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## **RICHLAND LIBRARY BOARD OF TRUSTEES MINUTES**

**Virtual  
March 14, 2022**

A regular meeting of the Richland Library Board of Trustees was held on Monday, March 14, 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

### **Library Representatives Present:**

Melanie Huggins, Executive Director  
Georgia Coleman, Chief Customer Officer  
Tamara King, Chief Equity and Community  
Engagement Officer  
Priscilla Roper, Chief HR Officer  
Wanda Taylor, Executive Admin Assistant

Also Present: Bob Mathews (Chair F + F), Kai Tang, Sarah Sawicki, Amy Teramoto, Mike McHenry, Sharita Sims, Anika Thomas, Chelsea Rudisill, Elizabeth Barrett, Kelly Jones, Heather Berry, Kelly Jones, Leah Bartys, Jenny Dilworth, Learning Engagement Staff, Lisa Gieskes, Lisa G., Mahogany Skillings, Michael Tran, Noah Chavarria, Roxanne Price, Todd Barrett, Diane Artemus

### **CALL TO ORDER**

Ms. Swartz Hilton called the meeting to order at 5:33 p.m.

### **ADOPT CONSENT AGENDA**

- A.** Update to Smoke and Tobacco Free Policy
- B.** Unitrends Backup Support Contract
- C.** Dell Technologies Servers Purchase
- D.** OrangeBoy Contract Renewal
- E.** Aten Annual Contract Renewal

Ms. Swartz Hilton asked if there was any objection or discussion pertaining to any item from the consent agenda. With no objection, the consent agenda was adopted.  
(Motion: W. Stork; Second: L. Rambo; Motion Carried)

### **CITIZEN INPUT**

None

### **ADOPT AGENDA**

Ms. Swartz Hilton called for a motion to approve the full agenda.  
(Motion: B. Gregory; Second: J. Ford; Motion Carried.)

## **FRIENDS AND FOUNDATION REPORT**

Mr. Mathews provided the following report:

### Nominating Committee

The Friends and Foundation Nominating Committee met on February 2nd. Continuing the commitment to the values of equity, diversity and inclusion to ensure the board is representative of the community served, the committee is focusing recruitment efforts this year on two categories: Gender (There are currently 6 males and 14 females on the board) and Race/Ethnicity (currently there is no Latinx representation on the board). While there is particular attention being focused to those two categories, the process is open to candidates who don't necessarily fit within that focus. The committee identified several possible candidates, and is in the process of contacting them to gauge interest. Board interviews will take place over the next month or so. The goal is to have a slate of candidates to present to the board at the June 22nd meeting. If anyone knows of a candidate who should be considered, please bring to Tina Gills or Bob Mathews' attention.

### Elizabeth Black Attending PLA Conference

At Melanie's suggestion, the incoming board chair, Elizabeth Black, will be attending the Public Library Association annual conference in Portland on March 23<sup>rd</sup> to the 25<sup>th</sup>. Friends and Foundation will look forward to hearing from Elizabeth at the April board meeting, about her impressions of the conference.

### Book Sale

The January book sale was cancelled due to a rising number of COVID cases. Plans are in place to have a 2-day sale on Friday and Saturday, April 22nd and 23rd. Customer capacity will be limited inside the Operations Center with plans to extend the hours of the private donor sale on Friday to accommodate as many donors as possible.

An invitation-only sale for three of the largest volume book dealer customers took place on Friday, February 25<sup>th</sup>, raising just over \$2,500.

### Ethel Bolden Minority Fellowship

The Library's HR team recently began distribution of the 2022 Ethel Bolden Minority Fellowship application to area colleges and universities including Vorhees College, Claflin University, University of South Carolina, Anderson University, College of Charleston, and Allen University. The goal is to reach out to as many colleges and universities as possible. The Friends and Foundation awards the Fellowship annually to honor and recognize Ethel Bolden's years of service to the Richland County community and its libraries.

The \$3,500 fellowship seeks to encourage and provide financial support to students from underserved/underrepresented ethnic and racial groups who are working toward an undergraduate or graduate degree and interested in working for Richland Library. The successful applicant will be matched to a project at Richland Library for the 2022-2023 school year.

### Support Provided to the Library During Fiscal Year 2021

Every year, Development staff creates a summary of support provided to the Library during the preceding fiscal year. At the February 23<sup>rd</sup> board meeting, the summary for Fiscal Year 2021 was presented, which totaled just over \$309,470. A copy of the summary was included in the Board packet. Mr. Mathews was proud to report that since 2018, the Friends and Foundation has provided more than \$1.5 million in support to the Library.

