

## **Librarian's Report:**

-Satellite Location in Del Webb: Operation of the satellite location has been increased to Tuesdays and Thursdays from 10:00 am to 4:00 p.m. Approximately 50 people took advantage of the location on the first few days but numbers have dropped to around 30 people per day. All patrons seemed to be pleased with the satellite.

## **Financial Report:**

-Harper Fund Status: Books are being ordered and delivered using \$20,000 of the fund. Will use funds for library receptions. Remaining monies, as designated for outreach, will be used for opening day receptions.

Erate Grant: Received \$38,000 in Erate grant which is a reimbursement grant that covers networking, cabling, infrastructure or technology. There is an agent fee of \$2000 which will come from special projects.

Questions concerning the unused funds on the financial report were raised. Rita will meet with Cathy McDaniel, Procurement Director, in January for assistance on understanding how the budget is developed, to determine funds available and the best way to make sure that all funds are used eliminating the process of unused funds going back to the county.

## **Committee Reports:**

### **Personnel:**

-No report

**Fund Raising:** Concrete plans for fundraising will begin after list is developed of what is needed and the amount of funds needed. Suggested that the goal be \$500,000.

- Devin will provide an estimate in the next couple of weeks for computers and equipment.
- Kathy will try to breakdown cost of furniture by room when Devin gives recommendation for computers
- Suggestions to include in fund raising along with computer necessities: additional enhancements to the children's area of the library and glass partitions for the desk area.
- Requested stationary be ordered with names of board members included for letter mailing.
- Erick will provide names and addresses for the letter mailing.

**Old Business:** No report

**Adjourn:** Motion to adjourn by Phyllis Jarvis, Second Karen Faile

8/26/2020  
Karen Faile