



**State Library Board
Meeting Minutes**

Date: May 28, 2020
Time: 10:30 a.m.
Location: SC State Library, Conference Room
1500 Senate Street
Columbia, SC 29201

Board Member Attendance:

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

Other Attendees: Ms. Leesa Aiken, SCSL, Laurel Sharp, APLA Representative, Chester County Library

I. Board Business and Approval of Minutes

1. Motion: Martha Murtiashaw called the meeting to order. Walter Caudle made a motion to accept the meeting minutes from the January 23, 2020 board meeting. Marty McKenzie seconded the motion; all present approved the minutes.

II. Director Report

1. Projects/Programs

A. Agency Administration

1. Aiken noted the Legislative Oversight Committee report has been completed and turned in to staff of the Committee. The next step is to await feedback from staff on the report. The report took significant staff time and is a comprehensive review of projects from the last three years.
2. The SCSL received \$465,230 in CARES Act funds directly from IMLS. Those funds will be used as follows:
 - \$300,000 – Broadband, high-speed internet access expansion through Mi-Fi devices and chrome books to help meet the broadband issues specifically related to children who are in school.

- \$50,000 – Public library specific needs
- \$50,000 – Workforce Development Resources
- \$50,000 – Small Business Resources

3. The FY20-21 Budget is a continuation of the FY19-20 budget. It is undecided if the SC Legislature will come back in session later this summer or fall.
 4. Aiken reported she has been in regular communication with the AccelerateSC committee and has provided information on how the SCSL and public libraries can assist with broadband issues, etc. The AccelerateSC committee is made of individuals from the business community who were handpicked by the Governor's Office.
 5. Aiken reported she has been working with the EducateSC committee to provide information on electronic resources provided by the SCSL and ways the public libraries assist students.
 6. The SCSL has placed an order for procurement of Personal Protective Equipment (PPE) from the Department of Administration for staff.
- 6b. Employee Performance Reviews are still on track for staff. Managers are reviewing established goals to determine if changes need to be made for individual staff members due to changes in business delivery because of closing for COVID-19.
7. Finance has started the year-end close out and reconciliation of our financial accounts.
 8. New year funding and financial planning is underway and on target for the start of the fiscal year.

B. Library Development and Statewide Development

1. All SCSL training has been moved online. Over 770 individuals have participated in online training since March.
2. The Library Development staff have provided 177 consultations by telephone, email, or online and 14 presentations.

C. Talking Book Services

1. We will resume circulation of TBS materials next week. We plan to quarantine materials for a set time and staff are wearing PPE.
2. TBS Reader Advisors are reaching out to individual patrons to assist them with downloadables of books. This has been an excellent way to may contact with patrons and assist them.

D. Electronic Resources

1. The SCSL added Tutor.com to our offerings to assist with the transition to e-learning. The usage has been higher than expected

with math being the most used subject area. Aiken will continue to monitor usage and may contract with Tutor.com long term.

2. The SCSL added Niche Academy to electronic resources for libraries. Niche Academy specializes in training for library staff.
3. The SCSL is currently reviewing electronic resources to determine what if any new products may be needed to assist in dealing with COVID19.

E. Information Technology

1. Aiken reported again on the E-rate / Broadband work that the SCSL IT department has done around the state. Because of the work of the SCSL every library in SCSL is operating at 100Mbps, which has positioned them well to respond to the needs of their community.
2. The IT Department was instrumental in securing a successful work from home transition for SCSL staff. We were well ahead of other agencies because of the professionalism and preparedness of the SCSL IT department.
3. The IT team is currently working on upgrades to our internal financial dashboard system.

F. Collection and Digitization

1. The Collection and Digitization team is busy weeding reference files from 1968-present. This is work they can do from home.

G. Statewide Development

1. In-person projects and displays have been put on hold until the SCSL is able to open to the public.

H. Communications

1. We are reporting SCSL relevant information to the AccelerateSC committee to be shared as available resources.
2. The Communications team has been adding meaningful podcasts as often as weekly these last few months. Topics include:
 - a. COVID-19 and SC Libraries
 - b. BiblioObservatory Podcast
 - c. Dr. John Navin

2. Personnel

- A. Aiken reported hiring two Statewide Services Coordinators: Shelby Kelly and Jennifer Jean. Both joined the library in a work from home status and have successfully joined the Statewide Development team.
- B. Todd Ferguson was hired into the Talking Books Services Circulation position and has successfully joined the TBS team.
- C. Open Positions – Aiken reported the SCSL is currently recruiting for the following positions:
 1. Library Development Director
 2. Manager of Library Services

3. General Library Consultant

3. Travel & Meetings

A. All travel is on hold until further notice.

4. Public Libraries

A. Many libraries have begun limited service to their communities with curbside service. SCLENDS courier service started on May 12th.

B. Summer Reading has been adapted to fit the current COVID-19 situation. Many libraries have moved their programs online. Some have provided packets for their participants to pick up via curbside.

C. Mary Elizabeth Land is still on medical leave in Abbeville County.

D. The SCSL is currently working on State Aid waiver requests; 5 requests have been received to date.

III. APLA Report

1. Laurel Sharp reported the HR Webinar conducted by the SCSL as part of the last APLA meeting, was very helpful.
2. Laurel Sharp reported the CARES Act funds allocated to public libraries will assist with their ability to respond to the public when libraries do open for in-person service.

IV. Financial Report

1. Aiken reviewed and discussed state, federal and other funds. The SCSL Finance team is currently working on closing out the year and establishing the financials for the coming year.

V. Adjourn – The meeting adjourned; the next Meeting is scheduled for July 23, 2020.

Attachments: Board Minutes 1/23/20, SCSL Budget Report