### A'ja Wilson Foundation Events

Mr. Mathews provided a quick update on the A'ja Wilson Foundation series of events that were to be held on March 18, 19, and 20. Those events are being postponed until sometime in December due to a rising number of COVID cases. It is still expected the Friends and Foundation will be a recipient of a portion of the proceeds from the events, and updates will be forthcoming as more information is learned.

### Audit Report

Last, but certainly not least, Grant Davis, CPA, a director with Mauldin & Jenkins, presented the Fiscal Year 2021 audit report at the February 23rd board meeting, and received an unqualified opinion, which is the highest-level opinion that an auditor can give. Thank you to Sarah Sullivan and her team for their part in this achievement.

### **TREASURER'S REPORT**

Treasurer Avni Gupta-Kagan provided the report for month ending 1/31/2022

#### **Balance Sheet**

Cash and investments have decreased by \$200 thousand in December and increased by \$7.9 million in January for a net change of \$7.7 increase for the two months since the board has seen a treasurer's report. This change is due to \$2.2 million in December revenue deposits and \$10.3 million in January revenue deposits, \$1.4 million in December payroll and benefit payments and \$1.4 million in January payroll and benefit payments and \$1 million in vendor payments for December and \$1 million in vendor payments for January.

#### **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 \$87,000. The interest income from the short-term investments is \$21,000 and from long-term investments is \$36,000 which is a total of \$57,000. The long-term investment also realized a loss of \$14,000. The difference between the unrealized loss and the realized investment income and loss accounts for the \$44,000 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.

State aid revenue is higher than last year due to the timing of receiving the funds. The Library has received \$260,309.21 for 3<sup>rd</sup> quarter and anticipates receiving another \$260,309.21 for 4<sup>th</sup> quarter funding from state aid.

All other income appears to be in line with prior year and/or within budget.

Expenditures for Supplies, Vehicles and Facilities are much greater compared to prior year's numbers. Last year at this time, the Library had been 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 (41% still available to spend).

**Grant Income Statement**

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

**Capital Project Income Statement**

We are closer to the closing out of these projects. There are still a few outstanding items to be finalized and paid. There are currently about \$51,000 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.

**ITEMS OF BUSINESS**

**Proposed Action Items:**

**A. BUDGET AMENDMENT**

RICHLAND COUNTY PUBLIC LIBRARY			
FY 2022 BUDGET AMENDMENTS			
3/14/2022			
	<u><b>INCREASE</b></u>	<u><b>DECREASE</b></u>	<u><b>REASON</b></u>
<b>STATE AID FUNDS</b>			
<b>INCOME</b>			
State Aid Funding	241,236.83		Anticipate receiving full funding from State Aid, increase budget to accommodate this anticipation
<b>EXPENDITURES</b>			
Salaries	241,236.83		Anticipate receiving full funding from State Aid, increase budget to accommodate this anticipation
<b>GENERAL FUND</b>			
Salaries		241,236.83	Re-allocating salaries expense supplemented by State
Professional Services	20,000.00		Aid to cover a need in professional services (class and
Facilities	221,236.83		and comp study) and facilities (way finding production
			of signs and updating social work department)
	-	-	

Professional Services		45,000.00	Move Marketing Professional services to facilities
Facilities	45,000.00		wayfinding production of signs
Marketing		7,000.00	Transfer funds to purchase multi media equipment
Equipment	7,000.00		for marketing department

Ms. Swartz Hilton called for a motion to approve as presented above.  
(Motion: JR Noble; Second: B. Gregory; Motion Carried.)

**B. LOWER RICHLAND AMENDED LEASE**

Mr. McHenry sought Board approval for an amendment to the current lease for the Lower Richland Branch and incorporation of 2600 additional square feet of leased space. The library wants to expand the size of its current Lower Richland Branch in order to provide a flexible space for expanded programming, services, equipment, and materials for the residents of Lower Richland. We believe that this improvement will increase usage and visitation of the LR library and help us better meet and understand the needs of the community. If approved, the lease would commence on May 1, 2022.

