

State Library Board Members

**Regular Meeting Minutes**

**Date:** November 20, 2014  
**Time:** 10:30 a.m.  
**Location:** SC State Library, Conference Room  
 1500 Senate Street  
 Columbia, SC 29201

**I. Call to Order**

**II. Roll Call**

Board Member Attendance:

Deborah Hyler	Chair	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Loretta K. Green	Member	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Marty R. McKenzie	Member	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
Martha Murtiashaw	Member	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Suzie W. Rast	Member	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Michael G. Simmons	Member	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Alanna I. Wildman	Member	<input checked="" type="radio"/> Present	<input type="radio"/> Absent

Other Attendees: Leesa Benggio and Jessica Cornish, SCSL were also in attendance.

**III. Approval of Minutes**

Motion: Ms. Hyler, Chair

Consensus minutes approved.

**IV. Agency Report**

1. Rare books
  - a. Board members received information via email regarding rare books which are now located on the 3<sup>rd</sup> floor at SCSL in special glass cases. To which Mr. Simmons inquired, the glass cases are fire and water resistant. Matt Johnston from the University of North Carolina helped with the evaluation of rare books and made recommendations such as changing light bulbs to non-reflective bulbs to prevent aging of books.
2. Audubon prints
  - a. SCSL is in the process of getting a quote from a restorer for four Audubon prints (such as the original Gettysburg Map) dated 1833-1896. Some prints such as the Carolina Turtle Dove are in great shape but the goal is to develop a program within the next year to get all prints restored and placed in reflective glass with non-acid

paper. In addition to this update, Ms. Benggio expressed her thoughts of having a Audubon show to showcase the exhibits. She has contacted the State Museum and USC; she may contact Eric Emerson, Director of SC Department of Archives and History to inquire about his willingness to participate in showcasing a few Audubon prints (i.e. pieces of the Building of the Dam as suggested by Ms. Rast). Ms. Murtiashaw suggested contacting the SC Historical Society.

**3. Digitization collection**

- a. Additional pieces were emailed to Board members. Relevant to the topic, Ms. Benggio provided an update of the Governor's Budget Meeting and mentioned how one of the appointed staff members utilized the digitation collection to find all the Board of Economic Advisors meeting minutes. Additionally, the budget meeting was very professional and it was evident that their staff was highly aware of the agency's accountability report and impact. A request for personnel was revised to incorporate planning for four to five positions instead of three. Overall, Ms. Benggio confirmed that the budget meeting helped establish need and relationship. To which Mr. Simmons inquired, Ms. Benggio addressed SCSL's efforts of legislature buy-in. She discussed how the agency created statistical sheets for legislatures on their counties and received additional requests to assist them. SCSL will also send welcome packages to new legislatures.

**4. Works SC / SC Works**

- a. Works SC is a SCSL product and SC Works is a Department of Employment and Workforce (hereafter referred to as DEW) product. Recently, DEW referred clients to our site which has information beyond "How to write a resume" topics such as "What happens if you become unemployed/How to apply for unemployment benefits?"

**5. Library card sign up month (September)**

- a. 171 people signed up for library cards, which is an increase from September 2013 when 163 people signed up for cards.

**6. COSLA (Chief Officers of State Library Agencies)**

- a. Ms. Benggio attended the COSLA meeting (October 18-25<sup>th</sup>) in Wyoming where she had a great opportunity to network with other state library directors and learn what is being done well. Topics such as digitization were discussed and Ms. Benggio mentioned how she volunteered to help a new group from Rhode Island develop software, training modules and documentation to advance its Talking Book Services. She, also, reported that a lot of retirements (about three) made for significant holes in library leadership.

**7. Statistical classes**

- a. SCSL will offer statistical classes and facilitation skills classes to the state's library staff and employees of SC government agencies. With a waiting list of 80, SCSL will offer facilitation skills classes again on December 4<sup>th</sup> and 9<sup>th</sup>; an email will be sent to the SC Budget and Control Board's Human Resources Division to invite all state agency employees.

**8. Petting Zoo**

- a. Recently, the great efforts of the SCSL's technology petting zoo were recognized at the last SCLA meeting. The technology petting zoo program is designed to educate library staff about emerging technologies so that they may answer questions and better assist patrons using eBook readers, tablets, and other eGadgets. Ms. Hyler

inquired whether legislative members had any interest in the petting zoo to which Ms. Benggio responded that Chris Yates, Deputy of Director of Library Resources and Services performed a demonstration during the spring and she will follow-up on having another petting zoo demonstration for them. Some committee members suggested rethinking the name “Petting Zoo” when presenting to the legislatures to avoid any criticism.

**9. Mango Language**

- a. SCSL has purchased a state contract with Mango Language, linguist-approved software that teaches real conversations in over 60 languages. Every citizen with a library card can access Mango via his/her public library or anywhere with an internet connection. SCSL is working on getting a widget put on website for libraries; the expected date of completion is the end of next week.

Ms. Benggio’s goal is to meet with the Department of Education to discuss the utilization of Mango as a resource to school libraries. Ms. Wildman suggested Ms. Benggio contact the Chambers of Commerce for publicity to which another member suggested making contacts in Spartanburg County since the county has a huge Japanese carbon fiber business.

