

The regular meeting of the Lancaster County Library Board was held Tuesday, Sept 29, 2014 at 6:30 p.m. in the Caroliniana Room of the Main Library. Members present: Erick Crawford, Thomas Monroe, Suzanne Lever, Tommy Myers, Andrew Tucker, Dianne Evans, Elizabeth Bryant, Phyllis Jarvis, Nancy Berry, branch manager of Del Webb, and Rita Vogel.

Also present were four members of the public, Paulette Horseman, Jan Tacy, Clare McConaughay, Wanda Rosa, and Reese Murphy of *The Lancaster News*.

The meeting announcement had been reported to the Lancaster News, published on the library's website, and also the County's website.

The meeting was preceded by an executive session.

Chairman Erick Crawford called the meeting to order.

Erick invited members of the public to submit comments. They declined.

The minutes from the July 29, 2014 meeting were unanimously approved.

Mrs. Vogel presented the Librarian's Report.

Greatest increases in circulation are with Overdrive.

The SC LENDS Board is looking into standardizing circulation periods, overdue fines and other procedures.

Treasurer's Report: Mr. Tucker presented the financial report for July and August. It looks satisfactory. He remarked that our book spending is down, but the money we spend on SC LENDS deliveries provides a broad choice for patrons for books we do not have to purchase. Mrs. Vogel had brought it up to the SC LENDS board and was assured that our current pricing for shipping is cheaper than USPS or UPS. There are not providers that would offer the same routing as South Carolina's Interagency Mail Service.

A question was raised about Harper Fund Money. Exactly how much is available? It currently is encumbered.

Old Business: Employees' manual. Many questions were raised by the board about discrete items in the guidebook. It was agreed that we need to follow Lancaster County's policies as closely as possible. Mrs. Vogel was charged with determining the specificity of employee classifications: Exempt, non-exempt, part time, temporary, as prescribed by the Fair Labor Standards Act. (Article VII, 1-5). How many hours can a 30 hour employee carry over from one year to the next? Is the language of the document current? Place Jury Leave back in the section dealing with other definitions of Leave.

Insert in the Employee Grievance section that the county's HR department is available for consultation. Under harassment, forms other than just sexual harassment should be

included. Where and what are the Safety Rules mentioned in this document? Other forms should be included in the appendix, such as requests for leave.

Also, procedures for performance evaluations must be included.

The holiday schedule was discussed. Mrs. Vogel asked if the board would vote to include Saturdays on those long holiday weekends, such as July Fourth, or Christmas, if it happened to fall toward the beginning or end of the week, to make the library employees' time off the same as county workers not committed to emergency services. This would not be extra pay, but the library would be closed the same as County offices.

Mr. Monroe moved to table approval of the employee guidebook for the Lancaster County Library, along with the decision about holiday schedules of operation, until the changes suggested are made, and the County attorney reviews it. Mrs. Evans seconded, followed by a unanimous approval.

The next piece of business was to revisit the Meeting Room Policy. Erick explained that his committee met with Steve Willis, County Administrator, Ryan Whitaker, County Risk Manager, and via telephone, Pamela Collins, insurance risk agent for the South Carolina Association of Counties. The committee expressed concern over the library's/county's liability in allowing groups to meet after hours of operation, with no staff present. Ms. Collins suggested that we have a lease agreement for a nominal dollar amount that would act as a contract in protecting our interests, and defining limitations. She also said that the key element is that these rooms are available through separate entrances and locked away from the rest of the library. Any occupancy issues and conduct violations would be the responsibility of the lessees. Also, the lessees would understand that all meetings are open to the public.

Ms. Bryant made the motion: We open the meeting rooms to afterhours schedules as of January 1, 2015, upon approval of a finalized lease agreement and meeting room policy. Mr. Monroe seconded. Discussion ensued. All members voted unanimously to approve the motion.

It was decided to finalize the meeting policy and lease agreement at a specially called meeting on October 21<sup>st</sup> at the Main Library.

Next order of business involved payment to Danny Shelley. It was decided that Chairman Crawford would call Mr. Shelley to confer with him about an acceptable amount for partial payment.

The issue of increasing fines was raised. It had been approved last winter, but was not yet implemented. It was agreed to wait until SC LENDS standardizes policies and fines.

Approximately at 8:45 p.m. the meeting was adjourned.

Respectfully submitted by

Rita M. Vogel