

York County Library Board of Trustees

Minutes from November 9, 2023 Meeting – York Public Library

The YCL board meeting was called to order at 6:10 by Debra Dahlin, Board Chair. A quorum was determined with the following in attendance: Charles Robinson, Debra Dahlin, Dennis Getter, Wendi Michael, Susan Piening, Tim Steele and Anne Witte. Also present from YCL: Julie Ward.

MEETING AGENDA

Move to approve agenda made by Witte; Getter seconded.

MINUTES FROM OCTOBER 12, 2023

Move to approve minutes made by Getter; Witte seconded.

DIRECTOR'S REPORT

Financial Report

Revenue:

-As previously noted, we have exceeded the budget in Miscellaneous Fines & Fees income, and this is largely due to the credit from the retirement system that gets recorded as income.

- Under the Grants, Donations, Memorials, Interest category it is important to report that interest is already at \$15,541 for the year.

Expenditures

- We are currently underspending in Salaries and related salary expenses due to open/unfilled positions. This should hopefully improve some as vacancies continue to be filled.

-Maintenance and repairs budget is at 64% used due to the larger projects and repairs that occurred early in the year. Maintenance is aware of this and monitoring spending closely.

- As previously mentioned, the Staff Development budget is at 58% used, but this is largely due to the Culture Amp payment being made in Sept.

-Bank charges are also still trending ahead of budget, but as noted before the interest we are receiving is as well.

Lee Smith is working on a new format of the financials for next year.

STATISTICS REPORT

Ward presented the YCL October 2022-23 Monthly Statistics Comparisons, the YTD Overview and the October 2022-23 Peak Usage Comparison Report. The Statistics Comparison Report now includes: new library card numbers, Sirsi self-registration numbers, circulations and remote locker circulations.

Statistics from the quarterly Reference Statistic Week collection were also presented.

OLD BUSINESS

Policy Committee Report

The Policy Committee (Michael, Piening) presented a new FOIA policy for approval. Research included looking at the websites of other libraries in SC, Charlotte and Virginia for examples to use when developing the policy. Nothing was found so the Committee drew from the information on the York County webpage. Michael spoke with Ward to get her thoughts on charging fees like the County does, and encouraged her to consider using them. The Policy includes a link to the County's page regarding fees and states that Library follows the County's standards for FOIA requests. After approval the FOIA Policy will be posted to the YCL website.

Move to approve FOIA policy as presented; remove Draft from title and add date of the bottom made by Getter; Robinson seconded.

Steele: Thank you Wendi and Susan.

Update on Vandalism of Solar Tables at Clover and York

Ward reports that the Library is doing a couple of things to limit overnight use of the solar tables, which is when all the issues have occurred. The Wi-Fi will now be shut down at 11:00 PM, and turned back on at 7:00 AM, and No Loitering signs are being posted. Two additional security cameras have also been installed. Finally, the police in each location have been patrolling after hours for us.

NEW BUSINESS

Facilities Assessment, Priority List

The Priority list is the short term response to Library's Facilities Needs Assessment.

Dahlin presented the following in the order of importance:

- 1) Bookmobile
- 2) Contract for consulting
- 3) Remote lockers
- 4) Small budget for board

A vote on these preliminary priorities will help the library move forward in fulfilling underserved communities.

Motion to approve preliminary priority list for FY24-25 funding and add sprinter van to priority list made by Witte; Piening seconded.

Vote: All ayes, passes unanimously.

Motion made to adjourn made by Dahlin; Witte seconded.

Meeting adjourned at 7:30 PM.