



**State Library Board
Meeting Minutes**

Date: September 27, 2018
Time: 10:30 a.m.
Location: SC State Library, Conference Room
1500 Senate Street
Columbia, SC 29201

Board Member Attendance:

Ms. Deborah Hyler, Chair	Present (via Phone)
Mr. Michael Simmons, Member	Absent
Mr. Walter Caudle, Member	Absent
Ms. Loretta Green, Member	Present
Mr. Marty McKenzie, Member	Present
Ms. Martha Murtiashaw, Member	Present
Ms. Alanna Wildman, Member	Present

Other Attendees: Ms. Leesa Aiken, SCSL, Ms. Mary Elizabeth Land, APLA Representative, Mr. Sean Gruber, SCSL

I. Board Business and Approval of Minutes

1. Motion: Debbie Hyler called the meeting to order and asked if there were any changes to the minutes from the July 26, 2018 meeting. Marty McKenzie noted that Brian Morrison's name was incorrectly listed as "Brain" and should be corrected. Alana Wildman moved to approve the minutes with the correction to Brian Morrison's name. Marty McKenzie seconded the motion. The motion was approved by all members present.

II. Director Report

1. Projects
 - a. SCLENDS Courier –Aiken reported that the SCSL signed a contract with courier, RR Donnelly to handle deliveries for the SCLENDS consortia. This change will save SCLENDS over \$272,000 over the next year.
 - b. SCLENDS System Upgrade – The SCLENDS web client system is being upgraded today. No major issues have been noted at this time.
 - c. 2018 Blindness Awareness Month – In recognition of Blindness Awareness Month, author, Michael Hingson will be speaking on October 18 at 6pm. Hingson escaped the Twin Towers with help from his guide dog. Hingson, is

the author of *Thunder Dog*, which details his descent down 78 flights of stairs in the World Trade Center on 9/11.

- d. Digital Learning Plan Pilot (Partnership) – The State Library is a partner in the Digital Learning Plan pilot project. The intent of the project is to explore avenues for students to make up schools days that are missed because of inclement weather or school closures. This program, funded through the K-12 Technology Committee, will help school districts use electronic resources to allow students to work online from home, or at Wi-Fi hotspots. Board Chair, Debbie Hyler noted that the program would not help students who lack regular internet access. Aiken agreed with those concerns, and has mentioned them to the group and will continue to voice those concerns.
- e. Women Vision SC – Aiken was asked to serve on the Women Vision SC Advisory Committee, as a partner with previous Agency Head of ETV, Linda O’Byron. The intention of Women Vision SC is to highlight influential women in South Carolina, who work to improve the state. Audio and video interviews will be created, featuring the selected women.
- f. Amazon Partnership – The State Library has an ongoing partnership with Amazon; they have donated several hundred books to the SCSL, most of which have been given to libraries impacted by flooding.
- g. Digitization of Sandlapper Collection – The State Library received permission to digitize the Sandlapper magazine. Digitization of volumes from the 1980s has just been completed. The library will also be uploading images from the Shadows of the Gullah Geechee exhibit as well.
- h. Magic School Bus Authentication –Aiken reported that accessibility of the Magic School Bus streaming site has been widened through Learn360 and no longer requires a sign-on. Usage is expected to increase significantly with this change.
- i. John de la Howe School – Aiken reached out to the Board Chair of the John de la Howe School to offer training to staff and students on the Discus products. A partnership is expected to develop with staff visiting the school in the coming months
- j. Literary Cake Decorating Contest – September 28th – This event was postponed due to lack of participation. It will be relaunched at a later time.

2. Personnel

a. Staff Presenting:

1. Association of Rural and Small Libraries (ARSL) Conference – Director of Communications, Curtis Rogers will present on the topic of library signage audits. Additionally, the State Library sent two public library directors and three staff to the conference.
2. SCLA Conference –Inclusive Services Consultant, Carol Hull will present at this year’s SCLA conference on inclusive services, Harmonizing Cultural Diversity.

b. Hired Positions:

1. Public Information Coordinator – Ellen Dunn was hired to fill the Public Information Coordinator position.
 2. TBS Reader Advisor –Allie Lovette was promoted to a Reader Advisor position. The Reader Advisors took 1500 calls in the month of August.
- c. Open Positions
1. Statewide Program Coordinator – There are two viable candidates for this position. Interviews will completed and offer will be made in the next week.
 2. Network Administrator –This position has reposted, there are 19 applicants, and three potential candidates.
 3. Digitization Specialist – An offer will be made to a potential candidate later today.
 4. Grants Administrator – Interviews are being scheduled now for this position.
3. Agency Administration
- a. Accountability Report – The State Library’s Accountability Report has been submitted to the legislature. A copy of the Accountability Report was emailed to Board members.
 - b. Governor’s Budget – The State Library’s budget request has been submitted to the Governor’s Office. The State Library’s budget request is small this year, with a \$200,000 request for electronic resources. Aiken noted that State Aid categories continue to be an issue for public libraries. The state aid regulations need to be updated to fit the current needs of public libraries. Waivers are granted for libraries that cannot meet the “balanced budget” part of State Aid.
 - c. Division of State Human Resources (DSHR) Audit – The SC State Library received an excellent rating on the DSHR Audit.
 - d. Classification Adjustments – Aiken has requested reclassification of eight positions from Library Manager II to Library Manager III from DSHR. This request will allow the Library to more appropriately classify employees and will allow opportunity for advancement. Currently department directors are in the same classification code as their employees in several situations. If this reclassification is approved, the Deputy Director positions will be reclassified as well. These adjustments are part of the ongoing effort to establish an organizational structure that meets the needs of the State Library and increases the ability to hire qualified employees at a competitive salary.
 - e. Compensation Adjustments – All positions at the Library have been evaluated to determine if the classification code and compensation level are correct. As a result of that study, four positions were reclassified and salaries adjusted.
 - f. Earthquake Drill – The Library will participate in an earthquake drill on October 18th. The “Great Shake Out” is a national campaign that will take place at 10:18 am on 10/18. This is an ongoing effort of the Library’s to practice emergency preparedness.

