

Minutes
Laurens County Library Board of Trustees
January 27, 2021
4:30 PM, Laurens Library Board Room (Mixed Meeting)

Attendance	Ms. Renita Barksdale (Director), Ms. Jamie Lambert (Deputy Director; via Zoom call), Ms. Shirley Jefferson (via Zoom call), Ms. Annette Senn Crawford, Ms. Rose Blackstone, Ms. Wanda Woody, Ms. Carol Gaines, Ms. Velma Austin, Dr. John Womack, and Sandra Power were absent.
<i>In lieu of Dr. Womack's absence, co vice-chairman Wanda Woody called the meeting to order at 4:31PM. Press was notified about the meeting.</i>	
Minutes:	Minutes from October 28, 2020 meeting were approved. Jefferson made the motion, Crawford seconded.
Financial Report	November 2020 financial record was presented to the board. December 2020 record has been sent and will be presented at a later date due to Covid-19 issues. State aid for November and December 2020 has cleared into library accounts. Packet included transaction listing (expenditures) and total revenue.
Budget	An updated library budget was presented to County Administrator Jon Caime and the Laurens County Council. Adjustments to staff salaries were tabled until the county processes comp study. Notable points: Request for a business manager (full-time) position, bathroom remodel, and the replacement of ceiling tile.
Board Adjustments	Dr. John Womack has abdicated his position as chairman of the board. Two new board members have been suggested (contingent upon county council approval): Caroline Barker and Pamela Bennett. Wanda Woody has been appointed as new board chairman. Blackstone made the motion, Crawford seconded. Note: County Council erroneously approved old board at January 26, 2021 meeting. This will be rectified by Barksdale at a future meeting with suggested members.
Holiday Closings	Closings for 2021 approved. Crawford made the motion, Blackstone seconded.
Steering Committee for Clinton Library	Woody opened the topic by requesting that the full board be involved as part of the steering committee. She also requested one member have prior building experience. Jefferson suggested approaching County Council member Garrett McDaniel about involvement. Barksdale presented that County Administrator Jon Caime has requested a variation of members; she suggested former city planner Jerre Threatt. Member decision was tabled until a later date.
Director's Report	HVAC issue was brought up involving low temperatures across the Laurens Library, but in particular the Youth Services office. The employees are being moved to another office to open up the current space for future children's programming. The Youth Services department is discussing program variations in relation to how the Covid-19 situation will be in the future. Barksdale is collecting input from staff and making decisions regarding improving the system's marketing strategy. This includes boosting Facebook and community outreach efforts. Library hours may be adjusted; Barksdale will prepare data (numbers) before presenting results at a future board meeting. Barksdale has compiled and presented to the board a document of staff input for future in-house improvements. Notable points: Garden, library cat, staff-centric activities such as meetings one-on-one and department wide.
Friends of the Library Report	Gaines reported that former director Ann Szypulski was presented her gifts (including gift card) on January 8, 2021 with a press announcement. There will be leadership adjustments in the coming spring, including Gaines stepping down after serving as FOL president for two terms. She will have a meeting soon to discuss FOL membership for the 2021 year and fees.
<i>Jefferson called the meeting to be adjourned at 5:04PM. Blackstone seconded.</i> <i>Submitted by Jamie Lambert 1/27/2021.</i>	

Minutes
Laurens County Library Board of Trustees Quarterly Meeting
April 28, 2021
4:30 PM, Laurens Library Meeting Room (Mixed Meeting)

