



State Library Board

Meeting Minutes

Date: January 24, 2019
Time: 10:30 a.m.
Location: SC State Library, Conference Room
1500 Senate Street
Columbia, SC 29201

Board Member Attendance:

Ms. Deborah Hyler, Chair	Absent
Mr. Michael Simmons, Member	Present
Mr. Walter Caudle, Member	Present
Ms. Loretta Green, Member	Present
Mr. Marty McKenzie, Member	Absent
Ms. Martha Murtiashaw, Member	Present
Ms. Alanna Wildman, Member	Absent

Other Attendees: Ms. Leesa Aiken, SCSL, Ms. Mary Elizabeth Land, APLA Representative,

I. Board Business and Approval of Minutes

1. Motion: Michael Simmons called the meeting to order and asked if there were any changes to the minutes from the November 29, 2018 meeting. Michael Simmons moved to approve the minutes; Martha Murtiashaw seconded the motion. The motion was approved by all members present.

II. Director Report

1. Projects/Programs

- a. Digital Learning Plan Pilot (Partnership) – The State Library is a partner in the Digital Learning Plan pilot project. An independent consultant is currently conducting an evaluation of the impact of the project. Aiken will report back when the evaluation is complete.
- b. Tail Waggin’ Tutors –The State Library welcomed Katie, a certified therapy dog with Therapy Dogs International to the staff. She serves the community visiting children in schools and hospitals. Katie’s handler, Ellen Dunn, is our Public Information Coordinator. The two are committed to helping libraries start and grow a Tail Waggin’ Tutors program where children read to therapy

dogs. The program helps improve a child's self-esteem and reading ability when reading aloud to an animal.

- c. South Carolina High School Writing Contest – The SCSL is partnering with the University of South Carolina in their High School Writing Contest. Aiken is one of the judges of the writing contest, along with Walter Edgar.
 - d. Notable State Documents Program – This year 28 state agencies self-submitted documents for the Notable State Documents program. The program will be held in March and 12 winners will be announced at that time.
 - e. Letters about Literature Program – Young readers in grades 4-12 are invited to participate in the 26th annual Letters about Literature program, by writing a personal letter to an author (living or dead) from any genre (fiction or nonfiction, contemporary or classic) explaining how that author's work changed the student's life or view of the world. Deadline for submission was January 11th.
 - f. Kathryn Otsoshi Visit & School for the Deaf and Blind – Kathryn Otsoshi, winner of the 2018 Association for Library Service to Children Maureen Hayes- Author/Illustrator Visit Award visited the SCSL and the School for the Deaf and Blind. Otsoshi is an acclaimed artist; prior to her visit, students from the South Carolina School for the Deaf and Blind cut out and decorated handprints to be included in a spirit bird project in the school's library. The ALSC selection committee was impressed by The South Carolina State Library's commitment to serving underserved populations in innovative and effective ways.
 - g. Federal Shutdown and TBS – Aiken reported that Talking Book Services will not be impacted during the federal shutdown. Staff are funded through the state, and program materials are funded by the IMLS federal grant.
 - h. TumbleBooks Coordination with other State Libraries – Aiken is working on coordinating a reduced price of Tumblebooks for other state libraries through a consortium purchase.
 - i. Circulating Kits – The SCSL currently has 77 circulating kits. These kits circulate to public libraries for a variety of programs: Space, Gaming, Video Production, etc.
 - j. Discus – Nursing Database/Career Transitions – Usage for the nursing database has been low the last several years, it was consequently dropped from the Discus offerings, and replaced with Career Transitions.
2. Personnel
- a. Staff Presenting:
 1. Customer Service for Spanish Speakers – Carol Hull, Diversity and Inclusion Consultant recently offered customer service for Spanish speakers at the Saluda library. Staff were extremely pleased with the presentation.
 2. The Inclusive Services Consultant – Aiken reported that the SCSL was the first State Library with an Inclusive Services Consultant position. However, this year Texas and Colorado have added

similar positions. It is very exciting to be leading the field in this way.

