

MEETING MINUTES

CALL TO ORDER

The quarterly regional board meeting was called to order at 5:00 p.m. by Sandi Vito, chair. Trustees in attendance were Sandi Vito, chair, Julie Mikols, vice chair, Glenice Watts, Emerson Wiles, Dawn Winn. Staff members Sena Loyd, Abigail Barna-Ashley, and Kelsey Boone were also in attendance.

APPROVAL OF MINUTES

Trustee Wiles made a motion to approve the minutes from the January 14 meeting and seconded by Chair Vito. Trustee Winn requested the data be corrected from January 14, 2025, from January 14, 2024, and a minor typo be edited under the interim directors' report. Motion to approve as amended, all were in favor, and none were opposed. The minutes were approved.

NEW BUSINESS

a. County Appropriations and State Aid

Director Loyd provided an overview of the last 10 years of county appropriations from Allendale, Hampton, and Jasper, as well as state aid. Noted that all counties except Allendale are current with payments. Discussed reimbursement requests and upcoming grant money. Outlined requests for increased funding for the next fiscal year and plans for staff raises.

b. Financial Report

Vice Chair Mikols reviewed the current Profit & Loss statement, noting that income is higher than expected due to early receipt of state aid, while expenses are lower due to vacancies and cautious spending. Introducing a new comparative report on prior year spending. Discussed the need for a more readable budget format and plans to improve the budget process.

Finance Committee Report

Vice Chair Mikols reported that the committee now exists as required by bylaws. Improvements include online bank account access, with a significant amount in the account as of end of March, largely due to state aid. Discussed spending approval authorization and need for a written policy that would be brought to the Board at a later date. Vice Chair Mikols requested a Regional member representative from Hampton, none volunteered. Purchasing card/credit card policy was discussed with agreement that it was needed and that the matter should be taken up with the Finance Committee directly.

c. Calendar Adjustments

- Director Loyd discussed the need to formalize allowing county board chair to determine closures of library buildings for each county for outreach events. Chair Vito called for a motion, Vice Chair Mikols made and Trustee Watts seconded. No opposition. Passed unanimously.
- Director Loyd proposed to allow Regional library board chair to authorize library closures for outreach events, with staff required to work at the event if scheduled. Chair Vito modified to read Regional library board chair in consultation with county chairs to close libraries for Regional outreach events. Chair Vito called for a motion, Chair Vito made and Trustee Watts seconded. No opposition. Passed unanimously.
- Director Loyd requested Staff Development day be moved to May 14th. Chair Vito called for a Trustee Wiles motion and Trustee Mikols second. No opposition. Passed unanimously.

d. Strategic Plan Preparation

Reviewed the "Planning for the Plan" document. Recommend that we engage with University South Carolina Beaufort/Hilton Head Center for Strategic Planning <https://www.uscb.edu/community/csp/index.html> to assist.

e. AHJ Demographics

Report found in your packet.

f. Organizational Chart and Staffing Update

Director Loyd introduced changes to the organizational structure, including promotions and new hires. Emphasized the importance of strategic planning and community outreach. Highlighted the addition of a marketing and outreach librarian and plans for staff to work from different library branches.

g. Summer Reading Program

Covered in Deputy Director, Community Engagement report

h. Federal Grants and Institute of Museum and Library Services

Grants are currently suspended with no current ETA or timeframe where they may return, if they return.

• Remote Access to Meetings

Chair Vito proposed to allow Board Members to attend up to 4 meetings per year remotely via Teams with adherence to rules regarding public links. Chair Vito called for a motion, Vice Chair Mikols motion and Trustee Watts seconded. No opposition. Passed unanimously.

• Payroll and HR Solution

Director Loyd proposed a solution for Payroll and HR services to include online time tracking, HR support, and policy manual updates replacing the current payroll service. The need was explained that the current paper-based process was too time-consuming and not efficient. Discussion was made on having the proper employment handbook policies in place. Chair Vito called for a Trustee Watts motion, Trustee Winn seconded. No opposition. Passed unanimously.

REPORTS

a. Directors Report

Director Loyd provided updates on library visits, bookmobile repairs and upgrades, potential acquisition of a bus from Richland County, personnel review schedule, upcoming all-staff meeting and training, legislative updates (including E-rate and certification requirements), and grant applications. Updates on federal grant funding, including loss of a \$50,000 outreach vehicle grant, successful summer reading grant, and pending 'plant the seed' grant. Strategic planning grant application in progress, with a focus on developing a new mission statement and engaging the community. Demographics attached for future review.

b. Deputy Director, Community Engagement Report

Overview of summer reading program plans, including system-wide consistency, use of Beanstack for tracking, and staff training for streamlined implementation. Outlined outreach activities and participation in local festivals and events across Allendale, Hampton, and Jasper counties, efforts to train more bookmobile drivers, and improvements in social media presence.

ANNOUNCEMENTS

- Charles resigned from the Regional Library Board and the Allendale County Library Board. This matter needs to be presented to the Allendale County Council for appointment of a replacement.
- Trustee elections and appointments will held at the upcoming July meeting.
- Upcoming outreach includes: Watermelon Festival in Hampton, 4th on Main in Hardeeville, Shrimp Festival in Yemassee.
- Hampton County Library has a new Facebook page!
- QuickBooks Online has been acquired and will be transitioned in the new fiscal year.
- Finance Committee will work on a new budget format to be reviewed at the next meeting in July.
- Due to IMLS federal grant cuts, library lost \$50,000 Impact Grant.
- It is National Library Week and National Library Workers Day – recognition has been made on our social media.
- Staff have been encouraged to participate in our upcoming outreach events.
- A T-Mobile Community Grant application will be submitted.
- Legislative changes regarding E-rate and certification requirements are being monitored.

COUNTY REPORTS

N/A

Next Meeting Date

The next meeting is Tuesday, October 14, 2025, at 5:00 PM at the Estill Public Library.