Attendance	Ms. Renita Barksdale (Director), Ms. Jamie Lambert (Deputy Director), Ms. Shirley Jefferson, Ms. Annette Senn Crawford, Ms. Pat Moberg, Ms. Wanda Woody, Ms. Carol Gaines. Ms. Velma Austin (via Zoom call). Members absent: Ms. Rose Blackstone.
<i>Meeting was called to order at 4:33 PM by Wanda Woody. Barksdale made motion to make amendment to agenda, Woody approved; Jefferson seconded.</i>	
Minutes:	Minutes from meeting were approved by Crawford, Woody seconded.
Financial Report	Barksdale reviewed report from accountant, estimates \$50,000 in bank account by end of fiscal year. Explanation of purchase process (for example, Amazon in leu of Midwest Tapes).
Laurens Building Updates	<ul style="list-style-type: none"> • Computer adjustment to make patron's usage viewable to staff. • New system through Envisionware to offer remote help to patrons. • Expanded computer area for more ethernet and power outlets. • New book drop will be installed outside. • Children's and Reference desk has been removed. Staff will be pushed to offer 'roving' assistance/ reference. • New meeting room technology – television and computer at podium – for patron usage. • New book display for adult fiction • iPads throughout the library for catalog search closer to collections.
Update on Board Vacancies	The County Council has tabled board approvals again. McDaniels, Tribble, Patterson's districts do not have representatives. Barksdale asked board members to call commissioners to push for members. Board requested to find out what districts are already represented.
Approval of the Job Description	Woody requested qualification remove simply high school diploma. Experience can be substituted in leu of education. Motion made by Woody for approval (with amended changes). Jefferson seconded. All approved.
Approval of Circulation Policies	<ul style="list-style-type: none"> • Barksdale reviewed policy and explained significance of why the library needed the policy. <i>Example, guest passes not for residents.</i> • Idea for new 'juvenile' restriction (for approval by adult legal guardian). • Appeal process explained if a patron/ library user contests their ban • Notices when the new policy is published for the public will be out to alert them of changes via email/ website. • Patrons can have a printed version of policy if they pay for the copy, otherwise a 'sparknote' version or email will be provided (upon request). <p>Woody made the motion to approve with amendments. Jefferson seconded. All approved.</p>
Approval of Staff Code of Conduct	Woody made the motion to approve. Crawford seconded. All approved.
Approval of Rules and Regulations	Make amendment to 12 regarding the patron's privacy/confidentiality. Woody made the motion to approve with amendment. Jefferson seconded. All approved.
Approval of Staff Day (June 1, 2021)	Woody made motion to approve. Crawford seconded. All approved.
Saturdays (Amendment)	Closing Clinton on Saturdays, Laurens will stay open. Woody made the motion to approve. Jefferson seconded. All approved.
Director's Report	Barksdale gave website upgrade overview.
Friends of the Library Report	Ms. Moberg will be new Friend's president May 1 st Overview of membership changes for board: Mackie Barnes, Josh Black Postponed Friends meeting for the public. \$698.50 made at Big Friends Book Sale.

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*Woody called the meeting to be adjourned at 5:52PM. Crawford seconded.
Submitted by Jamie Lambert 4/29/2021.*

Minutes
Laurens County Library Board of Trustees Quarterly Meeting
July 28, 2021
4:30 PM, Laurens Library Meeting Room (Mixed Meeting)

Attendance	In-Person: Ms. Renita Barksdale (Director), Ms. Jamie Lambert (Deputy Director), Ms. Pamela Bennett, Ms. Shirley Jefferson, Ms. Annette Senn Crawford, Ms. Pat Moberg, Ms. Wanda Woody-Workman (chairman), Ms. Rose Blackstone Via Zoom call: Ms. Velma Austin
<i>Meeting was called to order at 4:30 PM by Woody-Workman. Press was notified.</i>	
Minutes	Jefferson approved, Blackstone seconded. All in favor.
Financial Report	<ul style="list-style-type: none"> • Barksdale relayed that once all checks (from State and vendors) are deposited by the beginning of August, the library will have a \$90,000 in their account. • TLC will be the first check cut for the financial year. This company is responsible for circulation programs.
Laurens Building Updates	<ul style="list-style-type: none"> • Gutters are being cleaned by county • Breakers are being fixed to bring back lights and AC – fixed by contract workers • Women’s restroom had flooding issue, was fixed via the county. • Contractors are preparing to replace public restrooms in front hall. • Bookmobile battery was replaced.
Update on the approval of the new Board of Trustees	Two new members: Pamela (Pam) Bennett, former employee of the Laurens County Library; and Amy Adams (still not in contact with at this time).
Summer Reading Activities	<ul style="list-style-type: none"> • 350 sign-ups for Summer Reading. • Story Time had 40 people each program • Movie Night had 40 people attend • Quidditch had similar numbers • Planning for next summer is already underway • Suggestions for new locations for future programs (Laurens County Park, Joanna/ Cross Hill Park)
Meeting Room Policy	<ul style="list-style-type: none"> • Add \$150 for food and drinks, \$50 will be refunded if no cleaning is necessary. • Add note: Policies can be amended at any time by the board. • Crawford made a motion to approve, Jefferson seconded.
Approval of opening the Meeting Rooms	Austin made a motion to open, Blackstone seconded. All approved.
Approval of fully opening the library	
Approval of fully opening up SC Room	
Approval of the Deed of Gift form	Woody-workman makes a motion to approve form, Jefferson seconded. All approved.
Approval of 2021-2022 Fiscal Year Budget	<ul style="list-style-type: none"> • With County and State Aid, the library will have a budget for \$1,167,117 • Grant was applied for to cover 70% of RFID tagging cost <p>Jefferson made motion to approve, Bennett seconded. All approved.</p>
Director’s Report	<ul style="list-style-type: none"> • E-Rate will help update networking for the library system. • Full-time administrative assistant position was not approved, however county will revisit later after comp study is finished. • Part-time position is going to be available for library assistant. • Mobile Printing Software is new for patrons. • Remote Assistance is now available for in-house patrons.
Friends of the Library Report	<ul style="list-style-type: none"> • First meeting was in July.

