

State Library Board Members

**Regular Meeting Minutes**

**Date:** September 22, 2016  
**Time:** 10:30 a.m.  
**Location:** SC State Library, Conference Room  
1500 Senate Street  
Columbia, SC 29201

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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: Mary Elizabeth Land, Abbeville County Library Director; Leesa Aiken, SCSL

**I. Welcome and Approval of Minutes**

Motion: Debbie Hyler called the meeting to order. Marty McKenzie made a motion to approve the previous meeting minutes; Suzie Rast seconded the motion, all members voted to approve the minutes.

**II. Agency Report**

1. Leesa shared the human resources audit which was conducted by the Department of Administration. The audit indicated that the South Carolina State Library is in compliance with HR procedures and policies. The audit did not contain any negative findings.
2. Leesa informed the group that she and Curtis Rogers would be attending the National Book Festival in September.
3. Leesa presented changes to four policies: Acceptable Use Policy, EPMS Policy, Grievance Policy, and the Overtime Policy. The changes made were made to mirror changes made by the Department of Administration or to match Federal legislation. All changes were voted on and approved unanimously.
4. Leesa announced that Nicolle Davies is the new Director of the Charleston County Library.
5. The South Carolina State Library has added 19,000 documents added to the SC Digital Library.
6. Talking Book Services summer reading wrapped up with a record year with 20 children registered in summer reading.
7. Leesa reported that the SCSL shipped over 1,400 DISCUS kits to schools in South Carolina this year. We have received tremendous positive feedback.
8. The SCSL was closed on September 2<sup>nd</sup> for hazardous weather.

9. The Agency Accountability Report has been submitted to the Governor's office.

### **III. Director Report**

1. Three new staff members have joined the library in three newly created positions:
  - a. Linda Heimburger, Electronic Resources Librarian
  - b. Andersen Cook, Statewide Initiatives Coordinator
  - c. Jessica Ogburn, Electronic Resources Coordinator
2. Leesa shared an article that SCSL staff member, Jessica Dame wrote and was published in Computers in Libraries about the SCSL's Digitization in a Box Program.
3. The SCSL sold an older Ford Taurus that the Agency has had for a number of years. An order has been placed for a new, replacement car (Ford Transit).
4. Staff participated in Myers Briggs Type Indicator (MBTI) training as an in-service training. All staff participated and the day was a huge success with a lot of opportunity for team-building, communication, and collaboration.

### **IV. Building Improvements/Maintenance**

1. Leesa has been working with the Department of Administration on building updates. The construction of two offices on the 2<sup>nd</sup> floor has been put out to bid by the Department of Administration. Construction is scheduled to begin in the next few weeks.
2. An engineering study was conducted of the parking lot structure and sink hole. We are awaiting the results and the Department of Administration's plan for correction.
3. The third floor has a significant humidity issue which requires SCSL staff to empty dehumidifiers several times a day. Leesa is working with the Department of Administration to correct this issue.
4. Leesa reported that the Department of Administration has made some updates to the restrooms towards ADA compliance. The interior doors have been removed and a metal grate has been added to the step-up inside of the restrooms to make the space more usable. Significant changes are in the works.
5. The Talking Book Services Reader Advisory staff will be moving to the 2<sup>nd</sup> floor from the 1<sup>st</sup> floor in the coming month.

### **VI. Board Business**

1. Michael asked if we are meeting all state laws regarding notifications, minutes, agendas, etc. related to Board business. Leesa reported that we are in compliance.

### **VII. Personnel Update**

1. The following positions are still open and advertised:
  - a. Library Development Consultant with a focus on Children & Youth
  - b. Grants Manager
  - c. Library Development with a focus on Accessibility and Inclusive Resources
  - d. Custodian
  - e. Statewide Projects & Program Manager

### **X. Financial Report**

1. Leesa reviewed and discussed state, federal and other funds. Leesa also presented a new budget format which the Board agreed to use moving forward.
2. Leesa presented the SCSL's budget to the Governor's Office; it was well received. The SCSL has some upcoming potential partnership with the Governor's Office and wifi technology for students.

### **XI. Upcoming Events**

*A separate handout was provided and reviewed.*

**XII. Adjournment**

1. The meeting was adjourned; the next meeting date is scheduled for November 17, 2016.

**Minutes Certification:**

Proposed minutes respectfully submitted,

*Leesa M. Aiken*

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Director

*November 14, 2016*

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Date