

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	Present

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. The

### **IV. Public Library News**

1. Laurel Sharp accepted the position full time as the Chester County Public Library Director.
2. Charleston County recently made an offer to Nicolle Davies to be the Director in Charleston and she accepted.

### **V. Building Improvements/Maintenance**

1. Changes have taken place over the last month in the Research Room. It will be fully functional in the next 45 days. Some equipment is still needed and a few small furniture items.
2. Leesa met with the Department of Administration and requested consideration of an update to the restrooms in the building. The restrooms are not ADA compliant and present difficulty for some of our patrons to use. The Department of Administration stated that they would upgrade the restrooms but it may take time. Leesa has asked for a timeline from the Department of Administration.
3. Second floor renovations have been slowed as the Department of Administration has requested to take over the project because of structural changes to the building. Leesa will continue to work with them on the renovation project.

### **VI. Board Business**

### **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 – (on hold until Leesa returns from medical leave)
  - e. Statewide Initiatives Coordinator
  - f. Statewide Projects & Program Manager
2. Leesa will be on medical leave the month of August for surgery. The necessary preparations have been made for staff and public library directors.

### **X. Financial Report**

1. Leesa 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 22, 2016.

**Minutes Certification:**

Proposed minutes respectfully submitted,

*Leesa M. Aiken*

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Director

*July 29, 2016*

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Date