

York County Library Board of Trustees

Minutes from September 12, 2024 Board Meeting - Fort Mill Public Library

The YCL Board meeting was called to order at 6:00 pm by Robinson, Vice Chair. A quorum was determined with the following trustees in attendance: Dennis Getter, Carol Herring, Wendi Michael, Susan Piening, Charles Robinson. Also present from YCL: Martin House, Buffy Koran, and Julie Ward. Absent: Timothy Steele, Anne Witte

Public Comment

No public comment

A motion was made and carried unanimously to approve the agenda. (Getter / Piening)

- Getter - don't need to have approval of the meeting agenda on the agenda anymore considering the document that Witte sent out about Robert's Rules.
- Robinson - some boards do this, as it is often customary. We can take this into consideration.

A motion was made and carried unanimously to approve the August 15 minutes. (Michael / Getter)

Reports

Director:

- Statistics
 - Per suggestion from Getter - now showing comparisons from last year.
 - WiFi stats are still being compared to the old access point system.
 - Comparison between new access points will be in December.
 - Mobile Printing will not be 1:1 until April 25.
 - Remote Lockers
 - Shut down last year in July and August.
 - Virtual Library
 - One month behind because of vendors not all reporting at the same time.
 - Getter - define a virtual request.
 - This is Ask-A-Librarian or Contact Form.
 - Used to be that SCDISCUS were tracked. We no longer have to track this for our annual survey unless the Board wants otherwise.
 - Virtual Programs
 - Will include podcasts if library does them, but was previously just videos.
 - Ward referred the Board to the State Library's annual survey.
 - Collected every year and submitted in January to IMLS.
 - Published in the fall.
 - You can find all the libraries in SC in the same place on the State Library website.
 - Getter - Facebook followers - June versus July question. How do you lose 1,700 followers in one month?

- Ward will check to see what happened with this statistic.
 - Getter - is this a way of reaching people who don't want to go to the website?
 - For some people, yes, for others, no. We also have a feed from other libraries and York County information.
- Events
 - September is National Library Card Sign-up Month
 - We put together packages every year to promote this for YCL.
 - Mascot Beamer becomes a coloring page.
 - Tote for adults.
 - YCL Fan for teens.
 - Mood pencil and stickers.
 - This year: We have buttons with a Word Cloud which came out of our surveys during National Library Week.
 - Handing out to all Board members to celebrate.
 - Patchwork
 - Starts next week.
 - Big event week on Saturday at the White Home.
 - Encourage all board members to come.
 - Genealogy Expo
 - October 12, 2024, for the third year.
 - 212 people have signed up so far.
 - Many speakers coming, lunch provided, and many vendors.

Treasurer:

- State Aid Appropriation
 - Have received none yet, but expect first quarter payment soon.
- Other revenues
 - Insurance payout for hail storm damage to Rock Hill roof almost \$98,000.
- Periodicals
 - These are not necessarily bought on a monthly basis, these come in big chunks.
- Professional Fees
 - Expenses are up in terms of % due to annual audit payment.
- In general, we are well under control.

Standing Committee:

- Policy Committee has not met yet.
 - Local Author Collection Policy
 - Getter - page 2 - Criteria for Selection, "Contribution to Diversity." What does this mean? It is so vague, so how do we know? Can this be clarified?
 - Michael - good to consider shelving and storage space when considering adding local authors to the collection.
 - **A motion was made and carried unanimously to approve the Local Author Collection Policy with the removal of the phrase "contribution to diversity" in the Criteria for Selection section as of 9/12/2024. (Getter / Piening)**

- Privacy Policy
 - This policy is a result of a requirement by our vendor RingCentral.
 - Under “Data Sharing” - second sentence “We will not share or sell a patron’s consent for SMS messages and phone numbers collected for SMS messages to any third parties under any circumstances, nor will we ever disclose a child’s personal information without written approval from a parent or legal guardian.”
 - **A motion was made and carried unanimously to approve the Privacy Policy as written as of 9/12/2024. (Getter / Piening)**
- Circulation Policy
 - There are changes due to the new ILS.
 - “Not to return audiobooks, ILL, hotspots in the bookdrop”
 - Lost Materials “will” go to lost after 60 days instead of “may” go to lost.
 - Getter - so are we just going to insert these words into existing policy where applicable?
 - Yes.
 - **A motion was made and carried unanimously to approve the Circulation Policy based on presented changes as of 9/12/2024. (Getter / Piening)**
 - Herring - how is this communicated to patrons?
 - It is on our website, but is generally not handed out to patrons.

Unfinished Business

No unfinished business

New Business

State Aid Agreement and Library Budget Form:

- Ward - This information needs to be voted on and then Chair needs to sign it
- “Maintenance of Effort Certification”
 - It certifies what local funds were expended last year and what is budgeted this year
- “SC State Aid Compliance Certification”
 - Must be sign to certify that we are compliant
 - Must spend funds by June 30
 - If we are non-compliant Director will provide written notification within 14 days to the State Library
- **A motion was made and carried unanimously to approve the State Aid Agreement and Library Budget Form. (Robinson / Michael)**

SC Public Library Collection Development Funding Certification:

- This is the compliance to the Proviso recently passed. We have a collection development policy, professional standards, request for reconsideration form, clear policy on when a child can receive a card without parental consent. These items all combine to meet the requirements of the State Library.
- The county attorney said this document was okay to sign. He couldn’t be at this meeting but he is available to come to another meeting.

- Getter - how do people get the reconsideration form?
- Ward - the form is not on our website. We send out the form with the policy when someone makes a request.
- Getter - can patrons make a request to have the location of a book moved?
- Ward - yes, there is a place on the form where a patron can say that.
- Getter - can you send the reconsideration form to me and the entire Board?
- Ward - yes.
- Getter - please put a review of the reconsideration form on the agenda for next month.
- Piening - we approved this in May 2023 - aren't we supposed to review this annually?
- Herring - how long is the certification valid?
- Ward - it is signed annually. The current certification was signed by the board in June.

Michael - Anecdote about Bookmobile - many ladies with tote bags and the residents were excited to get the books from the Bookmobile - Harbor Chase @ Riverwalk.

Executive Session

No executive session

A motion was made and carried unanimously to close the meeting at 6:44 pm. (Robinson / Getter)