



**State Library Board
Meeting Minutes**

Date: July 28, 2022
Time: 10:30 a.m.
Location: 1500 Senate St.

Board Member Attendance:

Ms. Martha Murtiashaw, Chair	Present
Ms. Deborah Hyler, Member	Present
Ms. Anna Claire Dando, Member	Present
Ms. Loretta Green, Member	Present
Mr. Marty McKenzie, Member	Present
Ms. Alanna Wildman, Member	Present
Mr. Mark Herring, Member	Present

Other Attendees: Ms. Leesa Aiken, SCSL, Ms. Breanne Smith, SCSL

I. Board Business

1. Approval of Minutes - Motion: Alanna Wildman called the meeting to order. Marty McKenzie made a motion to approve the meeting minutes from the May 26, 2022 board meeting. Martha Murtiashaw seconded the motion; all present approved the minutes.
2. Aiken put forward a Telecommuting Policy for State Library staff. The Telecommuting Policy was submitted and approved to the Division of State Human Resources office and follows the guidelines of the State. The SCSL Board voted to approve the South Carolina State Library Telecommuting policy.
3. Aiken reminded the Board to complete the Agency Head Evaluation survey and return results to Ms. Pack, Director of Program Evaluation and Management.

II. Director Report

1. Agency Administration

- a. The State Library's FY23 budget request for State Aid was approved. This was the largest budget request approved in the history of State Aid. The minimum grants is now \$150,000 and per capita has increased to \$2.25.
- b. Aiken reported that Amendment 23 did not pass this session and there were no vetoes to our budget by the Governor.
- c. The finance department is working to close out the FY22 budget and complete the necessary closing packages.

- d. Aiken reported the State Library has been undergoing the annual financial audit. She is aware of one finding related to the coding of an asset. Copies of the final report will be sent to all board members.
- e. Aiken reported a request was made to extend the timeframe to spend funds associated with the ARPA Grant due to supply chain issues and libraries needing more time to spend the funds. The request was approved.
- f. The Institute of Museum and Library Services (IMLS), LSTA FY21 will be closing in October. The new grant from IMLS for FY22 is approximately \$2.7 million.
- g. The LSTA 5 Year Plan has been completed and submitted to IMLS for consideration. Aiken will send the SCSL Board a copy of the plan once it has been accepted by IMLS.
- h. Aiken discussed the need to begin strategic planning for the next five year plan for the State Library. Board members will be engaged in the process and will receive a survey to complete.
- i. Aiken reported the anticipated budget requests for the SCSL for FY24 will include approximately \$1 million for salaries and fringe as the State Library is finding it challenging to compete in the local market. Aiken also anticipates requesting approximately \$200,000 in operating costs.
- j. Aiken mention upcoming construction projects across the state. Some libraries will need to raise additional funds due to the increase in construction costs. Clarendon County has three projects planned: relocation of a library, construction of a new building, and adding a drive-thru and meeting space to a third location. Aiken recently provided the Governor's office with information on the comprehensive construction needs in libraries around the State, which included:
 - According to the State Library's survey of public libraries, 42 new library buildings are needed; 64 libraries are in need of major repair work; 74 libraries are in need of major technology upgrades; 87 libraries are in need of expansion; 58 libraries are in need of major electrical upgrades; 75 libraries are in need of interior renovations in order to serve the community adequately.
- k. Aiken mentioned the need for additional funding for digitization projects and anticipates requesting funds as part of the next budget cycle. The State Library has increased the number of digitizing projects over the last several years. Aiken reported a need to increase the volume of items being digitized for access and preservation reasons. Recent projects the State Library has been involved in include digitizing the SCDNR magazines, the 1929-1973 SC Sanatorium Newsletter by DHEC-SoCarSan Piper, and several other items. Aiken noted a future need to outsource items when possible to increase the speed of digitization of physical items.
- l. Aiken has testified before the Legislative Oversight Committee three times over the course of the last few months. The State Library will likely testify 2-3 more times before the final meeting of the full House Oversight committee.

