



**State Library Board
Meeting Minutes**

Date: September 24, 2020
Time: 10:30 a.m.
Location: Zoom Meeting

Board Member Attendance:

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

Other Attendees: Ms. Leesa Aiken, SCSL, Ms. Laurel Sharp, APLA Representative, Ms. Denise Lyons, SCSL, Ms. Breanne Smith, SCSL

I. Board Business and Approval of Minutes

1. Motion: Martha Murtiashaw called the meeting to order. Marty McKenzie made a motion to accept the meeting minutes from the May 28, 2020 board meeting. Walter Caudle seconded the motion; all present approved the minutes.
2. The board discussed the 3 board vacancies and the approximate timeline of having those positions filled by the legislature.
3. Motion: Marty McKenzie made a motion to adopt the temporary telecommuting policy. Debbie Hyler seconded the motion; all present approved the temporary telecommuting policy. With unanimous consent, the temporary telecommuting policy was adopted by the board.
4. Motion: Marty McKenzie made a motion to adopt the permanent telecommuting policy. Walter Caudle seconded the motion; all present approved the permanent telecommuting policy. With unanimous consent, the permanent telecommuting policy was adopted by the board.

Director Report

5. Projects/Programs

A. Agency Administration

1. Aiken reported that the SCSL re-entry plan is in progress and it is regularly evaluated. The majority of employees are working remotely, except for a few TBS staff members who are in the building regularly.

2. Aiken reported that curbside services have resumed. A promotional video was made featuring SCSL staff. Aiken reported that courier services have resumed and SCSL is circulating with SCLEND S libraries.
 3. Aiken reported that SCSL received \$150,000 in K-12 funding for Tutor.com and TumbleMath.
 4. SCSL received \$465,000 in CARES Act funding directly from IMLS. SCSL is not eligible for the state CARES Act funding, except for agency expenses related to Covid-19 including PPE, etc. SCSL will seek reimbursement for unexpected expenses related to the Mi-Fi project.
 5. Aiken reported that the legislature is currently debating the budget. Currently, the FY20-21 budget is a continuation of the FY19-20 budget. SCSL is finalizing the budget for FY21-22.
 6. Aiken discussed the REALM project. The project is now on stage 5. The REALM project provides guidance on how to handle various library materials related to COVID.
 7. The HVAC project is nearly complete. There are a few minor issues that need to be resolved but the project is moving ahead of schedule by approximately 3 months.
 8. SCSL was awarded a grant in the amount of \$15,000 for Read Eat Grow from the National Institutes of Health.
- B. Library Development & Statewide Development
1. Library Consulting- All consultants are currently doing virtual consulting. In August, 122 different consultations were conducted with public library staff and 38 consultations with public library directors.
 2. Programming- the bulk of SCSL programming has been moved online. In August there were 12 different training opportunities with 235 participants.
- C. Talking Book Services
1. The Art Gallery Award Ceremony is scheduled for September 30 via Zoom.
 2. TBS has resumed their book club via Zoom with 12 members regularly attending.
 3. In August, 16,000 digital books were checked out and 13,000 physical books checked out.
 4. SCSL is working on a mobile recording studio via telephone.
- D. Electronic Resources
1. SCSL has been conducting training with the Department of Education with directors, reading coaches and school liaisons explaining resources available from SCSL.
- E. Information Technology

1. Orangeburg County project- Paul Harmon has been working with Orangeburg County to assist with technology needs for the new library/technology center.

F. Collection and Digitization

1. Notable State Documents program- The awards ceremony was held last week and is available on SCSL YouTube.
2. Aiken reported that the project with the Confederate Relic Room is coming to an end.
3. Aiken reported that SCSL is working on a small project with SC Department of Archives.
4. SCSL will be digitizing the SC Department of Education Annual Report from 1950-current.
5. Sheila Dorsey has been attending Federal Documents training online and sharing resources.

G. Statewide Services

1. Margraten Cemetery Project- SCSL is working with the Netherlands to find information on 32 South Carolina WWII veterans who are buried in the cemetery. Aiken shared photographs of the Margraten Cemetery and photos of some of the South Carolinians who are buried there.
2. SCLENDS and courier services are back in service.
3. Grants meetings have been moved online. The first week 4 appointments were scheduled.
4. All reference related activities have been moved online.

H. Communications

1. The Accountability Report was completed and submitted.
2. Aiken reported that the first day Tutor.com was posted on SCSL social media it was shared 52 times reaching approximately 4,000 people.
3. Podcasts- SCSL podcast hit 10,000 downloads
4. Social Media- SCSL social media pages have been very successful

6. Personnel

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

1. Director of Library Development
2. Manager of Library Services
3. General Library Consultant
4. State Data Coordinator

7. Travel & Meetings

All travel is on hold until further notice.

8. Public Libraries

- A. There are nominations currently being taken by IMLS for the National Medal for Museum and Library Services.
- B. Public Libraries are working on re-entry plans and SCSL is tracking progress.
- C. Ray McBride from Beaufort County Library System retired.
- D. Prudence Taylor from Greenwood County Library System retired.

- E. Rieta Drinkwine is leaving her position at Union County Library.
- F. SCSL is receiving State Aid Waiver requests.

II. Financial Report

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III. APLA Report

1. Laurel Sharp, APLA Representative, reported the following:

- There is a shared database of statewide library re-entry information to keep all libraries up to date.
- Library directors are meeting on a weekly basis to discuss the current situation.
- Public libraries have given positive feedback about tutor.com.

IV. Financial Report

1. Current State of: State, Federal, Other funds

V. Adjourn – The meeting adjourned; the next Meeting is scheduled for November 19, 2020.

Attachments: Board Minutes 5/28/20, SCSL Budget Report, Accountability Report, Teleworking Policies