Calhoun County Library Board of Trustees
Board of Trustees Meeting Minutes
July 15, 2025 - 10:00 am

1. Call to Order & Attendance

   Chairman James called the meeting to order at 10:02 am. Those in attendance included:
   Board Member Shawn Briggman
   Board Member Betty B. James
   Board Chairman Kay James
   Board Member Helen H. Lindsay
   Board Member Karen Montgomery
   Board Member Mary Jo Spiers
   Board Member Ann K. Thornton
   Director Boyd Bruce
   Staff Member Melissa M. McLeod was present to record the minutes.

2. Approval of Minutes

   Chairman James asked for a motion to approve the minutes from the April 15, 2025 meeting. Mrs. Lindsay asked to add the line "according to Robert's Rules of Order," in order to clarify her requests regarding minutes from that meeting. All agreed to that amendment. **Mrs. Lindsay made a motion to approve the minutes as amended. Mrs. Spiers seconded the motion. Chairman James put the motion to a vote. The motion carried.**

3. Financial Report

   Director Bruce reported that the county's fiscal year just ended. He stated that the Library went a little over on State Aid spending, but he feels it will not affect the Library negatively because that small overage will be easily absorbed in the new fiscal year. He emphasized that a lot of purchasing took place in the last month to use up the State Aid funding effectively, and the slight overage is because of shipping costs and other expenses. He said he was happy to talk about the specifics if the Board was interested.

4. 4th Quarter Activities Reports

   Director Bruce began by saying that for these reports he asks the youth and adult librarians to give him some bullet points to share with the board. He emphasized that the participation level of the board is so high there should be no surprises at the success of the programs.

   a. Youth Services
      i. Bee Field Trip report
         Director Bruce announced that the number of students from the three Calhoun County schools participating in the Bee Field Trips totaled 127 students.

ii. Summer Reading numbers
Director Bruce noted that for the population served, the numbers the Library is drawing in for Summer Reading are amazingly good. He emphasized that we have some good people, and they are doing some amazing things. He said the most fun he has had in his job so far has been out there on the Color Run at the Summer Reading Kick-off.

iii. Science Camp report
Director Bruce shared a *Calhoun Times Leader* edition showing an article with color photos of the science camps held the previous week. All were impressed with the front-page story on this successful and educational camp. Board members commented on how much the kids loved it and how everyone learned.

iv. Govan Room changes
Director Bruce explained that as the Library now has additional classrooms and meeting rooms in the former Community Development side of the building, the Govan Room will now be a dedicated space for youth programs. The staff will paint the room in brighter children's colors and add a large wooden tree sculpture with a seat at its base and bookshelves in its trunk. Overall, it is the goal to create a magical atmosphere for children in that room. He mentioned that he had spoken to an architect about removing the seldom-used office beside the beehive in order to expand the stay-and-play area that gets very crowded before and after children's programs.

b. Adult Services

i. Exercise Classes are growing in size and number. The Library now offers two Yoga classes and three Strong and Limber classes each week. Exercise mats and hand weights have been purchased for these classes to use.

ii. Computer Class numbers are holding steady.

iii. Upcoming adult programs include a Lunch & Learn on the Cottage Law with Clemson Extension Services, two "Take Back Your Yard" programs on mosquito and fire ant control with Amanda McNulty, and the Friends of the Library are hosting an author talk with Dr. Richard Rankin in September.

5. Director's Report

a. New classrooms (Wi-Fi, Security, and Smartboards)

Director Bruce shared that that the Library has taken on several new classrooms from the former Community Development county office. The staff has integrated the Library's programs and previous reservations, of which there were a number.

The Library purchased two additional Smart Boards to be used in these areas to replace all of the overhead VGA-driven projectors. He explained the Library's Wi-Fi and additional security cameras will be added to the new rooms.

b. Friends Bookstore Café

Director Bruce met with the architect about tearing down the interior wall in order to expand the bookstore to allow room for the café. Chairman James asked for more details on the plans for the Café. Director Boyd clarified that the expansion of the wall three feet would expand the Friends Room enough to allow for a counter holding the coffee equipment the Library has acquired from the former Community Development Office's Cyber Café. He mentioned that Randolph Italian Ice has expressed an interest in offering their products in the café with some specialty flavors. The goal is to make the bookstore a draw for people to benefit both the Friends and the Library.

Chairman James asked how the café would be staffed. The Library's staff will oversee it with the help of Friends volunteers. The Library has applied for a grant from the Dee and Joy Buyck Carpenter Trust for six student interns who can receive On the Job Training (OJT) by working in the café. The goal of the café is to try to make it largely self-service with interns, staff, and volunteers helping to stock shelves, maintain the equipment, and operate the cash register.

It is not the intention of the café to compete with local businesses. The ultimate goal is to encourage people to read books, buy books, and make the Library a regular place to go.

c. Shelving layout changes

Director Bruce offered to take the board members on a tour after the meeting to show them that a lot of shelving has been cleared through an intensive weeding project. In addition to more open space for seating, the ultimate plan is to turn the shelves so that they are at a 45-degree angle from the front desk allowing the staff the ability to see all the way to the back.

d. Website Completed

The website was not discussed at this meeting due to time constraints.

e. Rural Health Grant

Director Bruce announced that on June 30, the Rural Health Grant concluded. The final report will be submitted, and then the Rural Health Grant will be complete. Terri Parker has formed her own 501c3, and she is working in conjunction with the town to continue her efforts to bring food share to the community. The Library will support her in any way it can.

