

Minutes

Laurens County Library Board of Trustees

January 22, 2020

4:30 pm, Conference Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Shirley Jefferson, Ms. Sandra Power, Ms. Annette Senn Crawford, Ms. Rose Blackstone, Ms. Velma Austin, Ms. Rose Blackstone, Ms. Carol Gaines, Ms. Ann Szypulski In addition, two guests attended the meeting.

The meeting was called to order at 4:30 pm

Minutes: The minutes of the October meeting were reviewed. Ms. Power made a motion to accept the minutes and Ms. Jefferson seconded. A vote was taken and the motion was approved.

Financial Report: The financial report was presented as prepared by accountant Mike Fortune. The report was accepted as information.

Proposal for Clinton Library to Referendum Commission: Ms. Szypulski updated the Board on the process for the Sales Tax Referendum and how to present a proposal for inclusion in the referendum. She said that the commission has now issued a submission form and that the deadline for submission is April 28. A motion was made by Ms. Woody to authorize Ms. Szypulski to complete the Submission Form for a library to be built in Clinton. Ms. Blackstone seconded the motion. Ms. Szypulski said that she was scheduled to appear at the Clinton City Council meeting on Monday, February 3, to ask the city for their support of the project.

Laurens Building Update: Work continues on the heating and air system at the Laurens Library. Ms. Szypulski reported that the library was closed for one day until 4:00 and one morning when the front door was blocked with equipment being removed from the library and patrons could not safely enter the library.

Budget for County Appropriate 2020/21: Ms. Szypulski said she is prepared to present the Library's request for funding from Laurens County and would ask for modest increases in the supplies budget and the bookmobile maintenance budget. The current bookmobile maintenance budget will not cover the cost of gas and scheduled oil changes for the year. She also said that after the HVAC work, painting and carpet the next project that needed to be done at the Laurens building was a remodel of the restrooms. After a brief discussion a Ms. Jefferson made a motion to ask for funds to remodel the restrooms at the Laurens Library at the budget presentation for Laurens County. Ms. Austin seconded the motion. A vote was taken and the motion was approved.

Director's Report: Ms. Szypulski presented the Directors Report and briefly discussed how the library staff works with students who come to the library after school.

Friends of the Library: Ms. Gaines reported on the November celebration of the thirtieth anniversary of building the Laurens library and other Friends activity.

The meeting adjourned at 5:30 pm.

Submitted by Ann R. Szypulski 10/24/19

April 2020

No Meeting

Minutes

Laurens County Library Board of Trustees

July 22, 2020

4:30 pm, Youth Services Area of the Laurens County Public Library

Attendance	Dr. John W. Womack, Ms. Shirley Jefferson, Ms. Annette Senn Crawford, Ms. Rose Blackstone, Ms. Velma Austin (via Zoom call), Ms. Wanda Woody, Ms. Carol Gaines, Ms. Jamie Lambert (in lieu of Ms. Ann Szypulski who was absent).
<i>The meeting was called to order at 4:33PM by Dr. John W. Womack.</i>	
Minutes:	One correction needs to be made to the January 2020 minutes: in the attendance section, Ms. Rose Blackstone is listed twice and one instance should be changed to Ms. Wanda Woody who was also present.
Financial Report:	The financial report was presented as prepared by accountant Michael Fortune. This was accepted as information.
Review of charges for copying, faxing, etc.	The proposed changes to businesses services was presented by Ms. Jamie Lambert, with explanation regarding to why the update. Board expressed that they found the increases to be fair. A motion was made to accept the changes and Ms. Woody seconded the motion. The new prices were approved.
Budget for FY 20/21	The budget was presented as prepared by Ms. Ann Szypulski. This was accepted as information. Ms. Shirley Jefferson brought up questions regarding the absence of lottery money which a decision was not been set at the meeting date. Ms. Lambert explained any future questions could be directed to Ms. Szypulski.
Update on Clinton Library Referendum	An explanation of the Clinton Library's place in the list of projects was given; while second in line as a priority, it did not mean the library would be second to start if/when the referendum passed. Ms. Gaines pointed out later (from the talking points provided) the average cost per county resident would be \$36.30.
Laurens Building Update	Ms. Lambert relayed information that the carpeting project at the Laurens Library had an expected completion date of late August/ early September.
Reopening Plan Review	A motion to include an amendment to stage three of the Covid-19 opening plan (COOP) regarding children under the age of 16 being allowed only when accompanied by an adult was proposed. Ms. Woody seconded the motion. The amendment passed.
Personnel Update	Per the information prepared by Ms. Szypulski, Ms. Lambert relayed the replacement of the late Bookmobile Manager Julian Shabazz by Lea Shepard. Additionally, the topic of Ms. Ann Szypulski's intent to retire was presented via letter. It was requested of the board to form a hiring committee to conduct interviews for replacement. The target date set for Ms. Szypulski's retirement is January 11, 2021. Ms. Velma Austin relayed that she has spoken with Ms. Szypulski who offered to help until a replacement director was hired.
Director's Report	Ms. Lambert presented the Director's report in Ms. Szypulski's absence. She explained that the staff had completed 300 hours of training/ continuing education during the library's closing due to COVID-19. In addition, she relayed the replacement of New York Times and Freegal by the art and craft education database Creativebug.
Friends of the Library Report	Ms. Carol Gaines reported that the Friends finance accounts need to be updated regarding summer reading expenditures and updated the board on communication and brainstorming efforts to increase support for the November 2020 referendum.
<i>The meeting adjourned at 5:08 PM. Submitted by Jamie Lambert 7/22/2020</i>	

