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AGENDA
RICHLAND LIBRARY BOARD OF TRUSTEES MEETING
1431 ASSEMBLY STREET, BOARD ROOM
December 12, 2022
5:30 P.M.

A regular meeting of the Richland Library Board of Trustees was held on Monday, December 12, 2022 at 5:30 p.m.

Board of Trustees Present:

Lee Rambo, Chair
Jamie Shadd, Vice Chair
Brenda B. Branich, Treasurer
Will Stork, Secretary
Jennifer Ford*
Betty Gregory
Erin Johnson*
Katherine Swartz Hilton*
Johnny Ray Noble

Library Representatives Present:

Melanie Huggins, Executive Director
Tamara King, Chief Equity and Community
Engagement Officer
Georgia Coleman, Chief Operating Officer
Al Wright, Human Resources Director
Kelsey Andrus, Arts & Media Asst. Mgr.
Mike McHenry, Operations Director
Wanda Taylor*, Executive Admin. Assistant

*Denotes virtual attendance

Also Present: Elizabeth Black, Chair (F + F), Councilwoman Allison Terracio, Tina Gills, Chiquita Brooks, Kiosha Boyles, Lisa Gieskes, Dee Robinson, Jenny Dilworth, Brittany Smith, Kai Tang, Mahogany Skillings, Leah Bartys, Sara Schroeder, Mahkia Greene, Elizabeth Barrett, Heather Barry, Amy Teramoto, Diane Artemus, Diane Luccy, Anne Clifton-Katz, Eastover staff, Kimberlei Davis, Leslie Tetreault, Madelyn Bowers, Jenny Dilworth, Elizabeth McCormick

CALL TO ORDER

Chair, Lee Rambo, called the meeting to order at 5:31 p.m.

CITIZEN INPUT

None

ADOPT AGENDA

Chair Rambo called for a motion to adopt the agenda.
(Motion: B. Branich; Second: B. Gregory; Motion Carried.)

APPROVE MINUTES

The Chair called for a motion to approve the minutes from the November 14, 2022 meeting. At this point, Trustee Johnson stated the minutes indicated she was present at the meeting but, in fact, was not present. The Chair called for a motion to approve the November 14, 2022 minutes with the correction.

(Motion: B. Branich; Second: K. Swartz Hilton; Motion Carried.)

FRIENDS AND FOUNDATION REPORT

Chair, Elizabeth Black, provided the following report:

Employee Campaign

This year's Employee Campaign ran from November 28 through December 7. The campaign raised nearly \$19,000 from 90 library staff members, which is a 26 percent participation rate. This is down a bit from last year's nearly \$21,000 and 31 percent participation. Copies of both an email from the Executive Director, and a letter and response form from Chair Black, were included in the meeting packet on Page 9 through 12.

Direct Mail Campaign

The year-end direct mail solicitation letters were mailed to approximately 15,000 homes in early November, with a follow-up solicitation sent in early December. So far, the campaign has brought in 151 gifts totaling over \$13,000, with an average gift of over \$87.00. Our year-end campaign last year brought in over 460 gifts and over \$38,000 in revenue. A copy of the solicitation is in the meeting packet on Pages 13 and 14.

Estate and Financial Planning Program

On Thursday, December 1st, from 6:00 to 7:00 p.m. in the Main Library Auditorium, the Friends and Foundation sponsored the workshop "Get Started on Your Estate and Financial Plan." Workshop presenters were Will Edwards, Friends and Foundation Board Secretary/Treasurer, who is a partner and attorney with Moore Bradley Myers Law Firm, and Jon Robertson, a former Friends and Foundation Board member, who is a Certified Financial Planner at Abacus Planning Group.

Friends and Foundation donors were invited to attend the workshop, and it was also marketed to the general public through social media and the Library website. The workshop brought in 20 very engaged participants who asked a lot of questions. Will and Jon are planning to take the workshop "on the road" to some of the larger library locations over the next several months.

Request for Library Board Support

As Friends and Foundation Board members and Library staff speak with prospective donors in the community, or when grant applications are due, a question often asked is what percentage of board members have made a gift during the current fiscal year. Because the Friends and Foundation is a fundraising board, all Friends and Foundation Board members are required to make an annual gift so that funders may be informed that there is 100% board participation.

While there isn't a requirement for the Library Board to make a gift as part of board service, it would be helpful to tell funders that the Library Board also has 100% participation.

Later this week, the Board will receive an email requesting support of the Richland Library Friends and Foundation. If Trustees have yet to make a gift since July 1, thoughtful consideration of making a gift in any amount would be appreciated. The gift may be paid all at once, quarterly, or monthly—whatever is most convenient. The Friends and Foundation page of the Library website includes a monthly giving option to designate that your credit card be charged for a certain amount every month. Please let Tina Gills know if there are any questions about this process.

TREASURER'S REPORT

Treasurer Brenda Branich presented the following report for months ending 9/30/2022.

Balance Sheet

Cash and investments have decreased by \$1.9 million in October. This change is due to \$300 thousand in revenue deposits, \$1.4 million in payroll and benefit payments and \$800 thousand in vendor payments.

Income Statement

The county allocation is still short for FY 2022 by \$481,909.18. We are in communication with the county on when we will be able to receive those funds.

Property taxes are lower than prior year since the County funding budget decreased and there were no carry over funds from FY 2022. We will not receive much 2023 county funding until tax payments are received by the county starting in December.

County ARPA funds have been approved by County Council but not yet received. We have submitted the documentation needed to receive these funds.