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	<ul style="list-style-type: none">• Balance: \$9796.48• Book Donation Policy is in works for book sales and donation procedure in general.
Extra	<ul style="list-style-type: none">• Update on Clinton Library Progress
<i>Blackstone called the meeting to be adjourned at 5:47 PM. Bennett seconded. Submitted by Jamie Lambert 7/28/2021.</i>	

Minutes
Laurens County Library Board of Trustees Quarterly Meeting
October 26, 2021
4:30 PM, Laurens Library Meeting Room (Mixed Meeting)

Attendance	In-Person: Ms. Renita Barksdale (Director), Ms. Jamie Lambert (Deputy Director), Ms. Pamela Bennett, Ms. Shirley Jefferson, Ms. Annette Senn Crawford, Ms. Pat Moberg (friends), Ms. Wanda Woody-Workman (chairman), Ms. Rose Blackstone Via Zoom call: Amy Adams and Velma Austin
<i>Meeting was called to order at 4:30 PM by Woody-Workman. Press was notified.</i>	
Minutes	Woody-Workman approved and made motion to approve. Bennett and Blackstone seconded.
Financial Report	Barksdale stated that library system is spending as expected at this time.
Laurens Building Updates	All ceiling tiles have been replaced. Bathrooms for staff not complete at this time. County has been notified about the issue.
Mission Statement- Approval	Jefferson made a motion to approve "Educate. Empower. Entertain." Bennett seconded the motion. All approved.
Logo - Approval	Woody-Workman approved the adjusted logo. Bennett seconded the motion. All approved.
Interlibrary Loan Policy	Jefferson made motion to approval the policy. Woody-Workman seconded the motion. All approved.
Company Cellphone for Jamie, Renita, and Robert	Motion tabled until future meeting and pending county approval and clarification.
Promotion Procedures- Approval	Woody-Woodson made motion to approve the procedure. Crawford seconded. All approved.
Clinton Public Library Updates	Three companies have put in bid to clearing the lot. The house on the lot will be put up for auction.
Director's Report	We are currently in the process of getting RFID tagging for our items. The state has covered \$30,000 of the cost. The libraries will be going under a weeding period. November 8, 2021 – Candidate review for new cataloging manager. Staff members (technical services) Cynthia Montgomery and Kathryn Weathers will assist Barksdale and Lambert with selecting the next manager. Vacant library assistant position will be reevaluated to fit needs of director's administrative needs. Montgomery and Weathers will have positions reevaluated for pay adjustment.
Friends of the Library Report	Moberg spoke about the upcoming pie raffle and the changes for the Friends group.
Extra	Personnel issues were discussed.
<i>Jefferson called the meeting to be adjourned at 5:33PM. Bennett seconded. Submitted by Jamie Lambert 10/2021.</i>	