Some Board members had some questions about the grant and why it ended. Director Bruce explained that it was a three-year grant, and this was the last year.

The Library could have applied for a one-year extension, but it would not have been enough to cover Terri Parker's salary.

Additionally, Director Bruce mentioned the staff utilizing the Library's new Chevrolet Trailblazer more for home deliveries and storytimes. The use of the Bookmobile for these purposes and for passive stops where it sits waiting for patrons has largely stopped.

6. Unfinished Business

   a. Connected Communities Grant

   The Library received a Connected Communities grant of $10,000 from the Central Carolina Community Foundation (CCCF) that was originally intended to support the mission of the Rural Health Grant. That grant was to be administered by the Library along with a commitment to match the grant with $2,000 from the Library's budget. A couple of options to work around the barriers were proposed: using Terri as an independent contractor to administer the grant or do a fund raiser for the matching funds, but it is still uncertain as to whether CCCF would even allow this.

   After some discussion, the Board asked Director Bruce to contact Trimease Carter with CCCF to see what the best option might be.

   b. Ann K. Thornton Board Room

   The sign on the door of the Ann K. Thornton Board Room and a portrait of Mrs. Thornton were revealed, praised, and photographed. Mrs. Thornton was overcome with thanks for the honor.

7. New Business

   a. Naming new classrooms

   Director Bruce passed out names for the new classrooms proposed by the Library staff for the Board members to vote on. The winning names were:

   Purple Martin Room – this is the classroom opposite the Govan Program Room

   Magnolia Conference Room – this is a conference room with a long table. The wall between this and the Purple Martin Room can be opened up to make one large room.

   Bee Room – this is the room where computer classes, BINGO, and Bee Creative take place among other programs and activities.

   Peanut Room – this is the small meeting room next door to the South Carolina Room.

b. Statistics aligned with State Requirements
   Director Bruce announced that the staff is reevaluating how statistics should be maintained and presented to the Board and to the State. It is the goal of the Library to simplify its statistics records in order to align with those requested by the State Library. He introduced a graphic example of this sort of information that he hopes is clearer and easier to understand. He wants to give the Board some more dynamic, comprehensive information rather than endless spreadsheets of numbers.

   Last year, the Library had to certify that it has a reconsideration policy and a reconsideration form in place in order to get state aid funding. At that time, Chairman James signed the documents certifying that the Library has these in place. This year, the Legislature mandated that all libraries must certify that this policy and reconsideration form are in place twice each year. In order to get the first state aid installment, Chairman James will sign the certification forms provided by the State Library. Later in the year, the State Library will send another set of certification forms to sign and return.

c. Capital improvement priorities

   i. Friends Bookstore Café
      Director Bruce asked for the Board's approval to prioritize the creation of the Friends Bookstore Café first though acknowledged his second priority is the Electronic Marquee.

   ii. Electronic Marquee
      This is Director Bruce's second priority. The Friends of the Library have agreed to pay for the sign, and the County has approved it. The next steps are Town Council approval and sign quotes to receive.

   iii. Remote vending machines
      Director Bruce proposed several opportunities to make books more accessible to all reaches of Calhoun County. He proposed the purchase of book vending machines for locations in Cameron and Sandy Run. These machines would require protective structures, power, and internet service. Another option is the purchase of a book vending machine for one of these locations and the semi-permanent relocation of the Bookmobile at the second location. A book locker, which stores requested books, is proposed for Fort Motte. This would require similar protective structure, power, and internet service. The actual locations are yet to be determined, but the county is excited for these opportunities for all Calhoun County residents.

d. Food and drink policy
   Director Bruce had been unable to locate the existing food and drink policy. He asked that the board allow him to draft a brief food and drink policy that allows food and drink in the library except in designated areas, specifically near the computers.

Chairman James made a motion for Director Bruce to draft a Food & Drink policy permitting food and drink in the Library except in designated areas in preparation for the new café. All were in favor of this action, and the motion passed by acclamation.

e. Card & Loan Policy

Director Bruce announced that he is trying to reduce the different types of cards. His hope is ultimately to have juvenile cards with filtered internet and adult cards with unfiltered internet. If a parent or guardian wants to sign a contract that says the juvenile can use unfiltered internet, then it is not on us.

At the time of the meeting, the idea of an Outreach card was discussed.

Director Bruce's proposal for the new loan policy was originally for 14 days for all new books, but there was a consensus that this is too short. The Board agreed that with the addition of extra copies of popular books, the wait for new books is not excessive. After some discussion, it was agreed that the new loan policy would be for 21 days.

Chairman James made a motion to approve the new loan policy for 21 days. Mrs. Spiers seconded the motion. Chairman James put the motion to a vote. The motion carried.

8. Next Board Meeting

Chairman James announced that the next scheduled Board Meeting is Tuesday, October 21, 2025 at 10:00 am.
She reminded the group of the July 31 Volunteer Appreciation lunch.

9. Adjournment

Chairman James asked for a motion to adjourn. Mrs. Betty James made a motion to adjourn. It was seconded by Mrs. Montgomery. Chairman James put the motion to a vote. The motion carried.

The meeting adjourned at 11:05 am.

Melissa M. McLeod
September 30, 2025