

State Library Board Members

Regular Meeting Minutes

Date: May 24, 2018
Time: 10:30 a.m.
Location: SC State Library, Conference Room
1500 Senate Street
Columbia, SC 29201

Board Member Attendance:

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

Other Attendees: Leesa Aiken, 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 March 22, 2018 meeting. No changes to the minutes were noted; Marty McKenzie made a motion to approve the minutes from the March 22, 2018 meeting; Michael Simmons seconded the motion, all members present voted to approve the minutes as presented.

II. Director Report

1. Projects
 - a. After the previous meeting, Aiken provided an electronic copy of the Notable Documents Program to the Board.
 - b. Aiken reported that the SCLENDS upgrade scheduled for the summer has been postponed. As SCLENDS operates using an open source product, there can be issues with the platform, which require extended development from the consortia. The consortia found that to be the case for this specific upgrade and opted to postpone the upgrade for now and focus on additional development and testing to ensure optimal performance.
 - c. The Staff of the South Carolina State Library participated in a Diversity Workshop during the Employee Appreciation Day. Additional diversity training will take place in the future and has been added as standard training for staff.
 - d. The Young Minds Dreaming poetry contest was held on April 21st with Kwame Alexander as the keynote speaker.
 - e. The Library Development team are in the process of developing the NASA@MyLibrary program and circulating the kits to public libraries. (No statistical data to share at this

time.)

- f. The SCSL staff have been training public library staff on summer reading across the state. Materials for summer reading have been received and sent to public libraries.
 - g. StoryFestSC is set to occur on June 2nd at the South Carolina State Museum. The events of the day have been scaled back. The cost for the day is significant; other programs are being developed to replace StoryFestSC.
 - h. The SCSL is in negotiation to purchase a statewide instance of Learn360. Learn360 will help the SCSL provide meaningful video content for the K-12 community, which was an area identified in the Discus survey as a need.
 - i. Aiken shared that at the end of the fiscal year she analyzed the FY18 budget forecasting against the actual budget spent and found that the SCSL had less than 0.5% in changes to the original forecasting. This is a significant accomplishment for Aiken, the Leadership Team, and the SCSL as a state agency. The financial dashboard was completed and the internal budget process has begun with department directors creating their budget for the coming year. Once those budgets are completed, Aiken will review each line and the budget will be loaded.
 - j. The Homework Hotspot Grant program with funding received through the K-12 committee, will begin in July. Currently there are ten participating libraries: Horry, Georgetown, Beaufort, Clarendon, Orangeburg, Colleton, Dillon, Florence, Charleston, and Union.
 - k. The Letters About Literature Program is scheduled for May 23, 2018. Aiken sent the Board information about the submission winners. Some discussion occurred regarding the quality of writing by the students.
2. Personnel
- a. The SCSL has a universal review date for employee performance evaluations. All staff will receive a review with a date of July 1st.
 - b. Aiken informed the Board that SCSL staff participating in mandatory Diversity training. (See Section II, 1, c)
 - c. Debbie Anderson retired May 16, 2018 and Janell Eades plans to retire at the end of June 2018.
 - d. Mr. Chris Brown was recently hired as the Procurement Officer. Brown joins the agency with both state government and private sector procurement experience.
 - e. Current open positions are: Executive Assistant, IT Technician III / Network Administrator.
3. Agency Administration
- a. Human Resources Manager, Deborah Pack in the process of participating in a nationwide salary study. At the completion of the survey, results will be compiled and shared with participants so that positions can be accurately evaluated alongside similar positions with other organizations. This information will help the SCSL evaluate staff salaries and assist in the request for additional funding.
 - b. The 50th year of the SCSL building at 1500 Senate Street is 2019. Plans and preparations have begun to celebrate this momentous occasion. Aiken saved the marble from the old circulation desk and plans to have paperweights made from the material to be given in celebration and acknowledgment of the important work of the SCSL over the course of these last 50 years.
 - c. The completion of the first floor restroom has been delayed again, due to issues outside of the SCSL's control. The Department of Administration is in charge of the project and multiple delays have occurred. Additionally, Aiken learned that the HVAC unit will undergo significant work and replacement in the fall/winter of 2018. This is also a

project under the charge of the Department of Administration. Aiken will share information with the Board as it is available. The inside of the elevators are in need of an upgrade. The walls are scratched and dented from use. Aiken is working with the Department of Administration to remove the existing internal panels, which will provide more room inside of the actual elevator and will make it easier to move the TBS book bins, and will provide a much needed update to the current appearance.

4. Travel & Meetings

- a. Aiken attended the LSTA Grants to States Conference in Milwaukee, WI. Some changes have been made to the LSTA grant and Aiken attended to fully understand those changes. The Grant Administrator for SCSL, Monique Walker also attended and presented at the conference. Walker did an exceptional job.
- b. Aiken attended the National Legislative Day in May in Washington, DC, as well as a COSLA meeting the same week. Meetings were somewhat productive, however because of the timing many Members of Congress were not present or available.

5. Public Libraries

- a. Cindy Thornley is the new director of the Horry County Library System. Thornley has been very active in the local library community since joining Horry County.
- b. The Marion County Public Library director seat is vacant again. The SCSL will assist the Board with recruitment efforts. However, the Board is in need of members. Aiken asked the group to send any suggestions for potential members to her.
- c. The Allendale, Hampton, Jasper situation seems to be somewhat idle at the moment; Scott Strawn reported to Aiken that things were going relatively well.
- d. Aiken forwarded the Board a letter which she sent to the Orangeburg County Library Board (OCLB), Orangeburg County Council, and the Orangeburg County Administrator regarding the apparent lack of participation by members of the library board, and the lack of current, active members serving. The OCLB has not met in over a year. Aiken requested an update from the OCLB, and an immediate meeting of the Board. The lack of an OCLB meeting does not meet the governing legislation for libraries in South Carolina, and jeopardizes state aid funding for the library.

III. Financial Report

1. The current budget for the SCSL includes the addition of \$166,500 of funds for Discus (Learning Express) and \$431,000 for Talking Book Services. The budget has not been finalized and will go to conference committee because the House and Senate did not agree on the order of placement for lottery funds in the budget.
2. Aiken noted the federal budget is still in negotiation, but LSTA funds are expected.
3. 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 July 26, 2018.

Attachments included: Board Minutes from 3/22/18, Letter to Orangeburg Count Library Board, SCSL Budget Report, and Upcoming Events.

Proposed minutes respectfully submitted,

Leesa M. Aiken

Director

July 23, 2018

Date