



**Board of Trustees Meeting Minutes**  
*October 25, 2016*

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, October 25, 2016, at 5:15pm in the auditorium of the Main Library located at 68 Calhoun Street, Charleston.

Board members present were Mr. Brack, Mr. Fava, Ms. Segal, Ms. Strunk, Mr. McKellar, Mr. Norris, Mr. Strother, Ms. Hollinshead, and Ms. Manigault. Board members absent were Mr. Clem and Ms. Reider. Staff members present were Nicolle Davies, Cynthia Bledsoe, Perry Litchfield, Toni Pattison, and Heather Kiessling. Also present were Brittany Mathis and Joan Berry-Warder, representing the Friends of the Library, and Janette Alexander and Walt Smalls of Charleston County.

Mr. Brack called the meeting to order and confirmed that the media had been informed of the meeting and its agenda according to the Freedom of Information Act.

**Public Comment**

There was no public comment.

**Board Comment**

Ms. Segal said that she participated in the Library Journal Design Institute the previous Friday and that it was well done and interesting. Ms. Segal also said that she attended the Pat Conroy Literary Festival and gave some background on the festival and the people who attended the festival. She praised Beaufort for their efforts in regards to literacy.

Ms. Hollinshead said that she attended the Southern Festival of Books in Nashville, TN. She praised the Nashville main library for their meeting spaces and overall appearance.

**Deletions and Additions to the Agenda**

There were no deletions or additions to the agenda.

**Review of Minutes**

The minutes were approved as written.

**Friends of the Library Update**

Brittany Mathis provided an update for the Friends of the Library. She discussed the Friends annual meeting coming up on November 16 at 6 pm. They will be inducting new board

members and discussing plans for 2017. Ms. Mathis also discussed the Trio Solutions CreateAThon taking place Thursday, October 27. The Big Book Sale event was a success and more than \$78,000 was raised. She thanked all of the volunteers during the event. She said that they sold 70 Friends ornaments this year; they will be selling more at the holiday sale on December 2-3. Ms. Mathis also introduced Joan Berry-Warder, the Friends Board President.

Ms. Berry-Warder said that she was interested in organizing a social event for the Library Board and the Friends Board in December. Mr. Brack discussed the dates that the board and Ms. Davies were available in December for a social event with both boards. He mentioned that he will follow up with Ms. Berry-Warder.

### **Capital Plan Update**

Mr. Brack introduced Toni Pattison, the new library project manager. Ms. Pattison gave a brief background of her education and work projects.

Janette Alexander gave a presentation on the capital plan update.

Mr. Brack asked if it were possible to get land from private landowners around the Pinehaven site for additional space. Mr. Smalls explained that they are meeting with one of the landowners tomorrow and that they are hopeful about the possibility. Mr. Brack asked about the timeline for Pinehaven; Mr. Smalls said that he cannot give specific dates, but will update the board as they know more.

Ms. Alexander discussed the new signage for the library sites. She explained that the signs can be updated as the projects move forward and that they will include the new logo for the library. CCPL is also drafting a press release for building updates. Ms. Alexander said that the signs should go up within the same week. Mr. Brack suggested a large public relations event with the first sign unveiling.

Ms. Alexander went over the project schedules for each building site. She explained that the Mount Pleasant branch will be the first to start, probably in April 2017, and that three branches should be ready by summer of 2018. She also discussed the first renderings for the Mount Pleasant branch. She also explained the design considerations for each new library site and went over the financial statement.

Mr. Brack asked for the definition of GMP. Ms. Alexander explained that it is the Guaranteed Maximum Price for the project. He also asked about the groundbreaking event for the other libraries. Mr. Brack suggested that the first sign reveal event should be St. Paul's, since that library will have the greatest impact. Ms. Manigault agreed.

Mr. McKellar asked about the decision making process, considering Ms. Pattison's new position. Ms. Alexander explained how they work together.

Mr. Brack asked Ms. Alexander if they can expect to receive updates on every project, not just the new construction, at the monthly board meetings. Mr. McKellar suggested that they have a simpler way to see the progress of the projects compared to the previous year's expected completion.

Ms. Segal asked about the new support building and the expected renovation for the main library. Ms. Alexander explained that the main library's renovation will be completed last, after all of the other libraries are completed, since the main library may need to be closed.

Ms. Davies asked for clarification of the importance of the first sign unveiling. There was discussion about the unveiling of the new logo and the importance of the new St. Paul's site.

### **Library Reports**

a. Director's Report

Ms. Davies informed the board of the branch closures to replace the HVAC systems. The closures will be staggered. She also explained that West Ashley is expected to reopen November 1 after having the flooring replaced. Nancy Sullivan said that insurance will cover that cost.

She also asked the board to choose their areas of interest for upcoming library presentations from the provided list.

b. 2017 Holiday Closure

Ms. Davies went over the holiday closure schedule for 2017 and pointed out that she would like to have a staff development day in the fall of 2017. She would like to be able to train staff during a day when the library system is closed.

Mr. Brack said that Ms. Davies has decided not to have theft-prevention gates at the new libraries, as they cost more than they are useful. Members of the board agreed.

Mr. Brack said that they will review the board meeting dates for 2017 at the next board meeting.

### **Committee Reports**

a. Finance

Ms. Strunk gave an overview of the completed audit and the quarterly donations report. She motioned that Nicolle Davies and Cynthia Bledsoe be authorized as signers on the library accounts. The motion was seconded by Ms. Segal and passed unanimously.

b. Foundation

There was no report.

c. Nominations

Mr. McKellar said that the board openings will be posted in mid-November by the county. Mr. Brack said that there will be thirty days to apply for the board positions and that the library chair will make a recommendation on the applicants but that the county council makes the final appointments for the library board.

d. Future

Ms. Hollinshead mentioned her trip to Nashville. There was no other report.

e. Building

Mr. Fava said that they will be meeting with Ms. Davies and Ms. Pattison but that they have no report yet.

**Quarterly Donations Report**

Mr. Litchfield briefly discussed the quarterly donations report and said that questions can be directed to him.

**Adjournment**

The meeting was adjourned at 6:15pm.

Respectfully submitted,

Maya Hollinshead, Secretary