

State Library Board Members

Regular Meeting Minutes

Date: September 28, 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
Loretta Green, Member	Present
Marty McKenzie, Member	Present
Martha Murtiashaw, Member	Present
Michael Simmons, Member	Present
Alanna Wildman, Member	Present

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. Alanna Wildman made a motion to approve the minutes from the July 27, 2017 meeting; Michel Simmons seconded the motion, all members voted to approve the minutes as presented.

II. Agency Report

1. Aiken passed out copies of the Revised Emergency Preparedness Policy for review. The group will discuss approval at the next meeting.
2. The EveryLibrary Campaign is going well with various public library directors and staff contacting local and state representatives to discuss the value and importance of public libraries in communities. A postcard campaign was also underway.
3. The South Carolina Library Association (SCLA) annual conference will be held in Columbia, October 11-13. The State Library is a sponsor and has several staff members presenting at the conference.
4. Training for new public library directors will take place at the State Library in October; ten library directors are scheduled to attend.
5. The State Library is in the process of developing a survey which will be sent to various DISCUS user groups to evaluate the usability and effectiveness of current resources offered. After the survey results are compiled, an evaluation of current resources and potential changes will take place. Staff have been reviewing resources for approximately a year and seek to get frontline user input.
6. Aiken reported that a meeting with the Governor's Office to discuss the State Library's FY19 budget requests is scheduled for October 27th.
7. Aiken reported that the Lottery Funds Audit Report has been completed and submitted.

III. Director Report

1. Aiken was invited to present information about the State Library to the Lt. Governor's staff in October.
2. Aiken will attend a COSLA meeting in October in Nashville, TN.
3. Aiken will attend the School and Library Journal Cultural Literacy & Diversity workshop in Nashville, TN in October.
4. Aiken will attend the YALSA/COSLA Teen grant workshop in Louisville, KY in October. Aiken is the COSLA representative assigned to the YALSA group.

IV. Building Improvements/Maintenance

1. Renovations and upgrades of the 2nd floor office spaces is next on the building project list. Approximately 60% of the space on the 2nd floor has not been updated since the building was first opened in 1969. The upgrades are primarily cosmetic with replacement of worn carpet, removal of peeling wallpaper, and replacement of the broken ceiling tiles.

V. Board Business

1. The Agency Head performance evaluation was completed by all members of the board and submitted to the Agency Head Salary Commission.

VI. Personnel Update

1. Applications are currently being reviewed for a Reference Librarian.
2. The TBS Mailroom position has been filled. Allie Lovett will join the library in October.

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.

Minutes Certification:

Proposed minutes respectfully submitted,

Leesa M. Aiken

Director

November 13, 2017

Date