

**Calhoun County Library Board of Trustees Meeting**  
**Minutes from March 12, 2020 at 4:00 pm**  
**RMC Conference Room**

**I. Welcome**

The Calhoun County Library Board of Trustees met on Thursday, March 12, 2020 at 4:00 p.m. for a called meeting with Library Director Kristen Simensen. Board members present were Christine Gaskin, Betty James, Marilyn Amaker, Mary Jo Spiers, Ann Thornton, and Helen Lindsay. The meeting was called to order by Board Chair Christine Gaskin.

**II. Opening Remarks – Christine Gaskin, Chair**

Chairwoman Christine Gaskin welcomed everyone, and thanked them for attending the called meeting.

**III. Approval of Regular Board Meeting Minutes from February 25, 2020 and Agenda**

**Approval**

No changes to the agenda or minutes of February 25 were required. [Helen made the motion to approve the minutes and agenda, and Mary Jo seconded. The motion passed without dissent.](#) Christine turned the meeting over to Library Director Kristen Simensen. She reviewed upcoming dates of Library sponsored events, and Betty and Mary Jo expressed willingness to volunteer at the Purple Martin Festival.

**IV. Financial**

Kristen presented the FY2021 Budget Request for the Library and explained line items that changed from the prior year. [Mary Jo made a motion to accept the FY2021 Budget Request, and Marilyn seconded. The motion was approved without dissent.](#)

**V. Activities Report**

No activity report was given.

Kristen presented a Pandemic Operations Plan for the Board's consideration in light of the pandemic now in South Carolina. The plan has several phases that range from being completely open with no restrictions on where, how long, or how many people can go to being completely closed, with no staff on premises. She explained that such a phased approach is in keeping with CDC and State health official guidelines to minimize vectors for contagion and allow for contact tracing as locations reopen to the public. Kristen noted that public libraries are very different from many other locations, in that many items come in and go out, and many people come to the library and stay for extended periods. As a result, consideration must be given to procedures, policies, and activity restrictions that may be necessary for the public health. Kristen noted that safety considerations impact virtually every aspect of the Library, and stated that depending on the Coronavirus pandemic, public libraries in SC and nationwide might be offering virtual summer reading programs. She noted that the Youth Services staff was working to prepare for this in case it is deemed necessary. Kristen noted that in general, the Library will err on the side of staff, patron, and public safety, given the number of elderly patrons we serve and the presence of staff with serious health conditions. She noted that any efforts that are undertaken by public libraries in the summer can negatively impact everyone if schools decide to close again or not reopen (making it difficult for parents who work). She also expressed the intention that the Library err on the side of access to the public, making exceptions to policies such as fines, expiration dates, and fees for services such as copies, printing and fax to minimize handling of cash and maximize use of library services by residents feeling the brunt of the pandemic.

## **VI. Director's Report**

Kristen reported that staff were pleased that the new bookmobile was still on track for delivery in FY 2020. She noted that volunteers are needed for many of the Library's upcoming events, and encouraged trustees to contact her if interested in assisting with either Library or Friends of the Library events.

Finally, Kristen presented a Memorandum of Agreement with OCTech to serve as a work study site for students receiving financial aid. According to her conversations with Financial Aid staff there, the Library would be an appealing work study site for many students, including those who need customer service and technical work experience. Ideally, the opportunity to work at a public library would especially appeal to early childhood education students who wish to learn more about providing programs for children. Kristen noted that in the event of a workplace injury, it would be covered by OCTech's insurance. [Helen made the motion to approve the Memorandum of Agreement, and Mary Jo seconded. It was unanimously approved.](#)

## **VII. Other Issues / Discussion**

Kristen noted that she was waiting on information from the State Library to present to County Council members about the nature of the Library Board as a governing body. She stated that she intended to follow up with members once she had that information.

## **VIII. Executive Session – Personnel Update**

[Betty made the motion to enter executive session to discuss a personnel matter and Helen approved. The matter was discussed, and Helen made the motion to leave executive session, which was seconded by Betty.](#)

## **IX. Action Items**

- a. FY 2021 Budget Request -- [Approved](#)
- b. Work Study Program Memorandum of Agreement – [Approved](#)

## **X. Dismissal**

The next Library Board meeting was set for July 16, 2020 at 4pm. [Mary Jo made the motion to dismiss the meeting, and Betty seconded the motion.](#) The meeting adjourned.