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RICHLAND LIBRARY BOARD OF TRUSTEES MINUTES

Virtual

January 10, 2022

A regular meeting of the Richland Library Board of Trustees was held on Monday, January 10, 2022 at 5:30 p.m.

Board of Trustees Present:

Katherine Swartz Hilton, Chair*
Lee Rambo
Jennifer Ford
Avni Gupta-Kagan
Brenda Branic
Betty Gregory
Erin Johnson
Johnny Ray Noble
James Shadd III
Will Stork*

*Absent with notice

Library Representatives Present:

Melanie Huggins, Executive Director
Tamara King, Chief Diversity & Community
Engagement Officer
Sarah Sullivan, Chief Financial Officer
Amanda Reed, Director, Events & Experience
Janice Surginer, Librarian, SE
Wanda Taylor, Executive Admin. Assistant

Also Present: Councilwoman Allison Terracio, Bob Mathews (Chair F + F), Grant Davis (Auditor, Mauldin & Jenkins), Lisa Gieskes, Michael Tran, Mahogany Skillings, Priscilla Roper, Jenny Dilworth, Kai Tang, Chiquita Singletary, Dee Robinson, Learning Engagement, Diane Artemus, Annette Holmes, Chantal Wilson, Mike McHenry, Lori Cook, Roxanne Price, Jessica Cooper, Todd Barrett, Sarah Seegars, Sonya Montgomery, Kai Tang, Nicole McLean, Sarah Schroeder, Diane Luccy

CALL TO ORDER

Vice Chair, Lee Rambo, called the meeting to order at 5:32 p.m.

CITIZEN INPUT

None

ADOPT CONSENT AGENDA

- A.** Contract for Main HVAC Equipment
- B.** Approval of December 13, 2021 Minutes

Ms. Rambo asked if there was any objection or discussion pertaining to any item from the consent agenda. With no objection, the consent agenda was adopted.

ADOPT AGENDA

Ms. Rambo called for a motion to approve the full agenda.
(Motion: J. Shadd; Second: Erin Johnson; Motion Carried.)

FRIENDS AND FOUNDATION REPORT

Friends and Foundation Chair, Bob Mathews, provided the report.

Fall Direct Mail Campaign

The fall direct mail campaign hit mailboxes close to Thanksgiving. This year-end campaign typically raises between \$30,000 and \$35,000, and as of late last week, gifts totaling more than \$25,000 have been received-- right on track. This total includes 377 gifts, with an average gift amount of just under \$64.00. So far, this solicitation has brought in 61 new donors and one new recurring gift from a current donor.

Giving Tuesday

The Friends and Foundation participated in Giving Tuesday on November 30, by sending out an email to current donors, as well as social media posts on Facebook and Instagram. Though Giving Tuesday is not traditionally a big giving day for Friends and Foundation, 29 one-time gifts totaling just over \$1,800 were received. Four of the 29 gifts were received from new donors.

Richland Library Employee Campaign

The Employee Campaign Committee recently wrapped up the 2021-2022 Campaign, which ran from November 15 to December 3. The campaign began with the committee delivering bags of snacks to all departments and locations in time for Customer Service Improvement Day on November 17. The committee was also active in drafting emails and Yammer posts highlighting the work of the Friends and Foundation that were shared with employees throughout the campaign.

There were also a few giving incentives. Employees giving \$26 or more received a campaign-themed keychain, and those giving \$52 or more received a campaign-themed insulated tumbler and a keychain. All employees giving \$26 or more were entered in a drawing to win a \$500 Visa gift card. Madelyn Bowers of Richland Library Ballentine was the lucky winner. The final tally was 31% of employees participated in the campaign for a total of \$20,795, surpassing last year's benchmark of 30% participation and \$19,876 raised.

The Employee Campaign Committee is made up of a group of Library staff members from various areas of the library and is headed by Chelsea Rudisill, the Library's Annual Support Manager. Speaking for the entire Friends and Foundation Board, "Thank you for coordinating this very successful effort."

National Recognition Opportunity

At the Friends and Foundation Board meeting on December 15, Library staff provided the opportunity to increase national visibility and to enhance Friends and Foundation reputation, which is one of the goals of the current strategic plan.

At the 2022 PLA Conference in Portland on March 23-25, Library staff will be creating a mini version of the popular "Overdue" event. This special space will be open to all conference attendees during vendor hours and will feature virtual reality, make and take

crafts, mural painting, and live music from former Artist-in-Residence, Wendell Culbreath, THE Dubber. Library staff will be on hand to share and promote the many initiatives and programs offered by the Library.

The Friends and Foundation will be purchasing approximately 1,000 maker space aprons, at a cost not to exceed \$6,500, branded with the Friends and Foundation logo as a takeaway for conference participants visiting the Richland Library space. The aprons will be a great takeaway for attendees to "show and tell" when they return to their home libraries and, in turn, will promote the Friends and Foundation to a national audience.

Friends and Foundation appreciates the opportunity to participate in the Library's efforts of contributing toward a successful PLA Conference, especially this year, while Executive Director Huggins is PLA president.

