



State Library Board Members

Regular Meeting Minutes

Date: July 26, 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	Present
Mr. Walter Caudle, Member	Present (via Phone)
Ms. Loretta Green, Member	Present
Mr. Marty McKenzie, Member	Present
Ms. Martha Murtiashaw, Member	Present
Ms. Alanna Wildman, Member	Absent

Other Attendees: Ms. Leesa Aiken, SCSL, Ms. MaryElizabeth 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 May 24, 2018 meeting. No changes to the minutes were noted; Michael Simmons made a motion to approve the minutes from the May 24, 2018 meeting; Marty McKenzie seconded the motion, all members present voted to approve the minutes as presented.

II. Director Report

1. Projects
 - a. Aiken discussed the Brian Pinkney Summer Reading Display on the First Floor of the SC State Library. She encouraged all board members to view the artwork on display.
 - b. Aiken reported that price negotiations with SCLENDS delivery provider R.R. Donnelly were successful, and that the costs associated with delivery of books to SCLENDS libraries are much lower. Some libraries saw their delivery costs drop by 55 percent. Around \$150,000 will be saved in total.
 - c. Aiken gave an update on the Homework Hotspot program, reporting that all participating libraries received their hotspot devices last week. The program was primarily funded by the K-12 committee. Both Aiken and Board Chair Deborah Hyler commented on the amount of media attention this program has generated, and discussed Florence School District 1's interest in participating in the Homework Hotspot program.
 - d. Aiken said the SCSL partnered with DHEC's Division of Nutrition, Physical Activity and Obesity Grant.

- e. Aiken described the upcoming Charlie Cart program and Food Literacy Initiative. Aiken said the SCSL will focus on encouraging food literacy and healthy eating habits throughout the upcoming months.
- f. Aiken described the ongoing Cecil Williams Traveling Exhibit, which is currently being held at the Main Branch of the Charleston County Public Library. Aiken encouraged board members to attend a special reception and book talk held Monday evening, July 30, at the CCPL.
- g. Talking Book Services launched a book club this summer, with five SC residents participating. Both Aiken and McKenzie praised the service.
- h. Aiken discussed the SCSL's new Inclusive Center, which offers resources designed to open a window into South Carolina's diverse population for public libraries.
- i. Aiken discussed recent presentations given by SCSL Collections and Digitization staff at various conferences held across the country. She said that the department's next goal is to get all state agencies in the state to submit their documents to the SCSL's depositories.
- j. Aiken discussed Electronic Resources Training and Outreach Coordinator Linda Heimburger's trips to high schools and conventions. These trips are meant to promote the many uses of the Discus program.
- k. Aiken discussed a Discus commercial created by Richland Northeast High School students.
- l. Aiken reported that 412,000 books have been read through the Tumblebooks online portal over the past three months.
- m. Aiken will be attending the unveiling of a Literary Landmark plaque designation ceremony on August 1. This plaque will be located in Greenwood, South Carolina, and it will honor the achievements of Dr. Benjamin E. Mays.
- n. Over 400 South Carolina students participated in the 2017 Letters about Literature contest.
- o. Aiken gave an update on the completion of the Division of State Human Resources Audit. She has not received the results of the audit, but she will discuss the audit with the board as soon as the results are received.
- p. Aiken discussed the Friends of the South Carolina Libraries group, detailing how they have updated their website and ended some obsolete practices. The group was recently published in a journal.
- q. Aiken reported that the SC Plants the Seed program would continue, and that it has been given \$5,000 in LSTA funding.
- r. Aiken discussed the ongoing Bilingual Storytime program, headed by SCSL Inclusive Services Consultant Carol Hull. Aiken said the program has received extremely positive feedback.
- s. Aiken reported that the TBS Summer Reading program has 15 participants.
- t. Around 1771 SC residents from 24 South Carolina counties attended the final StoryfestSC event. Over 160 people volunteered for this event, including some members of the National Guard. Carmen Agra Deedy was the featured author.

2. Personnel

- a. Staff Presenting
 1. SCSL Staff member Meg Stroup gave a presentation on collection cataloguing at the 2018 ALA Annual Conference.
 2. Several SCSL staff members gave presentations at the 2018 National Learning Conference.
 3. Several SCSL staff members gave presentations at the 2018 South Carolina Library Association Conference.

