

Meeting Minutes

Subject: SCSL Board Meeting

Date: November 8, 2006

Attendees: All board members present except for Margaret Bundy. LISSA representative Mary Anne Hamblin. APLA was not able to send a representative to this meeting due to scheduling conflicts.

Action Items:

Board Chair, BG Stephens called the meeting to order at 10:37a.m. He welcomed new board member Earl Mitchell from Charleston.

Curtis Rogers reported items from the Interim Director's report highlighting a visit to Conway's new main library grand opening, staff development the State Library staff are involved in, new staff at the State Library, the 10² TBS celebration, LSTA 5 year planning process, as well as statistics, SCLA, and OPAL items.

Curtis Rogers asked the board about the possibility of having leadership team members report special projects to the board at future meetings to which the board agreed with the stipulation that he select the person and that the presentation be limited to 10 minutes. When the next board meeting date is set, he will incorporate this into the agenda. Marie Horne also mentioned a tour of TBS she took and said it was extremely beneficial. Rogers offered that at any time a board member would like a tour of both buildings, to feel free to contact him to arrange it.

The 1st quarter financial report was reviewed. The OHR-approved Grievance Policy was provided as information and will be posted to the intranet for staff. Board members should replace their old copy with the updated version. Copies of the agency's Emergency Preparedness Handbook were provided to each board member. Dr. Stephens commented that it was a very well compiled document and that board members should review it for personal information as well as library related information.

The board reviewed the provided job ad and agreed to the following version:

Director, South Carolina State Library

The South Carolina State Library is seeking a dynamic administrator to work with legislators and other public officials, develop partnerships that enhance statewide library programs, and promote resource sharing. We are seeking a true leader who values planning, organizational development, participative management, and motivating talented people. You need to love what you do and inspire others to do the same. The individual we seek will have strong budgeting skills, the ability to reach out to a diverse community, be comfortable with challenging situations and emerging technologies, and the ability to communicate effectively with the staff, the community, and the media. Applicants must be a graduate of an ALA accredited graduate library program and have at least ten (10) years experience, preferably in a public library or state library agency, in increasingly responsible positions or possess the equivalent experience. The South Carolina

State Library is an independent agency of state government, governed by a seven-member board appointed by the Governor. The library staff members are committed to the organization's mission to provide, advance, and promote excellent library services and equal access to information.

Salary Range: \$68,471 - \$106,075

Hiring Range: Up to \$86,947

The interview process was discussed and the board decided to follow this general outline:

1. Candidate Presentation – approximately 20 minutes with Q&A to total 45 minutes
 - a. Attendees will include available SCSL staff, members of the SC library community
2. Interview with the Board – approximately 1 hour
3. Interview with the Leadership Team – approximately 1 hour
4. Lunch with Dr. Samantha Hastings of USC SLIS (if available)

A general timeline was discussed and will follow this format:

November

- Job ad emailed to SCSL Staff and Board
- Rogers will submit the ad to Library Hotline to appear in two sequential issues
- Rogers will post job ad to multiple listservs/web sites such as SLIS Jobs, LIBJobs, COSLA, SCSL Web Site, SOLINET's Job Bank, etc.
- Marietta Boykin will post job ad to State Government Jobs site

December

- Begin receiving applications

January (mid to late)

- Decide on potential candidates
- Schedule interview dates

January/February

- Conduct Interviews

March/April

- New Director to begin

LISSA (Library & Information Science Student Association) Report by USC SLIS student Mary Anne Hamblin

Hamblin reported that LISSA has been active this semester with Kristin Lawson as president. Chair is Travis Ferrell and was here last meeting. She mentioned the activities involved with the Lubuto Library Project/Foundation www.lubuto.org to provide books for sub-Saharan children. They need

volunteers to call publishing houses to donate books for the program. The LISSA annual fall party and Scrabble party will be Nov 18th. Registration fee is \$5.00 and all funds will go to Lubuto. Copies of *SLISten Up!*, the LISSA newsletter were provided. LISSA is also involved with "Reach out and Read" and with the Richland 1 school district on various projects. They are also working with the SCCBL (SC Center for Children's Books and Literacy) to promote literacy. Some students will be attending the ALA conference this summer in Washington DC.

Other:

A question regarding board appointments was raised since Dr. Stephens has not yet been reappointed to serve a second term and is currently the board chair. It was decided that board elections would be postponed until appointments by the Governor are completed. Betsy Crawford nominated Deborah Hyler as acting chair should BG Stephens be suddenly replaced and not granted a 2nd term. Marie Horne presented the library with a book, *Charlie's Columbia Backyard* by Caroline Coleman Bennett in Patti Butcher's honor.

The board went into executive session to discuss a personnel issue.

The meeting was adjourned at 11:52 a.m.

Next meeting: date will be determined via email.

Dr. Curtis R. Rogers,
Interim Director