

**York County Library**  
**Board of Trustees Minutes**  
**Lake Wylie Branch**  
**August 10, 2017**

I. Chairwoman Sally Goodson called the meeting to order at 5:00 PM. Board members present were Nik Bramblett, Barbara Boulware, Debra Dahlin, Frank Konow, Wendi Michael, Joy Price, Suzanne Thompson, and Mary Windell. A quorum was present.

II. Welcome and introductions.

III. Approval of meeting agenda. **Boulware/Konow** (motion/second) Vote was unanimous.

IV. Approval of the minutes from July board meeting. **Bramblett/Konow** (motion/second) Vote was unanimous.

V. Request was presented by Library Director Jason Hyatt to change the location for the September 14, 2017 board meeting to the Main Library in Rock Hill. The request was made so that board members and library staff can attend Debbie Turner's retirement at the Friends Books on Main store.

VI. Board Attendance Policy. Discussion was held regarding the attendance policy for the board. Chairwoman Goodson explained that attendance is based on the calendar year, not the fiscal year. Goodson reaffirmed the board's commitment to following all county policies and procedures regarding attendance.

VII. Board Meeting Time. Discussion was held regarding the time of the board meetings. The 5pm meeting time was found to be agreeable and no suggestion for a different meeting time was made.

VIII. Special Election for Board Secretary. Discussion was held regarding the possibility of making audio recordings of the meetings for use by the board secretary in preparing the minutes. Jason Hyatt said he would request the purchase of an audio recorder and consult with York County to determine if there were any policies about this. A vote was not held at this time.

IX. Director's Reports.

- a. Budget – Jason shared the most recent budget report. There were no major budget items or unexpected expenditures.
- b. System Highlights – Luanne James presented the fiscal year 2016-2017 final statistics, showing an overall increase in the number of programs, program attendance, and items circulated.
- c. Summer Reading Update – Jason reported that the library surpassed its goal of registering 14,000 people for this year's summer reading program.
- d. Bookmobile Update – Jason reported that the final specs for the bookmobile purchase have been submitted to the county. Country purchasing and procurement will handle the process of seeking bids for the bookmobile.
- e. Branch Visit Rotation – Jason discussed his plan to visit branches with both scheduled and unscheduled visits. The goal is to provide more time for staff to interact with the director and for the director to gain more knowledge about the communities and patrons served at each location.

X. Rock Hill Library Contingency Plan. Jason shared that he and Julie Ward, Associate Director for Public Services, have discussed what to do if the Main Library in Rock Hill were to experience a systems or mechanical failure that made the space unusable. The plan would likely include renting a temporary space to maintain as many services as possible. York Country facilities maintenance is aware of the aging facility and the concerns regarding possible systems breakdowns.

XI. Executive Session for Discussion of Personnel Issues. Motion to enter executive session.

**Windell/Konow** (motion/second) Vote was unanimous. Motion to exit executive session.

**Thompson/Windell** (motion/second) Vote was unanimous.

XII. New Business. Nik Bramblett asked about the formation of committees to address different areas such as a strategic plan and a review of the board's bylaws. Discussion was held on this topic and it will be on the agenda for the September meeting.

XIII. Adjourn. **Thompson/Dahlin** (motion/second) Vote was unanimous.

**Next meeting:** 5 PM, September 14, 2017

Main Library, Rock Hill, SC

Respectfully Submitted,

Jason Hyatt, on behalf of the Board Secretary