



MEETING MINUTES

A) Executive Session

1) Welcome

2) Call to Order and Determination of Quorum

The quarterly regional board meeting was called to order at 5:25pm by Sandi Vito, chair. Trustees in attendance were Sandi Vito, chair; Julie Mikols, vice chair; Glenice Watts, Emerson Wiles, Artheen Fitts, and Frances Chavous. Staff members Sena Loyd and Kelsey Boone were also in attendance.

3) Approval of Previous Meeting Minutes

a. Tuesday, April 8, 2025 at 5:30pm

Motion to approve and seconded. Passed unanimously 6-0-0

4) Nominating Committee and Vote for Officers

Chair Sandi Vito explained the nomination and voting for officers. Chair Vito thanked Treasurer Fitts for her service, Treasurer Fitts announced she would be stepping down from the Regional Board and the Treasurer position.

President / Chair

Julie Mikols nominated Sandi Vito for President, Artheen Fitts seconded. Called for a vote with Julie Mikols, Glenice Watts, Emerson Wiles, Artheen Fitts, and Frances Chavos in favor and Sandi Vito abstaining, none opposed. Passed 5-0-1.

Treasurer

Sandi Vito nominated Julie Mikols for Treasurer, Artheen Fitts seconded. Called for a vote with Sandi Vito, Glenice Watts, Emerson Wiles, Artheen Fitts, and Frances Chavos in favor and Julie Mikols abstaining, none opposed. Passed 5-0-1.

Vice President / Vice Chair

Emerson Wiles nominated Sara Coppola for Vice President, Frances Chavos seconded. Holding vote for next meeting as Sara was not present.

5) Summer Survey Presentation (Kelsey Boone)

Kelsey Boone summarized the marketing and outreach statistics for all of the regional libraries. Collections health and Library IQ access became a topic of discussion with a significant amount of our collection not checked out over the last 4 years. Need to weed each collection and enhance discoverability of remaining items.

6) New Business

a. Public Policy Updates

Director Loyd presented changes to the Library's public policy. Changes included a copyright general statement, use of the library's name, library qualifications to include volunteers within each county, age necessary to obtain a library card, out of county residence, holds requests, Beaufort County Library agreement, cell phone use, internet use and access, filtering and children's access to the internet, 3D printing, patron cost for copies and prints, patron privacy, and procedure for law enforcement visits related to USA patriot act, and meeting room policy. Ending statement also included "The policy provisions contained herein bestow no rights upon any person, which can be exercised against Allendale-Hampton-Jasper Regional Library, Regional Library Board, Allendale County Library, Hampton County Library, Estill Public Library, Pratt Memorial Library or Hardeeville Community Library, or any representative thereof."

Emerson Wiles moved to approved the Patron Policy as amended and include language "at the discretion of the Director or her designee" where appropriate, Julie Mikols seconded. Passed unanimously 6-0-0

Chair Vito moved to change the library card agreement age from 5-15 needed for a parent or guardian signature to 5-17 due to recommendation from the State Library, Emerson Wiles seconded. Passed 4-2-0 with two members opposing due to concerns that raising the age limit could discourage or reduce the number of teenagers obtaining library cards and engaging with the library.

b. Technology Plan

Director Loyd reminded the Regional Board that a technology plan is a requirement by the State Library, and it has been many years since one has been provided. She informed the Board that one will be completed alongside the Strategic Plan and presented for approval prior to being sent to the State Library.

c. Employee Handbook

Personnel policy/employee manual discussion including medical insurance, exempt leave, annual leave accrual with change to 120 hours carryover effective 2026, 37.5 hour work week, dress code, incentive leave capped at 3 days per year, catastrophic leave pool, corporate credit card.

B) Executive Session

Chair Vito moved to adopt the personnel policy/employee manual excluding medical insurance and exempt leave with Director Loyd tracking pending sections to bring back to future meeting, X seconded. Passed unanimously 6-0-0

d. FY2026 State Aid

Director Loyd explained changes as known from the 2025 legislative session. Will know more later in Summer.

Final Approved 1.13.2026

e. FY2026 Budget

Director Loyd presented preliminary budget for approval, including a 3.5% raise retroactive to 7/1/2025 and a 37.5 hour work week. Finance committee asked Director Loyd for multiple options for raises, and acknowledged that the 3.5% raises with a 37.5 hour work week for full time staff would require dipping into savings if County Appropriations did not increase.

Artheen Fitts moved to approve the FY2026 Budget as presented, Glenice Watts seconded. Passed unanimously 6-0-0

Director Loyd explained that since the Finance Committee would not meet prior to needing approval for the budgeted expenditure of the Audit, she requested that a motion and approval be made.

Artheen Fitts moved to approve \$7,500 for FY2025 audit with current firm, Julie Mikols seconded. Passed unanimously 6-0-0

Chair Vito took 7c, d, and e out of order.

7) Old Business

e. FY2026 Financial Report

Director Loyd referred the Board to the report, Vice Chair and Finance Committee Chair Mikols provided a report of the current financial situation. Mikols and Director Loyd made comment that staff were working on transitioning all financials over to QuickBooks online and changing the Chart of Accounts, with the Chart of Accounts being mapped from the old accounts to the new accounts.

c. Signature Authority Resolution

Executive Director authorized up to \$5,000 within budget, Finance Committee up to \$10,000; Board approval above those thresholds. Spending authorized for Executive Director against accepted and known to Board grants of any amount.

Glenice Watts motioned to approve Signature Authority Resolution, Artheen Fitts seconded. Passed unanimously 6-0-0

d. Director and Officer Insurance

Director Loyd received one quote for \$2,500 which seemed high, and additional quotes were requests and will be reviewed by the Finance Committee for approval. No motion made.

7) Old Business (continued...)

a. Calendar Adjustments

Adjust closure date for 2025 Fall Inservice from October 13th to October 15th.

b. Strategic Plan

Director Loyd reviewed the needs from the Board for the USC Beaufort Strategic Planning group. A focus group/workshop with 12-15 participants (Board, staff, patrons and non-patrons); additional county session planned. Board asked Director Loyd to circulate the September date and confirm participation.

- c. Signature Authority Resolution [Taken out of order, see above]
- d. Director and Officer Insurance [Taken out of order, see above]
- e. FY2025 Financial Report [Taken out of order, see above]

8) Reports

- a. Director Report – Written Report Provided
- b. Deputy Director, Community Engagement Report – Written Report Provided
- c. Finance Committee – Written Report Provided

9) County Reports

Nothing to report.

10) Announcements

- a. Next Meeting – Tuesday, October 14, 2025 at 5:00pm Estill Public Library

- 11) Public Comment: *Members of the public wishing to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments shall be limited to three minutes per person and the person wishing to speak should sign the sheet provided by the secretary prior to the beginning of the meeting.*

No members of the public were present.

12) Adjournment