**Impact (Budget/Staff/Etc.)**

**\*Note\* All costs do not include current library sq. footage, and would come out of operating funds.**

**Monthly rent of additional sq. footage:** \$1,300.00 (May 1, 2022 thru Sept. 30, 2023)  
\$1,430.00 (Oct. 1, 2023 thru Sept. 30, 2028)

**Addition CAM Expenses (Common area Maintenance):** \$1,278.33

**Approximated up fit cost (one-time cost):** \$100,000.00 NTE

**Approximated electric and water monthly cost:** Electric - \$265.00  
Water - \$41.51

Ms. Swartz Hilton called for a motion to approve as presented above.  
(Motion: Will Stork; Second: E. Johnson and B. Gregory simultaneously; Motion Carried.)

**CHAIR'S REPORT**

Ms. Swartz Hilton reported the following:

- Vice Chair Lee Rambo will attend the PLA 2022 Conference as a Trustee Delegate. The conference will be held March 23 – 25 in Portland, OR.
- Ms. Swartz Hilton reminded Trustees of the BOT Retreat to be held on Thursday, March 31, 9:00 – a.m. – 4:00 p.m., at the Main Library Auditorium

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Huggins asked for the following reports to be given.

- **We're Open Campaign** - Ms. Sawicki, Planning & Projects Director and Acting Director of Marketing & Digital Strategy, reported the following. The Marketing and Digital Strategy team has been brainstorming on ways to re-engage with customers and get them back into the buildings. Coupled with the kickoff of Summer Learning Challenge and the

resumption of indoor programming and room reservations, these efforts should see an increase in door count. Goals include increasing new cardholder retention and numbers of active customers and improving Net Promoter scores. Tactics include inbound and outbound marketing strategies to include new outdoor signage, local media buys on billboard, radio and print, strategic social media boosts and direct mail. Overall messaging will reinforce the importance of literacy and emphasize planning your summer at the library.

- **Communities for Immunity** – Ms. Sims, Community Health Social Worker gave the following report.  
In November 2021, Richland Library (Social Work Department), was awarded \$28,920 from Association of Science Technology, Museum & Library Services, CDC, and collaboration with American Alliance of Museums to educate their communities about coronavirus vaccinations. The Social Work team worked diligently to create and compile factual resources combatting vaccine hesitancy for our two target demographics, parents looking to vaccinate their minor children and black males ages 18-35. The team worked with social media influencers, utilized digital streaming ads, blog posts, compelling stories from familiar library staff faces as well as the tele-town hall to meet the overarching goal of the Communities for Immunity grant, which was to move the community from vaccine hesitancy to vaccine confidence. The team has and is continuing to do this in four ways:
  - Distribute vaccine information – information has and will continue to be disseminated in library locations and the community through multimedia, print outlets, and direct mail.
  - Vaccine clinics - In partnership with Cooperative Health, Richland Library will host two monthly vaccine clinics at our Main and St. Andrews locations in November 2021 and ending in June 2022. To-date RL has hosted 12 clinics and distributed 136 vaccines to ages 7 – 78. 11% of participants received their 1<sup>st</sup> dose, 90% boosters. Moderna & Pfizer vaccines were offered.
  - Outreach – The team has appeared at Soda City twice and also participated in Open Mic event on February 23<sup>rd</sup>, which had 54 attendees
  - Tele-town Hall – A tele-town hall was held on 3/3 and had a great community conversation. Fraendy Clervaud, WACH FOX Anchor, was the moderator and really helped the conversation flowing. Four community experts were featured: Dr. Ada Stewart, Family Physician, Cooperative Health, Rozalynn Goodwin, VP of Engagement, SCHA, Dr. Peter Loper, Jr., Pediatrician, Child & Adolescent Psychiatrist, Prisma Health, and Dr. Jane Kelly, Asst. State Epidemiologist, SC DHEC. Approximately 600 people attended the event and staff is very proud of this considering all the information that's come out recently regarding mask ordinances, etc. Efforts will continue in moving our community to vaccine confidence until April 2022.

**EXECUTIVE SESSION:** Employee Communication with the Board

Ms. Swartz Hilton called for a motion to move into Executive Session.

(Motion: JR Noble; Second: B. Branich; Motion Carried)

The Board moved into Executive Session at 6:38 p.m.

The Board returned to the full Board meeting at 7:32 with no action taken.

**DATE OF NEXT BOARD MEETING**

The next regularly scheduled Board of Trustees meeting, will be held on April 11, 2022.

**CITIZEN INPUT**

None

**ADJOURN**

Ms. Swartz Hilton adjourned the meeting at 7:33 p.m.

Respectfully submitted,

Jennifer Ford, Secretary