4. Grants Administrator, Monique Walker gave a presentation at the 2018 LSTA Conference.
 5. SCSL Deputy Director of Statewide Development Denise Lyons presented jointly the University of South Carolina at the Medical Library Conference.
 - b. Aiken informed the board on several upcoming Sunshine Committee events and discussed the importance of work the group does, which has a positive impact on the culture and environment of the SCSL.
 - c. Hired Positions
 1. Aiken reported that Sean Gruber was hired to fill the SCSL's Executive Assistant position.
 - d. Aiken gave descriptions of the five open positions that the SCSL are seeking candidates for: Statewide Program Coordinator, Network Administrator, Digitization Specialist, Communication Specialist, Grants Administrator, and TBS Reader Advisor. Aiken told the board that all the open positions are funded by the current budget, and that each position is needed for the SCSL to best serve the state's population.
3. Agency Administration
- a. Around 2,400 people visited the SCSL, and the staff served 562 patrons in the last quarter.
 - b. Item Struck/duplicate
 - c. General Services will install a permanent sump pump in the loading dock, in order to prevent flooding.
 - d. Aiken reported to the board that the SCSL is on target to complete all of the objectives in the Information Technology Security Compliance Program. She added that other state agencies are consulting the SCSL's policies in order to comply with this program.
 - e. Aiken reported that she is still waiting to receive the results of the Classification and Compensation Survey/Request. The creation of the Library Manager III position is needed to give growth opportunity and provide equity.
 - f. The SCSL's social media policy was reviewed by the Board. Board member Walter Caudle asked questions about a state agency's responsibility to Freedom of Information Act regulation in regards to retaining comments deleted from social media accounts for future reference. The board agreed to review the social media policy again next meeting after his questions could be answered definitively. Aiken will respond to the group with additional information.
 - g. Building Issues
 1. Aiken reported that the new 1st Floor Restroom should be completed in two weeks.
 2. Repair of the HVAC Chiller is set for Fall/Winter. The SCSL may need to close at various times depending on the work being done and if the building has working heat. Aiken will inform the Board if this becomes an issue.
 3. Aiken reported that the SCSL is planning to remodel the main elevator, which has not been changed since 1968. The remodel will include removal of the back elevator panels and installation of a wrap to the front elevator featuring promotional items for SCSL.
4. Travel & Meetings
- a. Aiken attended the American Library Association Annual Conference in New Orleans, Louisiana.
 - b. Aiken plans to attend the next Continuing Education Summit in Alaska in August of 2018.

5. Public Libraries

- a. Aiken detailed SCSL Director of IT Services Paul Harmon's public library visits. Harmon has traveled to sixteen libraries across the state, helping librarians upgrade their IT infrastructure, and providing individual hands on assistance with specific information needs.
- b. Aiken described SCSL Youth Services Consultant Rebecca Antill's Library Development visits. Antill's library visits are meant to encourage students to pursue careers in STEM fields by exposing them to technology like drones, virtual reality, etc. Aiken shared a newspaper clipping featuring Antill's work.
- c. The SCSL has awarded seven competitive grants to public libraries for \$112,000, \$30,000 for conference attendance, \$44,000 for summer reading materials, \$30,000 for tuition reimbursement, \$10,000 for library planning, \$5,000 for SC Plants the Seed for a total of approximately \$231,340 awarded.
- d. The latest APLA Legislative Agenda includes \$2.25 per capita, \$100,000 minimum grant, and \$2M in lottery funds for a total of approximately \$4.5M in total funding.
- e. At a previous board meeting, 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 lack of participation by members of the library board, and the lack of current, active members serving. The OCLB has not met in over eighteen months. Aiken requested an update from the OCLB, and an immediate meeting of the Board. Aiken said that she had spoken with the OCLB director multiple times about this issue. If the OCLB does not meet, Aiken will be forced to move to the next step to have a meeting called.
- f. Aiken reported that the Pickens County Public Library hired Brian Morrison to fill their Director position.

III. Financial Report

1. The approved budget for the SCSL includes the addition of \$166,000 of funds for Discus (Learning Express) and \$444,000 for Talking Book Services.
2. Aiken described the Internal Budget process to the board, noting that the current IB has changed less than one percent from the last.
3. Aiken reviewed and discussed state, federal and other funds. No changes were suggested.
4. *Additional item added: The SCSL did receive \$198,500 in funding, which was requested from the K12 committee 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.

IV. Adjournment

1. The meeting was adjourned; the next meeting date is scheduled for September 27, 2018.

Attachments included: Board Minutes from 5/24/18, SCSL Revised Social Media Policy, SCSL Budget Report, and Upcoming Events.

Proposed minutes respectfully submitted,

Director

Date