TREASURER'S REPORT

Treasurer Avni Gupta-Kagan provided the report for the month ending 11/30/2021.

Balance Sheet

Cash and investments have decreased by \$1.8 million in November. This change is due to \$800 thousand in revenue deposits, \$1.5 million in payroll and benefit payments and \$1 million in vendor payments.

Income Statement

Fees and charges for services have increased from last year due to opening from COVID shutdown.

Investment income is not currently comparable to prior year or budget due to market values of the Library's long-term investments. The change in value from long term investments since July 1 is a decrease of \$51,000. The interest income from the short-term investments is \$18,500 and from long-term investments is \$28,000 which is a total of \$46,500. The difference between the unrealized loss and the realized investment income accounts for the \$4,500 loss showing on the financial statement. Keep in mind that this change in value is attributable to the long-term investments only and the Library does not need to utilize the long-term investments for cash flow needs. The Library currently manages short term investments through Synovus re purchase agreements and with a TD money market account.

The increase in donations was due to a \$250,000 donation from the Bagwell Estate. All other income appears to be in line with prior year and/or within budget. Expenditures for Supplies and Facilities are much greater compared to prior year's numbers. Last year at this time, the Library was shut down for COVID and these expenditures will not be comparable.

Contractual Services shows an increase from prior year due to the timing of the payments for web design and for Polaris Maintenance.

All other expenditures are in line with the budget (58% still available to spend).

Grant Income Statement

The library is managing over \$900,000 in grant projects currently.

Capital Project Income Statement

The Library is closer to the closing out of these projects. There are still a few outstanding items to be finalized and paid. There are currently about \$172,000 of open purchase orders. These unpaid expenses are mostly for the wayfinding project. There is also \$300,000 set aside for the purchase of Edgewood.

Mr. Davis with Mauldin Jenkins provided a report, including a power point presentation, regarding the recent audit. Mauldin and Jenkins won the bid for audit services and will provide these services for the next five years. Richland Library received a clean opinion.

ITEMS OF BUSINESS

Proposed Action Items:

A. Easement and Right-of-Way

The Library Board of Trustees is being asked to approve entering into the easement and right of way for the East Richland County Public Service District and Richland County Public Library/Richland County located at 5317 Trenholm Road (Cooper Location), Tax Map Reference Number R14014-06-25 (the "Library Property") to be recorded in the Register of Deeds for Richland County.

A number years ago, the ERCPSD constructed a thirty-inch sewer collector line across the property at 5317 Trenholm Road. This easement/right of way documentation was not recorded in the Register of Deeds for Richland County at that time and is being presented to the Board for the purpose of entering into record the Easement and Right of Way for the sewer utility facilities.

The access rights (right-of-way) to the easement area will be provided by a separate license agreement which will be presented to the Board as well. Upon approval of the Board of Trustees, the Richland County Library Board, and the Richland County Council, the easement and right-of-way will be signed by all parties and recorded in the Register of Deeds for Richland County.

Impact (Budget/Staff/Etc.)

Initial Cost: N/A

Maintenance Costs: N/A

Source of Funds: N/A

Ms. Rambo called for a motion to approve as presented above.
(Motion: JR Noble; Second: J. Shadd; Motion Carried.)

B. LICENSE AGREEMENT

The Library Board of Trustees is asked to approve a license agreement between the Richland County Public Library and the East Richland County Public Service District for the tract generally located at 5317 Trenholm Road (Tax Map Reference

Number R14014-06-25 and R14014-06-17).

This license agreement will provide ERCPSC a non-exclusive right and license to enter onto and cross the tract, owned by RCPL, for the purposes of installing, inspecting, repairing, operating, replacing and maintaining the 30-inch Sewer Line and related sewer facilities.

Upon approval of the Board of Trustees, the Richland County Library Board, and the Richland County Administrator or, if necessary, the Richland County Council or the license will be signed by all parties.

Impact (Budget/Staff/Etc.)

Initial Cost: N/A

Maintenance Costs: N/A

Source of Funds: N/A

Ms. Rambo called for a motion to approve as presented above.
(Motion: J. Shadd; Second: B. Branic and Erin Johnson simultaneously; Motion Carried.)

CHAIR'S REPORT

Vice Chair Rambo provided the Chair's Report in the absence of Chair, Katherine Swartz Hilton.

- Ms. Rambo welcomed Richland County Councilwoman Allison Terracio to the meeting.
- Ms. Rambo will be attending the PLA Conference, March 23 – 25, 2022 in Portland OR as a Trustee delegate.
- She gave a reminder to the Board that Richland County requires a quarterly attendance report to be submitted to the Clerk's office, due to County ordinance. By-laws and Trustee Agreement information was given, along with a new calendar of meetings for 2022.
- An excerpt from a letter received from a customer regarding the excellent service rendered from Diane Artemus and staff at the North Main location. "they always serve up the requested information with 100-watt smiles".

