

**Jasper County Library Board Meeting  
January 17, 2023  
Minutes**

**Attendees:**

Stu Shatz, Chair  
Glenice Watts, Vice-Chair  
Sandi Vito, Secretary  
Joyce Gerald  
Pam Williams  
Julie Mikols  
Carolyn Fortson, Executive Director, AHJ Library  
Marcia Cleland, Pratt Memorial Library Manager

The Chair called the meeting to order at 6:02 p.m.

Minutes for April Board meeting approved.

Minutes for October Board meeting approved.

**Branch Managers' Reports**

*Pratt Library*, reported by Marcia Cleland:

- Attendance and computer usage is increasing. Computers have been full twice this month
- Saturday attendance is low.

Upcoming Programs:

- Red Cross Ready program – Jan 24<sup>th</sup>, 4:00 p.m.
- Tax assistance program starts on Feb. 3<sup>rd</sup>, every Friday for 10 weeks
- Saturday Color cut and glue – Feb 11<sup>th</sup>
- Dr. Seuss Birthday party – March 2<sup>nd</sup>
- Color your own kite – March 25<sup>th</sup>

Ms. Cleland reported that she and staff have sorted the Children's and Adult sections of the Pratt Library in preparation for the renovation. She also expressed a desire to know when renovations begin so library staff do not book speakers and activities during the branch closure.

*Hardeeville Library*

No report provided. Darlene Thomas Burroughs was not present.

**Director's Report**

- Audit is finished and was a clean audit.
- AHJ will purchase a new version of Quick Books.
- Courier vacancy still open. New postings will be placed at SCWorks and County web site
- SCLends is migrating to new software, sometime in next six months
- Book mobile repairs were done, it was back on road in October. However, lift repairs were needed and are now done. Church donations covered the costs to complete the lift repairs. Additional funding is needed for a new Book Mobile.
- Trustee training completed in November

- All board bylaws will be updated. Discussion of Jasper By-laws held to later in meeting.

### Discussion

A training on the new SCLends platform will be held, perhaps via podcast.

Computer trainings provide concurrent instruction for advanced and beginner learners, and therefore participants are often divided into two working groups. Teaching methods are adjusted accordingly. These trainings are not videoed or offered online at this time.

The courier job will be post on local community bulletin boards. The job posting is located on the AHJ Library web site.

### Pratt Renovation

A committee met in December to discuss two questions asked by Danny Lucas, Jasper County's liaison to the library on the Pratt renovations.

As reported by the Library Director, the questions from and answers to the County were:

1. What other option would we have if a location could not be found for us to move in temporarily?

**I shared my idea that other library systems close the library totally and divide the staff to work at other branches during the downtime the library would be closed. I shared that Danny stated that the county was considering using climate-controlled PODS for storage of the library's contents (if a building is found for the library to move into). Another idea was shared: "Could we not move a skeletal operation into one of the rooms within the current building? Others commented that they felt that the building issues (possible asbestos, mold, etc.) would be detrimental to having staff in the building while demolition is going on. Even the noise level (banging, equipment noises) could be annoying for staff and patrons. Also, you have safety issues to consider as well. Another idea was that maybe the Bookmobile could serve as a temporary building.**

**The final idea that was suggested was that we investigate getting mobile trailers –maybe a double one—that could be placed in the field next door to the library. This idea was well received by all members in attendance. These suggestions will be shared with the county.**

2) How much space (square footage/bare minimum) would we need to operate a skeletal operation outside of the original building? Danny estimated at least 1,000 sq. feet.

**We discussed square footage, and the decision was made that we would need at least 2,000 square feet of space to run library services on a bare minimum scale.**

Ms. Fortson reported the above answers were emailed to Danny Lucas, but she has not heard back from him or the County regarding the timing of the Pratt Library closure for renovations.

### Hardeeville – Stove, Printer and Common Room

The Hardeeville stove not connected or operable.

A meeting with Hardeeville representatives will take place on January 26<sup>th</sup> at 10:30 a.m. at the Hardeeville Library. The meeting is an updated discussion about Common Room usage and scheduling. The Board also will discuss with the City of Hardeeville the appropriate disposition of the stove.

There is no update on the 3D printer. The Director was asked to provide an update at the next meeting.

### **Friends' Groups**

The *Pratt Friend's* group is very active, and they are currently trying to recruit some younger people into the group.

The *Hardeeville Friend's* group has yet to launch. Pam Williams reported she met with the Jasper County Sun to ask them to place an article or free advertisement to recruit members to the Friends group. Board members reported outreach to various community members. Ms. Williams and Ms. Fortson agreed to discuss a plan to launch a Hardeeville Friend's group prior to the next meeting in April.

### **Discussion - Scholarship**

Ms. Watts reported the Pratt Friends' Group raised funds for a \$500 scholarship program.

### **Saturday hours**

Joyce Gerald motioned for the Board to approve Saturday hours for both libraries. Motion passed.

### **Bylaw changes**

As noted in the agenda, bylaw changes were discussed. Ms. Watts circulated and then made a motion for the following bylaw amendment:

*"All Jasper County Library Board of Trustees meetings shall be held in person unless the board votes to hold a particular meeting remotely. An exception can be made no more than once a year to allow a trustee to attend by speaker phone if that trustee is out of town or is ill but still wishes to participate in the trustee meeting. The trustee chairing that meeting shall make that decision on a case by case basis."*

The motion failed.

Additional bylaw changes held until next board meeting. These items will be listed on the next meeting agenda:

- Change meeting time from 7 p.m. to 6 p.m.
- Add that Board meetings are alternated between Pratt Library and Hardeeville Library
- Add the number of Board positions, consistent with the County's guidelines.

### **Other business**

- All programming ideas can be sent to the Director; she discusses ideas regularly with branch managers;
- Ms. Williams stated the libraries should host events for Martin Luther King Day, Black History Month, Women's History Month.
- Meeting notices and agendas will be posted on the library web site. The relevant guidelines from the SC Library manual are:
  - "Public notice of the date, time and place of regular meetings, or rescheduled or reconvened meetings, at least 24 hours before the meeting."
  - "An agenda packet should be assembled by the Board Chair and the Library Director and sent to Trustees several days before the meeting..."
  - Open meeting laws may apply "if there is a majority (i.e. one half of the appointed Trustees) at the gathering and library business is discussed."
- The Jasper County van was not used or serviced since 2019, but service for the van is scheduled and it will be put back in use.

Meeting adjourned at 7:10 p.m.

Next Meeting: April 18, 2023, 6 p.m. at Hardeeville.

*Minutes unanimously approved April 18, 2023*