3. Continuing Education – Aiken reported that 44 training classes were conducted in 2018 with a total of 900 participants.
4. Intern- Video Production – The SCSL will have an intern this spring who will focus on video production for the library.

b. Hired Positions:

1. Katherine Magner was hired as the Public Services Librarian.

c. Open Positions – Aiken reported the SCSL is currently recruiting for the following positions:

1. TBS Director
2. Library Development Consultant
3. Administrative Coordinator

3. Agency Administration

- a. Financial Audit – The South Carolina Auditors Office has finished the financial audit of the SCSL. When the results are published, Aiken will share with the group. We received positive feedback throughout the process.
- b. Board License Plates – Aiken asked the Board who still needed assistance with license plate issues. Martha Murtiashaw has received hers and Loretta Green as sent her information to the DMV. No assistance is needed at this time.
- c. Budget Presentations – Aiken reported that she has presented her budget to both the House and Senate Finance Subcommittees. The presentations seemed to go well. The legislative process is on a faster track this session.
- d. Annual Report – The SCSL annual report is being finished and will be made available soon.
- e. Federal Grant – Aiken reported that the Federal grant has been closed and reporting completed for the year. Reports were entered into the IMLS reporting system without any issues.
- f. Strategic Planning – The SCSL is in the process of internal strategic planning. Planning will help drive decisions regarding the type of projects that are engaged in, in the coming fiscal year, which will also influence setting goals for employee performance.
- g. Ronald McDonald House – Aiken reported that the SCSL staff participated in a drive to help the Ronald McDonald House this past holiday season.
- h. USC Medical School Library Tour – Dr. Curtis, Rogers, Communications Director has coordinated several tours for the SCSL staff to go on to get to the know the community better. Recently staff went to the USC Medical School library for a tour and to share information about the State Library.
- i. Building Updates:
 1. 2nd Floor Changes and Upgrades – Renovation of the 2nd floor staff areas will begin in the coming months. The Talking Book Services Reader Advisors will be moving to a larger area to accommodate additional staffing.

2. Building Temperature – The temperature in the building is an ongoing issue. Aiken has contacted the Department of Administration, but has not been able to adequately solve the issue at this time.
3. Loading Dock – A permanent sump pump will be added to the loading dock to help drain accumulated rain from the building.
4. Travel & Meetings
 - a. Sumter County Library Board Meeting – Aiken visited the Sumter County Library and read a book to children visiting the library. She also got a tour of the library to include a space that will be used for a maker space, which the SCSL funded through a sub grant. Aiken also attended the Sumter County Library Board meeting.
 - b. Fairfield County Library Board Meeting – Aiken will be attending the Fairfield Library Board meeting in February.
 - c. SCLENS Retreat – Aiken will be attending the SCLENDS retreat February 7-8 in Jasper County.
5. Public Libraries
 - a. Georgetown County Library Bookmobile – Aiken reported that the Georgetown County Library bookmobile was damaged during the last flood. It has been pulled from the road for service.
 - b. Dillon County Library – The Dillon County Library received a significant bequest, which will allow them to either build a new library or significantly renovate their current Latta branch, which was damaged during the last two floods.
 - c. Information Technology Visits – The State Library Information Technology team assisted twenty-two county library systems in 2018 on a variety of topics and services.
 - d. Library Development Visits – The State Library’s Library Development team went on 75 site visits to public libraries in 2018 and handled 721 consultations.
 - e. APLA Legislative Agenda – Aiken discussed APLA’s legislative agenda, which has been set at \$2.25 per capita with a \$100,000 minimum grant and \$2 million in lottery funds. This was included in her presentation at both budget hearings.

III. Financial Report

1. Aiken reviewed and discussed state, federal and other funds. No changes were suggested or requested.

IV. APLA Update

1. Mary Elizabeth Land, APLA Representative reported:
 - a. APLA’s budget request is \$2.25 per capita and \$100,000 minimum grant for state aid to county libraries
 - b. At the APLA retreat, it was discussed that APLA wants to have a better partnership with the State Library. A meeting is scheduled with Aiken and APLA leadership to define future goals.

V. Adjourn – The meeting adjourned; the next Meeting is scheduled for March 28, 2019.

Attachments: Board Minutes 11-29-18, SCSL Budget Report, Budget Presentation Materials, Upcoming Events List