

State Library Board Members

Regular Meeting Minutes

Date: July 27, 2017
Time: 10:30 a.m.
Location: SC State Library, Conference Room
1500 Senate Street
Columbia, SC 29201

Board Member Attendance:

Deborah Hyler, Chair	Present
Suzie Rast, Vice Chair	Present
Loretta Green, Member	Present
Marty McKenzie, Member	Present
Martha Murtiashaw, Member	Present
Michael Simmons, Member	Present
Alanna Wildman, Member	Absent

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

I. Welcome and Approval of Minutes

Motion: Debbie Hyler called the meeting to order. Suzie Rast made a motion to approve the minutes from the May 25, 2017 meeting; Marty McKenzie seconded the motion, all members voted to approve the minutes as presented.

II. Agency Report

1. Aiken advised the group that the 2016 Annual Report had been completed. Reports were given to all in attendance and mailed to Ms. Alanna Wildman. The report is twenty-eight pages long with cardboard stock paper, glossy print and attractive. A copy has been added to the state documents collection.
2. Aiken passed out copies of the human resources audit conducted by the Office of Administration, Public Employee Benefit Authority. The State Library did extremely well on the audit, with no substantial findings.
3. Aiken updated the group on various programs:
 - a. Aiken passed out the Children & Libraries May 2007, ISSN 1512-9806 which has Jacqueline Woodson on the cover and features an article about the Arbuthnot lecture that was held at the State Library.
 - b. The SC Plants the Seed program supports low-income communities by providing a free book to every child that attends an opportunity for families to purchase fresh produce from a local farmer. Pilot programs have been launched in Lee, Lexington, and Orangeburg counties. The goal is to expose and educate families to the importance of

- fresh produce, literacy, and healthy eating. Partners also include DHEC, and DSS.
- c. The SCSL website has changed and now includes a new feature service and resources to highlight various programs each month.
 - d. The SCSL participated in a national effort to make the disability vote more influential by participating in the RevUp! (Register! Educate! Vote!) To Vote campaign which was held on July 17-21, 2017 National Disability Voter Registration Week, at the SCSL. An additional workshop will be held on September 26th.
 - e. The SCSL gave away 3,000 IS certified solar glasses. The SCSL also held a workshop on July 26th to increase knowledge of the eclipse and to highlight ways for people with visual differences to participate in the eclipse on August 21st. The workshop was for those who have visual differences or who work with people with visual differences to include, teachers, special education teachers, classroom aids, and the general public.
 - f. The SCSL has a sign language workshop scheduled for September 28th.
 - g. The Talking Book Services department will sponsor an event in October 2017 in collaboration with agencies and organizations throughout the state for Blindness Awareness Month (Oct. 2017) that allows for librarians, library staff, and teachers/media specialists to gain a deeper understanding of how to effectively meet the needs of their blind/visually impaired patrons.
4. The SCSL changed the VoicesSC Podcast platform to Stitcher and has already noted an increase in usage. The podcasts have been listened to all over the United States and in 8 countries.
 5. Aiken presented changes to two policies:
 - a. Aiken passed out a summation of the changes to the SCSL Employee Handbook. Michael Simmons made a motion to approve the changes and Marty McKenzie seconded the motion, all members voted to approve the changes to the SCSL Employee Handbook.
 - b. The SCSL created a Media Communications and FOIA Requests document. Michael Simmons made a motion to approve the new policy and Marty McKenzie seconded the motion, all members voted to approve the new Media Communications and FOIA Request document.
 - c. Discussion occurred regarding the possibility of revising the SCSL policy that covers banning patrons from the library, but no changes were made or suggested at this time.
 6. Aiken distributed the SCSL LSTA 5 year plan and crosswalk that links activities to specific goals. The document is exceptionally comprehensive and has been submitted to IMLS.
 7. The EveryLibrary Campaign has kicked off around the state and is off to a good start. The grassroots efforts include local television and radio programming. The next phase includes a postcard campaign.
 8. The SCSL is in the process of converting to a new financial dashboard that will allow for more robust tracking of projects, expenditures, and goals related to finance.
 9. The federal budget has passed the next phase of Congress with level funding with bipartisan support. Aiken discussed the changes in leadership at the national level both at IMLS and with ALA. Aiken remains involved in discussions at the national level through COSLA.
 10. The State Library's budget was passed with \$1.75 for State Aid (an increase of \$.25 per capita), and \$90,000 for ADA upgrades. Other states such as Montana have been forced to close offices and reduce staffing. Next year, the local budget will include funding for the Talking Book Services department, Learning Express, and salary increases for staff.
 11. Aiken discussed the reduction of three electronic resources. Ferguson's has experienced a 58% reduction in usage over the last two years. Self-E submissions are at a maximum of 5 per month. Mango Language was also discontinued because the rate increase was too high to justify the lower than anticipated usage. Learning Express was originally slated to be discontinued but Aiken has since identified a potential source of funding through the K-12 Committee. She will be making a request to the Committee in the coming weeks for funding. The premiere version of

Tumblebooks was added which includes 1100 titles, lessons plans, and graphic novels. Tumblebooks is a heavily used resource. The subscription was updated to be a true statewide subscription and not just public library use.

12. Aiken passed out the 2016 Library Development Forum report. The Library Development Forum was held in Charleston, and was well attended. The report details the activities, feedback, and future plans of the group.
13. The staff of the SCSL are exceptional. The Sunshine committee is made up of one member from every department. The group plans events for staff, welcomes new staff, and handles other holiday activities. The Sunshine committee has planned an ice cream party, and a cook-out in the near future.
14. The Annual Employee Performance Reviews have been completed and members of management are in the process of meeting with their staff individually to provide feedback and set goals for the coming year.

III. Director Report

1. Aiken presented to approximately 100 members of the Silver Haired Legislators group. The Lt. Governor Kevin Bryant and Representative Beth Bernstein were presenters as well.
2. Public Library Updates:
 - a. Oconee County public library has hired Mr. Blair Hinson as the new director. Dorchester County public library hired Mr. Robert Antill as their new director.
 - b. AHJ continues to have difficulties in a variety of areas. Aiken continues to assist.

IV. Building Improvements/Maintenance

1. The sink hole that was located in the SCSL parking lot has been filled. The hole was approximately 6ftx20ft in total when completely dug up. The parking lot will be paved soon.

V. Board Business

1. The Agency Head performance evaluation is due August 15, 2017. Aiken will forward a link and directions to the Board to complete for the evaluation.
2. This was Suzie Rast's last meeting with the SCSL Board. Aiken presented Rast with a silver tray with the palmetto tree engraved. Rast brought Mr. Walter Caudle as a visitor and to recommend him as her replacement to represent state employees.

VI. Personnel Update

1. The hiring restriction that Aiken implemented has been lifted and two open positions are being recruited for: TBS Mailroom replacement and Reference Librarian.

VII. Financial Report

1. Aiken reviewed and discussed state, federal and other funds.

XI. Upcoming Events

A separate handout was provided and reviewed.

XII. Adjournment

1. The meeting was adjourned; the next meeting date is scheduled for September 28, 2017.

***Additional items:**

1. All handouts were mailed to Ms. Alanna Wildman and emailed to the group.
2. Aiken will bring information to the next meeting about the SCSL Foundation.

Minutes Certification:

Proposed minutes respectfully submitted,

Leesa M. Aiken

Director

August 27, 2017

Date
