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AGENDA
RICHLAND LIBRARY
BOARD OF TRUSTEES MEETING
1431 ASSEMBLY STREET, BOARD ROOM
November 10, 2025
5:30 PM

A regular meeting of the Richland Library Board of Trustees was held on Monday, October 13, 2025, at 5:30 p.m.

Board of Trustees Present:
Erin Johnson, Chair
Brenda B. Branich, Vice-Chair
Tyson K. Brown, Secretary
Jon Robertson, Treasurer
David Campbell*
Cindy Cox
Valerie Byrd Fort*
Burlean Moses
Lee Rambo
Chelsea Richard
*Absent with notice

Library Representatives Present:
Tamara King, Executive Director
Mike Bassford, Director of Finance
Heather McCue, Children/Teens Mgr.
Phillip Windsor, Board Librarian
Tristan Richardson, EDI Coordinator
Wanda Taylor, Exec. Admin. Assist.
Mike McHenry, Operations Director

Also Attending: Sarena Burch, Chair of F + F; Devin Osbey; Diane Luccy; Chiquita Brooks; Sarah Seegars; Dee Robinson; Elizabeth Barrett; Amy Teramoto

CALL TO ORDER

Chair, Erin Johnson called the meeting to order at 5:31 p.m.

ADOPT CONSENT AGENDA

Chair Johnson presented the consent agenda including the full agenda and minutes from October meetings. The Chair asked if anyone requested a change on the agenda. With no objections, the consent agenda was unanimously adopted.

CITIZENS INPUT

There was no citizen input.

FRIENDS + FOUNDATION REPORT

Sarena Burch, Chair of F + F provided the following report.
The fall book sale generated \$15,600.00 which was a 17% increase from last year. A staff

giving campaign is in current in progress. The unveiling of the interactive baby and toddler wall is being unveiled, compliments of a donation from the Friends and Foundation.

TREASURER'S REPORT

Treasurer Jon Robertson reported that the Financial Health Committee met on October 24 to discuss the audit, which is going well. Also presented was the necessity of tracking reserves versus budget, budget transfers, as well as edits to the typical board packets.

ITEMS OF BUSINESS

Proposed Action Items:

- A. Northeast Branch Roof Shingle Replacement
Mike McHenry, Operations Director, requested approval from the Board for the above item.
(Motion: C. Cox; Second: B. Moses)

After discussion, the motion was amended to the action item to repair the roof at Northeast not in cost excess of \$75,000.00 without additional Board approval.
(Motion: B. Branic; Second: C. Cox and B. Moses simultaneously;
Motion Carried)

- B. Approval of Schindler Elevator Corporation New PM Agreement
The Chair called for approval of the above item.
(Motion: B. Branic; Second: T. Brown; Motion Carried)

After discussion, the motion was amended to approve the agreement with the ability to amend the approved cost based upon non-declinable routine increases.
(Motion: B. Branic; Second: B. Moses, J. Robertson; Motion Carried)

CHAIR'S REPORT

Tamara was awarded the 2025 Ethel Bolden Community Award from the Columbia Urban League, to be presented at the Urban League dinner. This is a full circle moment, as she was an Ethel Bolden Scholarship recipient in 2013.

Trustee Brown will be featured in Columbia's TEDx Congaree Vista as one of sixteen speakers.

SCLA Conference was held in Columbia and was a successful event. Richland Library staff was very involved in the conference.

February 9 is CSI Day, so the board meeting will be held virtually on that particular day.

EXECUTIVE DIRECTOR'S REPORT

The Adaptable Award was given by Able SC to Heather McCue. She and Tristan Richardson presented updates on Library accessibility and belonging.

Christopher Fleming provided a report on the Literacy Program at Lower Richland.

Richland County Council has approved the purchase sale agreement for the purchase of the Lower Richland location of the Library. We hope to have the Council approve the purchase on the 18th of the month.

Clo Cammarata received the Hall of Fame Award at SCLA.

The Overdue event was a success with 550 attendees.

The Data Highlights report focused on staff volunteerism.

DATE OF NEXT MEETING

The next Board of Trustees meeting will be held December 8, 2025.

ADJOURN

With no further discussion, the Chair adjourned the meeting at 6:38 p.m.

Respectfully submitted, Tyson K. Brown (2025 Secretary)