

State Library Board Members
Regular Meeting Minutes

Date: September 24, 2015
Time: 10:30 a.m.
Location: SC State Library, Conference Room
 1500 Senate Street
 Columbia, SC 29201

Board Member Attendance:

Deborah Hyler	Chair	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Loretta K. Green	Member	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Marty R. McKenzie	Member	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
Martha Murtiashaw	Member	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
Suzie W. Rast	Member	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Michael G. Simmons	Member	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Alanna I. Wildman	Member	<input checked="" type="radio"/> Present	<input type="radio"/> Absent

Other Attendee: Leesa Aiken, SCSL were also in attendance.

I. Welcome and Approval of Minutes

Motion: Suzie Rast; 2nd: Michael Simmons

Consensus minutes approved.

II. Agency Report

1. Lottery Funding
 - a. The State Library received additional lottery funding for 1.6 million for county libraries.
2. Library Visits
 - a. Aiken continues to visit public libraries in South Carolina, most recently the Florence County public library. She also spoke at a Rotary meeting in Florence County.
3. Bibliolabs – Self-E Product
 - a. Aiken advised of purchasing the self-publishing software for statewide access. Each county library will have its own instance.
4. Tumblebooks
 - a. The SCSL recently purchased statewide access to Tumblebooks. Tumblebooks is a collection of nearly 1,000 titles and is used in public libraries and elementary schools. Content is most appropriate for those in grades K-6. It includes animated talking picture books, chapter books, videos, non-fiction titles, playlists, and books, graphic novels and math stories.

5. Analytics on Demand through Gale

- a. The SCSL recently purchased Gale's Analytics on Demand which is a program that captures community data to help libraries make data driven decisions to target new populations, create new programs, building planning, and better allocate budget dollars and resources. Analytics on Demand will aid in demonstrating the value of the library in the community.

6. KeyMark

- a. Keymark is a Knowledge Management System that the SCSL has contracted with to create a program that captures public library information in one place. Photographs, documents and papers can be scanned and uploaded to one location for each library. SCSL will be able to add notes regarding their library visits. Public libraries will have a portal to complete necessary paperwork (State Aid forms, grant forms, lottery forms) on-line in fillable forms.
- b. Aiken is also contracting with Keymark to develop a system that tracks concept papers that the library uses to convey new, potential ideas from employees.
- c. Aiken is also potentially contracting with Keymark to develop a system that tracks the Internal Purchase Request through an electronic system as it moves through the system for necessary signatures.

7. Security

- a. Security cameras, automatic door-locks, a panic button, and staff badges have all been installed. There are a few minor issues that are being worked on with the doors. Overall the project has been a success and the Agency is more secured than before.

8. TBS – Employer of the Year

- a. The SCSL TBS Department recently received the Employer of the Year designation from the National Federation for the Blind (NFB).
- b. MaryAnn Wise of NFB visited the SCSL in August. She was complimentary of the program. Aiken asked for input on ways to add patrons who are eligible for TBS services but are not currently participating. Aiken suggested working with the local insurance companies to partner on sending information about TBS to targeted members through an insurance program. Wise thought it was a good idea.

III. Director Report

1. Aiken and Rogers attended the National Book Festival in Washington DC September 4th and 5th.
2. Aiken attended the Southern Council of COSLA in Tennessee at the end of July.
3. The Association of Small and Rural Libraries conference is happening next week in Arkansas. Aiken will not be attending as planned because of an SCLENDS planning meeting that is scheduled September 30th – October 1st.
4. COSLA's fall meeting is scheduled to take place in Cape May, NJ at the end of October.

IV. Public Library News

1. Public Library Directors have been hired in Marion, Kershaw, and Chesterfield Counties.
2. Union and Chester Counties have Public Library Director vacancies.

V. Building Improvements/Maintenance

- 1. 1st Floor renovations.
 - a. The 1st floor renovations have been discussed and a plan to remove the periodical bookcases is in place.
- 2. The Department of Administration is adding a fence to the top of the SCSL. Aiken reported that no accidents have occurred at the SCSL.

VI. Board Business

- a. Simmons and Rast asked that the SCSL website be updated to reflect the Board Member’s current terms.
- b. Hyler asked that invitations to the Board meetings be sent through Outlook so that it is added to everyone’s calendar electronically. Aiken to test this with Board members.
- c. Simmons asked to have the legislative agenda shared with the Board prior to the House and Senate presentations in the spring.
- d. Green asked for Aiken to review which public libraries have ZoomText and Readers available in their libraries. Aiken to include as part of a technology survey.

VII. Personnel Update

- 1. IT Manager position to be posted.
- 2. Library Development Consultant position with an IT focus to be posted.
- 3. Procurement Specialist position to be posted. Danielle Woodard has taken a position with Lexington County.
- 4. A position with a focus on communication, and policy management is currently being considered.
- 5. Aiken passed out a current organizational chart. Aiken to send organizational chart to Board Members electronically.

X. Financial Report

Aiken reviewed and discussed state, federal and other funds.

XI. Upcoming Events

Aiken reviewed upcoming events.

XII. Adjournment

- 1. The meeting was adjourned at 11:35 a.m. The next meeting is November 19, 2015 to accommodate the Thanksgiving holiday.

Minutes Certification:

Proposed minutes respectfully submitted,

Leesa M. Benggie

 Board Secretary /Recording Secretary

September 24, 2015

 Date

Approved by the State Library Acting Director

Leesa M. Aiken

 Acting Director

September 24, 2015

 Date