Minutes

Called Meeting

Laurens County Library Board of Trustees

August 28, 2020 at 3:00 pm

Attendance: Ms. Rose Blackstone, Dr. John Womack, Ms. Wanda Woody, Ms. Annette Senn Crawford, Ms. Velma Austin (via telephone), Ms. Shirley Jefferson, Ms. Sandra Power, Ms. Carol Gaines, Ms. Ann Szypulski

1. Capital Sales Tax Referendum: Ms. Szypulski distributed information about the Capital Sales Tax Referendum. Dr. Womack said he had written a letter to the editor of the Advertiser and the Chronicle.
2. Director Job Description: A motion was made by Ms. Woody to approve the job description of the Director's position as prepared by Ms. Szypulski. The motion was seconded by Ms. Crawford. A vote was taken and the motion was passed.
3. Salary Range: Ms. Szypulski distributed a salary analysis that she had prepared and said the county Human Resources Director said it is supported by information from the Association of Counties. Ms. Jefferson made a motion that the salary range for the Director hired after Ms. Szypulski's retirement be \$64,000 to \$71,000. Dr. Womack seconded the motion. A vote was taken and the motion was approved.
4. Process of interviewing and hiring the new director: The board discussed whether to form a committee or to screen applications and interview with the full board. The consensus of the Board was that the screening and interviewing be done by the full board with the participation of the Laurens County Human Resources Director. Ms. Velma Austin said she would participate in developing a hiring rubric.
5. Phase 3 of Reopening Libraries: Ms. Szypulski said she is hoping the libraries will open for browsing at the beginning of October.
6. Staff Day: Ms. Szypulski asked if staff day could be changed from October 9 to another day in September. The board agreed it could be changed.

Submitted by Ann R. Szypulski 8/31/20

Minutes

Laurens County Library Board of Trustees

October 28, 2020

4:30 pm, Conference Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Shirley Jefferson, Ms. Sandra Power, Ms. Annette Senn Crawford, Ms. Rose Blackstone, Ms. Wanda Woody, Ms. Velma Austin via Zoom, Ms. Carol Gaines, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm

Minutes: The minutes of the July meeting were reviewed and the minutes of the called August meeting were reviewed. Ms. Woody made a motion to accept both sets of minutes and Ms. Power seconded. A vote was taken and the motion was approved.

Financial Report: The financial report was presented as prepared by accountant Mike Fortune. The report was accepted as information. Ms. Szypulski said that spending was slightly down, as fines, fees and copy income was down too, due to fewer fines, fees and charges for copies.

Financial Forms for the State Library: Ms. Szypulski explained the forms necessary to receive State Aid, including the Memorandum of Effort and the State Aid Agreement and Library Budget Form. Ms. Szypulski also said that a waiver was needed because while the audit is currently taking place, it will not be compiled and published until February or March and the State Library requires a copy before issuing the second quarter of State Aid. Ms. Power made a motion that the State Aid Agreement and Library Budget Form for FY2021 be approved and Ms. Crawford seconded the motion. A vote was taken and the form was approved and then signed by Dr. Womack.

Update on Clinton Library Referendum: Ms. Szypulski said the Friends of the Library have been helpful in getting the word out about the CSTP referendum.

Laurens Building Update: Ms. Szypulski said that carpeting is scheduled to begin the week of November 9 and should be finished by Thanksgiving.

Director's Report: Ms. Szypulski discussed ongoing curbside service and plans for reopening for browsing.

Friends of the Library: Ms. Gaines reported that the Friends financially helped the committee to pass the CSTP referendum.

The meeting adjourned at 5:00 pm.

Submitted by Ann R. Szypulski 11/3/20