- m. The State Historic Preservation Officer and the South Carolina State Board of Review approved the State Library building to be placed on the National Registry of Historic Places. The application will next be forwarded to the regional office in Atlanta and then Washington D.C. for final approval.
 - n. The State Library building continues to experience significant water issues and recently had damage associated with water backing up in the loading dock, seeping through the walls and damaging an electrical HVAC unit in the Server room, carpet in the basement hallway, the conference walls of the Board room, and a wall in the subbasement. General Services is aware of the issues and continues to work on addressing them. Aiken and Paul Harmon, Information Technology Director worked with General Services to identify areas of weakness associated with flooding and mitigate those areas through ongoing maintenance and repair.
 - o. Aiken previously asked the State Library Board if they would prefer to have official State Library email addresses which would be publicly available in lieu of using their own personal email accounts. Most members elected to have State Library email addresses; those email accounts will be created by the Division of Information Technology department and assigned to Board members in the near future.
2. Partnerships
- a. The State Library is pursuing a partnership with the Department of Mental Health to assist with creation of libraries within DMH, which is a goal of the State Library's associated with a mandate to serve state institutional libraries.
 - b. The State Library presented the - Cecil Williams exhibit "Unforgettable: Celebrating a Time of Life, Hope and Bravery" at the South Carolina Human Affairs Commission 50th anniversary. The State Library's work in diversity was acknowledged by the South Carolina Human Affairs Commission.
 - c. The State Library has been working with Department of Health and Environmental Control on a research project associated with the state hospital grounds on Farrow Road and identifying potential, past areas used for burial grounds. Maps and documents in our holdings aid in identifying burial grounds. The information provided, allowed DHEC to then use ground penetrating radar to identify individual, potential gravesites.
3. Projects and Programs
- a. Summer reading is in full spring and will be rapping up shortly. Aiken mentioned the State Library highlighting several programs happening across the state, on social media. The State Library gave \$1,000 grants to public library applicants for summer reading programs. Mary Elizabeth Land mentioned a program that she had in Abbeville in partnership with the Abbeville Opera House this year.
 - b. Aiken reported the Talking Book Services summer reading program had 58 participants who read 351 books and logged 985 hours of reading.

- c. Two Talking Book Services staff members recently presented information about the TBS program to a class of USC Upstate Teachers for the Visually Impaired (TVI) students, who will be graduating soon so they have information about services that are available to the children they will be serving. Staff presented information to teachers who were near graduation in an effort to bring awareness to and demonstrate accessibility equipment, qualifications to enrolling in TBS, etc. This opportunity was possible because of the State Library's collaboration in the Vision Education Partnership.
 - d. The State Library held the first Government and Social Media Idea Exchange since COVID. There were 40 participants from different state and local agencies; participants stated the presentation and exchange were excellent.
 - e. The State Library is gearing up for the new school year with Discus kits that are to be sent to all school districts in South Carolina. Kits include Discus information and promotional items. Approximately 1,500 kits will be sent in August 2022.
4. Personnel
- a. Aiken mentioned that Heather Cain was hired as the new Digital Projects Coordinator.
 - b. There are 2 vacancies the agency is working to fill quickly: Procurement Officer and a Graphic Designer.
5. Upcoming Events
- a. Discover the South Carolina State Library: Researching South Carolina Legislative Resources
 - b. The Library Collections and Digitization Department will host an annual training for FCI Edgefield.
6. Public Libraries
- a. Aiken reported three public library director vacancies: Kershaw, Clarendon, and Marion.
7. APLA Report
- a. The Association of Public Library Administrators (APLA) met on Friday. APLA has hired a PR team Pecan PR. Previously, Jim Johnson worked for a number of years with APLA as a consultant and advocate with the legislature. APLA plans to request up to \$3.00 per capita for State Aid in FY24.
8. Finance
- a. Aiken discussed the SCSL Financial Report. K-12 funding requests have been approved.
9. Adjourn
- a. Marty McKenzie made a motion to adjourn the meeting; Alanna Wildman seconded the motion and all approved. The next meeting is scheduled for September 22, 2022.

Attachments: Board Minutes May 26, 2022, SCSL Budget Report