



**SC State Library Board Meeting
November 29, 2018
Agenda**

I. Board Business

1. The meeting scheduled for November 29, 2018 was cancelled due to availability and a short agenda. It was agreed that Leesa Aiken would send a summary of the items to the Board. The next meeting is scheduled for January 24, 2019.

II. Director Report

1. Projects
 - a. Digital Learning Plan Pilot (Partnership) – The State Library has participated in three meetings with the group and has shared information about Discus and other available resources. Aiken was interviewed by Dr. Jennifer Albert, who was hired as a consultant for the project to determine goals, outcomes, measures, etc. The next meeting is scheduled for December 6, 2018.
 - b. Board License Plates – The Board license plate process was cumbersome last year. The State Library has worked to streamline a process that will make it easier in the coming year. Information will be sent to Board Members in the coming weeks.
 - c. Budget Presentations – The date for the budget presentation has not been set yet. Representative Mike Anthony of Union and Laurens counties did not run for office; we will have at least one new member on our committee.
 - d. Quilts of Valor Program – We have held four Quilts of Valor programs, honoring 12 Veterans. The Veterans have sincerely appreciated receiving their quilt. It has been a good opportunity for us to build partnerships. We have received positive publicity from the local news stations.
 - e. Charlie Cart Program (Read, Eat, Grow) – The Charlie Cart is a mobile kitchen that can be used for library programs. It will be a key component of the State Library’s new Read, Eat, Grow food literacy program. Food literacy is an understanding of the impact of food choices for individuals and communities. Food literacy helps patrons make informed decisions about their health. Programming around the Read, Eat, Grow program will cover STEM skills, literacy skills, and life skills. We are excited to kick this program off!

2. Personnel

a. Staff Presenting:

1. Houston Public Library – The State Library partnered with USC on a study of the role of libraries in emergencies. Denise Lyons, State Library Deputy Director presented along with Dr. Feli Tu-Keefer of USC on the impact that libraries in South Carolina had during emergencies. This research is important because it demonstrates how libraries impact their communities, and it provides a blueprint for other libraries, who may experience emergencies in the future.

b. Hired Positions:

1. Ryan Easterbrooks was hired as a Statewide Program Coordinator. Ryan most recently worked for the Beaufort County Library system.
2. Brian Gallien was hired as the Helpdesk Coordinator. (This was originally listed as the Network Coordinator on the agenda.) Brian has a wealth of experience and a robust skillset. Brian will be a tremendous asset to the Library.
3. Kerry Jeyshune was hired as the Digitization Specialist. Kerry relocated to accept the position and hit the ground running, digitizing documents within days of being hired.
4. Wendy Copeland was hired as the Grants Administrator. Wendy has significant grants experience and has been a positive addition to the team.
5. Amber Sanders was hired as a Talking Book Services Mail Clerk. Amber had previously worked in the Colleton County Library system. Her upbeat personality and work ethic has made her a welcome addition.

c. Open Positions

1. Sandy Knowles, Director of Talking Book Services is retiring on January 11, 2018. We have posted the position and are currently seeking applications. A retirement party is scheduled for Sandy on January 10th.
2. A Library Development Consultant position has been posted.

3. Agency Administration

- a. Eight staff members participated in a full day of training with the American Red Cross. All participants said the training was extensive and they felt well prepared for emergencies. The practice activities represented simulated emergencies extremely well.

b. Building Updates:

1. 1st Floor Restroom – The first floor restroom is complete! It is accessible to people with differing abilities, has a changing station, and the space is attractive and easy to navigate!
2. Renovation / Upgrades – In the coming months we will be moving staff offices around to accommodate the new employees and programs that we are adding. We have outgrown space in some of our departments. We will be moving the digitization equipment for the Technical Services department to a conference room in the basement and will lose the use of the conference room, but it was the least used room on-site. We will be moving the Talking Book Services Reader Advisor staff to a new location because we don't have enough office space in the current location to accommodate their newest team member. Other minor changes will take place in an effort to utilize the space in the most effective manner.

4. Travel & Meetings

- a. Sumter County Library Board Meeting – I will be in Sumter County all day on December 11, 2018. I plan to meet with the Director, Board Chair, attend a Board meeting, and be the speaker for a story time.

5. Public Libraries

- a. Information Technology Visits – During the months of October and November, the Information Technology department visited four libraries for in-depth consultation and assistance.
- b. Library Development Visits – During the months of October and November, the Library Development team responded to 71 requests for consultation with public libraries, went on six site visits of public libraries, and conducted or facilitated 15 training classes.
- c. APLA Legislative Agenda – As a result of the APLA retreated, a decision was made to change the request to the submitted Governor's budget. The updated request includes a change in the per capita amount to \$2.25, a \$100,000 minimum, and \$2 million in lottery funds. I updated the documents and submitted them to the Governor's Office.

III. Financial Report

1. The state, federal, and other funds spreadsheet is attached for review. There is nothing of concern to report. The State Library is on target with all financial commitments and plans.

IV. APLA Update – None to report.

V. Adjourn - Next Board Meeting: January 24, 2019

Attachments: Board Minutes 9-27-18, SCSL Budget Report