Charges for services have increased from last year since we are now able to charge for prints and copies as opposed to fewer charges from this time last year.

Investment earnings are not comparable to this time last year due to the investment market shift. The investment loss is from the Library's long-term investment and is due to the change in value of the investments. There is no anticipated need to use this investment for cash flow and we anticipate continuing to hold this investment long term.

The November investment statement shows an increase in value of \$52,052 for the month. This is due to a positive market shift in November.

Donations revenue is mainly from the Friends and Foundation and we have not yet invoiced them for this funding. We typically invoice in January and June.

Personnel cost is higher than prior year due to a budgeted increase in personnel. The rest of the expenditures are within the anticipated budget (67% or higher) and comparable to prior year.

Grant Income Statement

The library is managing over \$800,000 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 \$12,000 of open purchase orders. These unpaid expenses are for the wayfinding project. There is also \$300,000 set aside for the purchase of Edgewood.

ITEMS OF BUSINESS

Proposed Action Items:

The Chair called on Mike McHenry, to present the following action item.

A. Janitorial Services Contract

Board approval is sought for a new contract agreement for janitorial services at all locations, system wide with Sandlapper Cleaning and Services.

An RFP was issued in October of this year for the services required. Four proposals were received and scored by a committee of staff, and this proposed vendor is the recommended company to provide the services.

Maintenance Cost: Annual cost - \$692,125.00

Potential overall contract value (5-year potential) - \$3,460,625.00

Source of funds: General Fund > Building & Grounds > Maintenance Contracts

If board approved, services will begin on January 1, 2023.

Progress and quality assurance will be monitored by the Operations Staff to ensure everything requested is completed. Contract period initially is for 1 year, and extendable up to 5 based on performance.

The Chair called for a motion to approve as presented above.
(Motion: JR Noble; Second: B. Branick; Motion Carried.)

The Chair called upon Al Wright, to present the following action item:

B. RL Holidays and Closings 2023 Schedule

Consideration for approval is requested of the Board of Trustees to approve RL holidays and closings for the 2023 holiday schedule to include an additional date during the month of November.

Approval of 2023 holiday schedule is requested to allow staff to plan accordingly. An additional day is requested as we continue to manage through 2023 budget constraints and hiring constraints, this additional paid holiday will be an extra day for staff to reenergize. This may also decrease the possibility of staff shortages for the holiday week.

The schedule would present as normal with the exception of the additional day. Salaried employees will receive three paid holidays for the Thanksgiving holiday on Wednesday, Thursday, and Friday. Part-time staff will have the opportunity and flexibility to make up any hours needed to meet their schedule. The library system will operate on a normal schedule the following Saturday and Sunday.

The calendar update and communication to staff will proceed upon approval.

The Chair called for a motion to approve as presented above.
(Motion: J. Shadd; Second: W. Stork; Motion Carried.)

CHAIR'S REPORT

- Chair Rambo welcomed and thanked Councilwoman Terracio for being present. Councilwoman stated she was glad to be back to attendance in-person. She looks forward to working with County Council in continued support of the library.
- The Chair reminded Trustees about the Governance Workshop scheduled with Dr. Shawn Edwards on January 9, 2023 at 3:00 p.m., prior to the regular BOT meeting.
- The Chair stated Councilman Bill Malinowski will be leaving Richland County Council at year's end. He has served District 1 since January, 2007. Over the years, his service covered many important issues relating to the library, including the \$59 million bond referendum. Best wishes were expressed to Councilman Malinowski for all the best in the future. District 1 will now be represented by Jason Branham.
- The Chair, with gratitude, recognized Trustees leaving the Board – Will Stork, Jennifer Ford, and Rev. Johnny Ray Noble. A small gift was presented to each.
- The Chair announced new Trustees joining the Board in January - Burlean Moses, Chelsea Richard, Cindy Cox, and Jon Robertson. Cindy Cox and John Robertson have both served on the F + F Board.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director called upon Kelsey Andrus for an update on the Library of Things.

Kelsey gave a PowerPoint overview and update of The Library of Things, a collection of items which can be reserved and checked out on the library site using MyTurn software. This service evolved out of the Studio Markerspaces. The initial collection began with two grants: the Google Impact Challenge Grant, and the Libraries Build Business Grant. The original small collection has grown in response to customer interest.

There are numerous categories including electronic equipment, gardening equipment, home and office items, woodworking related items, arts, music and games are also

available. These categories are broken down into types and status. Also, a very popular seed library has been integrated into the collection. The seeds are given out freely and if a customer has seeds harvested from a plant grown using seeds from the collection, they may return the seeds to the library and Kelsey will determine if they can be rotated back into the collection.

Statistics were given for each collection at Main, Ballantine, Edgewood and Lower Richland. The percentage of items checked out is: 51% at Main with a 25% checkout of seeds. Ballantine showed a 2% checkout rate, with a 10% checkout of seeds. Edgewood showed a 2% checkout of items and Lower Richland showed a 10% checkout from the seed collection.

In all there has been 10,015 checkouts representing 1,867 customers.

There are plans for expansion with pilot locations at Ballantine (First Cooking Equipment Collection); Edgewood (Focus on oral history), and Lower Richland. There will be a six-month evaluation. These expansions will encompass planning as it relates to fiscal responsibility, staffing constraints and meeting customer needs.

DATE OF NEXT BOARD MEETING

The next regularly scheduled Board of Trustees meeting will be held on January 9, 2023.

CITIZEN INPUT

None

ADJOURN

The Chair adjourned the meeting at 6:27 p.m.

Respectfully submitted,

Lee Rambo, Chair