



State Library Board Members

Regular Meeting Minutes

Date: March 22, 2018
Time: 10:30 a.m.
Location: SC State Library, Conference Room
1500 Senate Street
Columbia, SC 29201

Board Member Attendance:

Deborah Hyler, Chair	Absent
Michael Simmons, Member	Present
Walter Caudle, Member	Present
Loretta Green, Member	Present
Marty McKenzie, Member	Present
Martha Murtiashaw, Member	Absent
Alanna Wildman, Member	Present

Other Attendees: Leesa Aiken, SCSL; Mary Elizabeth Land, Abbeville County

I. Board Business and Approval of Minutes

1. Motion: Michael Simmons called the meeting to order and asked if there were any changes to the minutes from the January 25, 2018 meeting. No changes to the minutes were noted; Marty McKenzie made a motion to approve the minutes from the January 25, 2018 meeting; Alanna Wildman seconded the motion, all members present voted to approve the minutes as presented.
2. Michael Simmons asked if all members had a chance to review the submitted changes to the Code of Conduct Policy. Some discussion occurred followed by a motion from Marty McKenzie to approve the revised Code of Conduct Policy; Loretta Green seconded the motion, all members present voted to approve the policy without changes.
3. Michael Simmons reminded anyone who has not completed their ethics filing forms to do so by March 30, 2018.

II. Director Report

1. Projects
 - a. Aiken reported that the Notable Documents Program was a success last week, with materials acknowledging ten agencies. Aiken provided a copy of the Notable Documents Program to the Board for information.
 - b. Aiken reported that SLENDS is currently training for an upgrade to occur in the first part of the summer. Chris Yates has been instrumental in ensuring training is received by all participating libraries. The project is on track.
 - c. Aiken reported that 695 respondents completed the DISCUS evaluation. Respondents

were primarily teachers, media specialists, public librarians, families, and students. Responses to the survey overall have been positive, with several requests for the SCSL to purchase BrainPop. Aiken will send the Board a report with the results before the next meeting.

- d. Aiken reported that the financial dashboard took longer for completion than originally planned, but the final report was completed last week. The agency has also started discussions with the Department of Administration's technology office regarding services which can now be customized using the state's system.
 - e. Aiken attended the SCAPLA retreat on March 16th and participated in a diversity workshop. She has been attempting to schedule the School Library Journal team to come to South Carolina for training similar to what she attended in Tennessee last fall, but hasn't been able to secure the training. However, Betty Parker, the presenter for the SCAPLA training is based in Columbia and does offer full day training. Aiken is going to follow up on the possibility of training for SCSL staff and public library staff around the state.
 - f. Aiken updated the group on Literacy 2030 activities which have taken place at regional meetings. The goal is to help libraries identify local partners who they can partner with to impact literacy in their communities. The training workshops focus on accessing data for program planning, identifying data sources, planning literacy programs, and networking.
 - g. The SCSL has a mandate to serve institutional libraries. The SCSL team has been researching ways to meet the mandate and serve the population, but changes in restrictions in prisons and a lack of staffing at the SCSL has made it difficult. Aiken reported that Edgefield Prison requested a class on library services so that they can have a library onsite. SCSL staff will be training Edgefield Prison staff on librarianship and have donated books (that were donated to SCSL) to the prison's library.
 - h. The SCSL received 492 entries for the Young Minds Dreaming contest. Students were asked to write a poem about a person, place, or an experience that changed their life. The Young Minds Dreaming program is scheduled for April 21st.
 - i. Queen Quet with the Gullah Geechee Nation is scheduled to speak on March 23rd at the SCSL to discuss the Gullah Geechee people and the photographs of Pete Marovich which are currently on exhibit at the SCSL.
 - j. The art for the TBS Art Gallery has arrived at the SCSL. Aiken invited the Board to look at the art and submit a ranking form for each age group. (After the meeting, Aiken, McKenzie, and Green walked through the art display and enjoyed discussing the incredible pieces submitted by students.)
 - k. Aiken reported the NASA@MyLibrary workshop held in Denver on February 28th was a success. The South Carolina State Library is one of four state libraries chosen for participation. The meeting focused on kits that will be provided to state library agencies and the administration of those kits. Aiken believes the SCSL will be instrumental in helping to develop the program further. She is working with NASA@MyLibrary on verbiage documents for future participants.
 - l. Aiken received confirmation that Representative Rita Allison intends to acknowledge the State Library and the Read-In on the floor of the House of Representatives on April 12th.
2. Personnel
- a. Aiken informed the Board that all SCSL staff participating in mandatory Sexual Harassment training.
 - b. A staff member from the SC Public Employee Benefit Authority presented information regarding employee benefits at the last staff meeting, which was extremely informative and appreciated.
 - c. The SCSL has partnered with the YMCA to offer discount memberships to SCSL employees. There is no cost to the SCSL.

- d. The SCSL is also looking into participating in an Employee Assistance Program for staff as an added benefit, which would be free to the SCSL through Colonial Life.
 - e. In the coming two years, Aiken reported that she expects to have several retirements. Long term, valued employee, Debbie Anderson has announced her plans to retire effective May 16, 2018. The agency will lose a major source of knowledge and expertise. Other employees have mentioned retirement, but have not officially announced plans.
3. Agency Administration
- a. Aiken mentioned that she and Deborah Pack, Human Resources Manager have been working on a study of the compensation of the SCSL staff compared to other positions in similar agencies. Pack recently requested the classification title Library Manager III be added to the SC Department of Human Resources available for use titles. The addition of this position will create a third level for library specific positions and will allow more depth for position and salary growth.
 - b. The IT Technician III / Network Administrator position is open and will post in the coming week.
 - c. The first floor restroom should be complete in the coming 30 days; there was an issue with plumbing which has been rectified.
4. Travel & Meetings
- d. Aiken has a meeting with Rick Moul of PASCAL next week to discuss the memorandum of understanding that exists between the two agencies regarding the EBSCO product, Discus, and PASCAL. Aiken does not foresee any challenges with the continuation of this collaboration.
 - e. Aiken plans to attend the National Legislative Day in May in Washington, DC, as well as a COSLA meeting the same week.
 - f. Aiken attended the SCAPLA meeting March 16th as reported in item 1e above.

III. Financial Report

- 1. The South Carolina House of Representatives voted to approve the SCSL's budget with the addition of \$166,500 of funds for Discus (Learning Express) and \$431,000 for Talking Book Services. Discussion of provisos began on March 20, 2018 and the Senate will begin discussions this week as well.
- 2. Aiken reviewed and discussed state, federal and other funds. No changes were suggested.

IV. Adjournment

- 1. The meeting was adjourned; the next meeting date is scheduled for May 24, 2018.

Attachments included: Board Minutes from 1/25/18, Code of Conduct Policy, Notable Documents Program, SCSL Budget Report, and Upcoming Events.

Pending Items: Send the group the Discus evaluation results. Contact Walter Caudle to discuss possible partnerships with the Department of Education for BrainPop purchase and a partnership for the Department of Education's Summer Feeding Program.

Proposed minutes respectfully submitted,

Leesa M. Aiken

Director

March 26, 2018

Date