EXECUTIVE DIRECTOR'S REPORT

- Covid Protocols - Ms. Huggins stated the RL team has updated Covid protocols. She indicated there is more RL staff currently out due to Covid than all of 2020 – 2021. We are following CDC guidelines with new quarantine guidelines. Each manager has been directed to create a schedule of their team(s) that reduces number of people in offices/buildings. Departments aren't meeting with other departments or teams and are staying in their location bubble. The Library has implemented more distancing of staff, in addition to previous and existing protocols, and requiring staff to masks at all times. Customers are not required to wear masks. The Human Resources Department at the Library is looking into contracting with a private company which could possibly provide faster Covid-testing for library staff who have been exposed or are in quarantine. Staff is

encouraged to stay home if sick and it appears that work still seems to be a safe place relating to exposure. At this point, services are not being reduced but RL is ready if the situation requires, such as closing a location if there is not enough staff to provide services. If the situation requires closures, the Library can return to curbside service, outdoor computer use, whatever is required for safety. Ms. Huggins recently spoke with other cultural partners in the area and they are in similar situations. These protocols will be in effect at least until January 21 but most likely until the end of January.

- Ms Huggins provided the following report on Racial Justice week on behalf of Tamara King, Chief Diversity and Community Engagement Officer.
 - Richland Library has joined Richland County to celebrate its first ever Racial Justice Week January 17-22, 2022. The Council voted unanimously last year to resolve the upcoming week to coincide with Martin Luther King Day.
 - Richland Library customers can anticipate [virtual author events](#), [storytimes](#), recommended readings and engaging discussions from the past year that encourage honest dialogue on injustices, anti-racism and diversity.
 - The week-long celebration begins with [Virtual Let's Talk Race Community Conversation](#) in partnership with the Columbia Museum of Arts' exhibition [30 American on Monday, January 17th](#).
 - With the canceling of the King Day at the Dome and other MLK events due to spread of COVID-19, the library is providing our community with a safe and engaging way to still acknowledge the holiday and amplify the work of MLK.
- The Board of Trustees' Retreat is planned for February 11, 2022 in the Auditorium at Richland Main. The Board will be provided research which has been conducted on community needs along with brainstorming on best ways for RL to reach those needs. This will also inform the next version of the Strategic Plan. As we approach the date of the Retreat, if Covid conditions don't facilitate a safe in-person meeting, the Retreat will be re-scheduled.
- Ms. Huggins called upon Janice Surginer, Librarian at Southeast, to provide a report on *A Year of Black History* programming. Janice is a long-standing member of AACHE (African-American and Cultural Events committee which has provided amazing events, content, etc., for over twenty years.

Ms. Surginer stated that the AACHE will not celebrate Black History Month for the coming year, however, the committee will honor A Year of Black History including international, national, and local personalities. This report will cover the first quarter of the year, January – March.

- January
 - Kick-Off, Saturday, January 29, 2022, 11:00 a.m. – 3:00 p.m. at Hyatt Park in celebration of the Gullah Geechee culture with It's A GULLAH GEECHEE Celebration! Featuring international storyteller, Aunt Pearlie Sue; Gullah Gullah Island's Natalie Daise; the Black Cowboys of Rembert, SC and the Honorable Congressman, James Clyburn.
- February
 - Barbershop Talk, hosted by Chris Flemming, North Main and John Wright, St. Andrews. This is a panel discussion with men of color.
 - AFRO: A Mirrored ReFLEXION! – a discussion of the similar disparities facing the AFRO-Latinx and African-American communities. Hosted by Tanya Rodriguez-Hodges, Latino Communications.
- March
 - A Seat at the All-White Table, hosted by Cynthia Hardy, Onpoint. Will address the recent study that Black females have to work until they are 83 years of age to get what white men get at 60.

The Committee is also excited to be bringing a very special guest event in March and will announce as soon as possible.

The partners for this year are the SC Humanities Council, UofSC African-American Studies Research Program, and Latino Communications.

- Ms. Huggins announced that, effective immediately, Amanda Reed is being promoted to Director of the newly created Events and Experience Department. Amanda will become part of the Executive Leadership Team. Amanda has been with the Library for more than 9 years and has worked in many of system's locations. She graduated from the Richland Library Leadership Program in 2017. She is also active in the South Carolina Public Library Association, holding various leadership roles as well as being named SCLA's Outstanding Paraprofessional of the Year in 2017. She received both her Bachelors in Information Science and Masters of Library and Information Science from the University of South Carolina.

Amanda's role is expanding as we create three new leadership positions that will report to her: Arts and Culture Manager, Children and Teen Services Manager and Events and Experience Manager.

This department will be instrumental in helping us transition into in-person services when possible while continuing to find creative ways for us to offer system-wide programming that meets our community's needs through outdoor as well as virtual programs and services.

- Ms. Huggins referenced the F-Suite article which focuses on the Library's Entrepreneur-in-Residence program.

DATE OF NEXT BOARD MEETING

The next Board of Trustees meeting will be held on March 14, 2022 due to the BOT Retreat scheduled for February. However, this is subject to change and a brief Board meeting or Special Called Meeting may possibly be required.

CITIZEN INPUT

None

ADJOURN

Ms. Rambo adjourned the meeting at 6:37 p.m.

Respectfully submitted,

Jennifer Ford, Secretary