**10. SCLA conference**

- a. At the conference, Clemson gave SCSL a shot out for the technology petting zoo.

**11. Library Development Exchange**

- a. The first library development exchange is taking place Monday through Wednesday of this week (November 17-19<sup>th</sup>) in Charlotte, NC. SCSL set up the exchange for all state library personnel and hopes this event becomes an annual exchange. A brief update provided by Denise Lyons, Deputy Director of Statewide Development indicated 100% (about 34 participants enrolled and participated) attendance for all days, and the event was proven helpful for new and seasoned library professionals.

**12. SCLENDS MOU**

- a. Ms. Benggio has finalized the MOU and Ms. Hyler has signed it. Ms. Benggio is currently working on a MOU with SCLENDS and Abbeville Hampton Jasper (AHJ) Library. Jessica Cornish did a comparison of the AHJ and SCSL personnel policies/procedures manual to identify differences since SCSL will be housing the employee only. SCSL has posted its SCLENDS Coordinator position.

**13. Security**

- a. SCSL’s has developed an emergency preparedness team to address weather, facility, and civil related emergencies. SCSL staff will receive training and have significant drills for each related emergency. Ms. Benggio is in the process of carrying out a plan to get staff badges for building access instead of using a security code and key pad system. Ms. Benggio may use badges as a means of accessing certain floors as well. Security/safety has been a major topic of discussion and Ms. Benggio stressed its importance. She discussed the need of getting an auditory system to notify employees and patrons of evacuation with the expectation of rolling out a program for public libraries to imitate once SCSL’s emergency preparedness program is mastered. She mentioned how she discovered that a construction worker unlocked a door for easy access to the building in lieu of being buzzed in. The matter was

resolved; SCSL placed a sign on that particular door, incorporated a sign-in sheet system, and notified the supervisor of the sub-contractors.

**14. Van Design**

- a. A few noteworthy issues with the van design are: 1) material used makes it hard for drivers to see out of the back windows; 2) the letter “y” was left out of library; 3) regarding the sc.gov, the “c” is in the middle of the door and looks like it could be an “o;” 4) the spacing on the back door is off and the vendor left a visible sticker on the van. For no additional charges, the vendor will correct the mistakes and has paid for SCSL to use a rental car for two extra days to carry out normal business operations.

**15. Vehicles**

- a. SCSL has three vehicles (Ford Taurus, Avenger and Van) in addition to the van mentioned in Item 14 (which is used for movement of books). The van and the Taurus were purchased. The Taurus (1996), however, has 200,000 miles with a few issues so SCSL staff does not use this vehicle for long trips. The Avenger is being leased at \$10,000 per year. Currently, SCSL is looking at purchasing a quality vehicle at about \$22,000 and relinquishing the leased vehicle (Avenger).

**16. Emergency Preparedness**

- a. (Points previously discussed in abovementioned agenda item 13)

**17. Chester Library**

- a. Ms. Benggio consulted with Board regarding Chester Library.

**V. Building Improvements/Maintenance**

**1. Construction Updates**

- a. Mezzanine: Completed and quite impressive.
- b. Conference Room in basement: Completed; the entire basement has been painted (paid for by SC Budget and Control Board)
- c. Leak in IT Work Room: Budget and Control Board is currently working on solution.

**VI. Personnel Update**

1. **Help Desk Coordinator** – Hired Michael Lawing (MLIS), prior Computer Technician at Lexington School District Two
2. **Reader Advisor** – Kaitlyn Hodges, prior intern of TBS and Job Readiness Counselor of Commission of the Blind.
3. **Grants Administrator** – Halie Brazier, prior Program Assistant for Community Impact at United Way of the Midlands
4. **Electronic Resources Coordinator** –Hired Patricia Sinclair (MLIS), prior Library Director of South University
5. **SLENDS Coordinator** – Position posted
6. **Library Development Consultant** – Revisiting recruitment strategies and reposting position

**VII. Financial Report**

*State Library closed out LSTA Grant; new grant cycle effective.*

**VIII. Additional Updates**

1. Beaufort County Update – Second reconsideration was approved.

2. Deborah Hyler Update

- a. Ms. Hyler informed the Board of the New York Times article “To Help Language Skills of Children, a Study Finds, Text Their Parents With Tips.” This article captures an understanding that mobile technology may be the best way to reach parents and guide them to do things like read to their children and talk to them regularly. To read the article, access the following link: <http://www.nytimes.com/2014/11/15/us/to-help-language-skills-of-children-a-study-finds-text-their-parents-with-tips.html>

**IX. Adjournment**

- 1. The meeting was adjourned at 12:02 p.m. The next meeting is January 15, 2015.

**Minutes Certification:**

Proposed minutes respectfully submitted,

*Jessica E. Cornish*

\_\_\_\_\_  
Board Secretary /Recording Secretary

*November 26, 2014*

\_\_\_\_\_  
Date

Approved by the State Library Acting Director

*Leesa M. Benggio*

\_\_\_\_\_  
Acting Director

*November 26, 2014*

\_\_\_\_\_  
Date