

**GREENVILLE COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES  
Minutes of the Regular Meeting**

December 4, 2023

**Present:** Mr. Brian Aufmuth, Mr. Kenneth Baxter, Dr. Gene Becker, Mrs. Elizabeth Collins, Mrs. Stephanie Cunningham, Mr. James Hoard, Mr. Tommy Hughes, Mrs. Marcia Moston, Mrs. Kristen Odom, Mr. Joe Poore, and Mr. S. Allan Hill, presiding.

**Administrative Managers Present:** Don Allen, Accounting Manager; Karen Allen, Youth Services Manager; Greg Hester, Operations Manager; Brian Morrison, Access and Discovery Director; Jerry Osteen, IT Manager; Beverly James, Executive Director; and Jill Cornwell, Administrative Projects Manager, acting as Recording Secretary.

**CALL TO ORDER**

Mr. Hill called the meeting to order at 12:03p. He welcomed Stephanie Cunningham who was appointed to the Library Board of Trustees effective December 1, 2023.

**APPROVAL OF MINUTES**

Mr. Hill called for the approval of the minutes of Board of Trustees Meeting, October 23, 2023. Mr. Poore so moved and Mr. Baxter seconded. The motion carried.

**NOMINATING COMMITTEE REPORT**

2024 Slate of Officers

Mr. Hughes read the proposed 2024 Slate of Officers, as follows: Chair – Allan Hill; Vice Chair – Joe Poore; Secretary – Kristin Odom; and Treasurer – Ken Baxter. He offered for the Board to vote on the slate as a whole.

Mrs. Odom nominated Elizabeth Collins as Vice Chair. Mr. Hughes stated that each office would be considered separately. With no other nominations from the floor, he proceeded with each office.

Treasurer – Mr. Hughes asked for those in favor of nominating Ken Baxter as Treasurer to indicate in the affirmative. With none opposed, Mr. Baxter was elected as Treasurer.

Secretary – Mr. Hughes asked for those in favor of nominating Kristen Odom as Secretary to indicate in the affirmative. None were opposed; Mrs. Odom was elected as Secretary.

Vice Chair – Mr. Hughes asked for those in favor of nominating Mrs. Collins to the position to indicate in the affirmative. Seven trustees voted in favor of Mrs. Collins. He asked for those in favor of Mr. Poore to indicate in the affirmative. Four trustees voted in favor of Mr. Poore. Mrs. Collins was elected as Vice Chair.

Chair – Mr. Hughes asked for those in favor of nominating Mr. Hill as Chair to indicate in the affirmative. Seven trustees voted in favor. Four were opposed. Mr. Hill was elected as Chair.

The 2024 Slate of Officers will include: Chair, Allan Hill; Vice Chair, Elizabeth Collins; Secretary, Kristin Odom; and Treasurer, Ken Baxter.

**BUILDINGS AND GROUNDS REPORT**

Amendment to existing covenants and encumbrances on East North Street property

Mr. Poore reported on the committee's recommendation to authorize Ms. James to work with the property owner adjacent to the Library System's East North Street property in finalizing proposed changes to existing encumbrances and covenants with the properties. He gave an overview of the proposed changes which would clean up old covenants that no longer apply and include some changes designed to protect the best interest of the Library System.

Following Mr. Poore's report, Mr. Hill stated that he had asked for a copy of the proposed covenants and had one concern about a statement which he read aloud: "Without the prior written approval of Parcel II

Owner, Parcel I Owner covenants and agrees that it shall not directly or indirectly lease, use or permit to be used any stores or structures on Parcel I for the purpose of the retail (including discount) sale to the general public (and related office and storage facilities) of books, magazines, newspapers, recorded books, music, movies, videotapes, DVDs and similar items currently sold by the Friends of the Library (or similar or successor organization whose purpose is to provide financial and/or volunteer support for public programs and publications of the Greenville County Library System)." He noted his concerns about the clause which could be perceived as the Library System placing restrictions on a private land owner, and suggested removing the statement.

Mr. Hoard moved to remove the clause as read. Mrs. Collins seconded. All were in favor. Mr. Hoard moved to authorize the Executive Director to delete the clause as read by Mr. Hill and authorize Mr. Hill to sign the new amendment document. Mrs. Collins seconded all were in favor and the motion carried.

### **EXECUTIVE DIRECTOR'S REPORT**

#### 2024 Calendar Year Board of Trustees Meeting Dates

Ms. James referenced the Draft *Board of Trustees Meeting Dates for Calendar Year 2024*. In response to a question, she confirmed that a meeting was scheduled for November but not in December 2024. Mr. Aufmuth moved to approve the meeting dates as presented. Mr. Hughes seconded. All were in favor and the motion carried.

#### Temporary Suspension of Overdue Fines

Ms. James referenced information she had included in the Board's meeting packet concerning the new Integrated Library System (ILS) software not assessing overdue fines in the manner expected, and then not assessing overdue fines at all due to a changed setting which was thought to have resolved the initial issue. She reported that some patrons had not been receiving notices which are critical elements of the Library System's process of informing borrowers about the status of their library card accounts.

Ms. James stated that IT staff members were building a customized notice system by leveraging the open source nature of the new ILS software. In response to questions from trustees, Mr. Osteen provided information concerning thresholds in the third party vendor's contract and the customized notice system, affirming the goal of having the customized notice system tested, and operational by January 29, 2024.

Ms. James requested permission to continue the temporary suspension of overdue fine assessment until January 29, 2024 to help mitigate the impact of lapses in communication with borrowers. Following discussion, Mr. Poore moved to approve Ms. James' request. Mr. Aufmuth seconded. All were in favor and the request for temporary fine suspension through January 29, 2024 was approved.

### **APPEARANCES**

Mr. Hill announced that two persons had signed up to appear before the Board. He stated that someone mentioned two books during public comments at the last meeting and his understanding was that those books were under review. He called on the following individuals:

Name	Purpose of Appearance
Loren Frant	"library programs and services"
Leslie Johnson	"LGBTQ+ Issues"

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

There was no new business.

### **ADJOURNMENT**

Mr. Hoard moved to adjourn. Mrs. Moston seconded. Mr. Hill adjourned the meeting at 12:51p.

S. Allan Hill  
Chair, Board of Trustees

Beverly James  
Executive Director

Jill Cornwell  
Recording Secretary