- g. American Red Cross Training – Training of eight library staff will be held on November 8th for Red Cross CPR/AED training.
 - h. Social Media Policy – At the South Carolina State Library Board meeting on July 26, 2018, Walter Caudle asked for clarification on if comments which are deleted by the State Library as inappropriate are subject to FOIA laws. Aiken reported that the Library tracks and archives deleted social media comments; they are available in the case of a FOIA request. All board members present voted to approve the Library’s Social Media policy with no changes.
 - i. SCSL Visitors – From January – August, the Library had over 8,000 visitors and issued 623 library cards.
 - j. Building Issues:
 - 1. 1st Floor Restroom – The renovations to the first floor restroom are very close to completion.
4. Travel & Meetings
- a. Chief Officers of State Library Agencies (COSLA) – Bismarck, ND – Aiken will attend the COSLA Conference from October 1-5; she will make a presentation on the NASA @ My Library grant.
 - b. Library Development Forum – Baton Rouge, LA –Library staff will participate in the 5th Library Development forum which is largely planned by staff of the South Carolina State Library. The event is for libraries in the Southern group of COSLA. This year’s focus is on community engagement, with facilitation and presentation by the Harwood Institute.
 - c. South Carolina Library Association Conference (SCLA) – Greenville, SC – The SCLA conference will take place Oct 31-November 2nd; Library employees will be in attendance and some will be presenting.
5. Public Libraries
- a. Information Technology Visits – The State Library Information Technology team assisted five county library systems during July and August. Public libraries appreciate the assistance on a variety of topics and services.
 - b. Library Development Visits – The State Library’s Library Development team visited 16 library systems in July and August, and responded to 70 consultation requests.
 - c. APLA Legislative Agenda – Aiken discussed APLA’s legislative agenda, and the accompanying memorandum for the meeting. APLA’s legislative agenda was \$2.25 per capita with a \$100,000 minimum grant and \$2 million in lottery funds. On September 2, 2018, APLA held a meeting and after discussion decided to change the budget request to \$2.00 per capita and \$2 million in lottery funds. Discussion occurred because of questions that Aiken asked regarding how public libraries were going to spend the money, creating a shared story, the current status of the State’s budget as it related to emergency response services, FEMA, etc. Discussion and dissention has continued with the APLA group and a meeting for October 9th has been scheduled with APLA leadership. The Board noted understanding the complications with

APLA's budget request being tied to the State Library's budget and the potential impact.

- d. Orangeburg County Update –Board training scheduled with the Orangeburg County Library Board has been postponed due to inclement weather and flooding.
- e. Director Vacancies – Aiken reported that Brian Morrison filled the Pickens County Library director position. Morrison previously worked in public libraries in Greenville and Anderson counties. Charleston County Library will be searching for a new director as Nicolle Davies has decided to return to Colorado. The State Library has been assisting the Marion County Library Board with the application and hiring process of a new director. The State Library has also consulted with the Darlington County Library regarding hiring a branch manager.
- f. Flooding – Aiken updated the Board on libraries experience flooding due to Hurricane Florence. Horry County libraries did not experience any damage from Hurricane Florence. The main branch library in Marion County suffered minimal flood damage; the library located in Nichols, South Carolina suffered extensive damage due to flooding. The main branch in Darlington County reported that their basement flooded. Aiken noted that she is monitoring the status of Georgetown County libraries, which could have significant flooding after the waters crest.

III. Financial Report

1. Aiken reviewed and discussed state, federal and other funds. No changes were suggested or requested.

IV. APLA Update

1. Mary Elizabeth Land, APLA Representative reported:
 - a. Summer Reading was amazing this year! The funds that libraries receive from the State Library and the Cooperative Summer Library program impact the quality of programs that libraries can produce for their community.
 - b. APLA has a meeting scheduled for October 9th to discuss APLA's budget request for the coming session.

- V. **Adjourn** – The meeting was adjourned; the next Meeting is scheduled for November 29, 2018.

Attachments: Board Minutes 7-26-18, Memo to Public Library Directors, Social Media Policy, SCSL Budget Report, Upcoming Events List