



Union County Library System

300 East South Street, Union, SC 29379
Phone: 864-427-7140 • Fax 864-427-4687
Web: www.unionlibrary.org

REGULAR MEETING NOTICE

WHO: UCCL Board of Trustees
WHAT: Regular Board of Trustees Meeting
WHEN: 6:00 PM Thursday, August 15, 2019
WHERE: 309 E. Academy St, Rm 204, Union, SC 29379

AGENDA

1. Call to Order Lauren Ward, Chair
Quorum Established
Approval of Minutes
2. Treasurer's Report Cindy Langley, Treasurer
3. Director's Report
 - a. State Aid/Lottery
 - b. Budget update
 - c. House Donation
4. Assistant Director's Report
5. EDI Proposal and Strategic Planning
6. Adjourn

Participation is important to the work of the Carnegie Library.
Please make every effort to attend.
We look forward to seeing you.

Union County Carnegie Library
300 South Street, Union, SC 29379
Phone: 864-864-427-4687 Web: www.unionlibrary.org

Date: Thursday August 15, 2019 @ 6:00am

Place of Meeting: Union County Carnegie Library

Governing Board Present: Bill Rochester, Cindy Langley, Connie Springs, Gary Farnsworth, Lauren Ward, Sally Palmer, and Antonio Johnson

Advisory Board Present: Randy Lowell (USCU), Laura Wade (First Steps), Dana Bertolino (UWP), Nikoya Shaw (UWB)

Members absent: none

Staff: Director, Rieta Drinkwine; Taylor Adkinson, Assistant Director, Sarah Fling (USC COSW), and Taylor Certain (VISTA)

Purpose: Regular Scheduled Meeting

Guest: none

Call to order: Lauren Ward called the meeting to order at 6:02pm. It was noted that a quorum was established.

A motion was made to accept the minutes as read from the regularly scheduled meeting of June 17, 2019 and the called meeting of May 6, 2019. The motion was made by Bill Rochester and seconded by Antonio Johnson and passed unanimously.

Treasurer's report: Cindy Langley and Rieta Drinkwine presented the Treasurer's Report. It was noted that the Library's finances were in good order. As part of this presentation the amended proposed library budget for 2019-2020 was presented to the board. A motion to accept the report

and approve the budget was made by Connie Springs and seconded by Antonio Johnson and passed unanimously.

Director's Report: Rieta Drinkwine presented her Director's Report which included staff hirings (Sarah Fling and Taylor Certain), budget request from the county, Carlisle, and Jonesville, and work study positions, partners and outreach, grants, and renovation items, summer reading, programs, and professional development. Mr. Elwood Hartman's property at 114 South Church Street in Union was donated to the library and the Friends of the Library now own that property.*

Taylor presented the Assistant Director's report which included summer reading, upcoming programs, outreach including mental health promotion and suicide prevention, USC Union news, and conference proposals for professional development.*

*The Director's reports and the Assistant Director's reports are maintained on file.

EDI Proposal and Strategic Planning: Rieta presented a proposal for equity, diversity and inclusion training for both staff and board members including facility partners. The objectives of the training would be to develop a common vocabulary among members and others, the development of an organizational EDI statement, and updated policies and strategic planning to reflect EDI. The board felt comfortable with using Charles Weathers and 4-6-hour sessions, possibly 2 sessions, during the week.

Bill Rochester made a motion to adjourn and Cindy Langley seconded the motion; the motion was passed unanimously.

Meeting Adjourned: 7:05pm

Respectfully submitted: Bill Rochester



Union County Library System

300 East South Street, Union, SC 29379
Phone: 864-427-7140 · Fax 864-427-4687
Web: www.unionlibrary.org

REGULAR MEETING NOTICE

WHO: UCCL Board of Trustees
WHAT: Regular Board of Trustees Meeting
WHEN: 6:00 PM Thursday, October 17, 2019
WHERE: 300 E. South St, Union, SC 29379

AGENDA

1. Call to Order Lauren Ward, Chair
 - Quorum Established
 - Introduction of Guests Toccoa Switzer
 - Approval of Minutes
2. Piedmont Physic Garden Toccoa Switzer
3. Treasurer's Report Cindy Langley, Treasurer
4. Director's Report
5. Assistant Director's Report
6. EDI Proposal and Strategic Planning
7. Policy Recommendations
 - a. Meeting Room Policy
8. Tax Credits
9. Executive Session
 - a. Personnel Matter
10. Adjourn

Participation is important to the work of the Carnegie Library.
Please make every effort to attend.
We look forward to seeing you.

Union County Carnegie Library
300 South Street, Union, SC 29379
Phone: 864-864-427-4687 Web: www.unionlibrary.org

Date: Thursday October 17, 2019 @ 6:00am

Place of Meeting: Union County Carnegie Library

Governing Board members present: Bill Rochester, Cindy Langley, Connie Springs, Gary Farnsworth, Lauren Ward, and Sally Palmer

Advisory Board members present: Randy Lowell (USCU), Laura Wade (First Steps), and Nikoya Shaw (UWB)

Governing Board members absent: Antonio Johnson

Staff present: Director, Rieta Drinkwine; Taylor Atkinson, Assistant Director, and Taylor Certain (VISTA)

Purpose: Regular Scheduled Meeting

Guest: Toccoa Switzer and Nancy Kennedy representing the Piedmont Physics Garden

Call to order: Lauren Ward called the meeting to order at 6:01pm, and introduced the guest present. It was noted that a quorum was established.

A motion was made to accept the minutes as read from the regularly scheduled meeting of August 15, 2019. The motion was made by Cindy Langley and seconded by Sally Palmer and passed unanimously.

Piedmont Physics Garden: Toccoa Switzer and Nancy Kennedy presented to the UCCL Board a request asking that the UCCL Board donate to the Piedmont Physics Garden the property at 114 S. Church Street in Union that had been previously donated to the Friends of the

Union Carnegie Library by Elwood Hartman. The UCCL Board will take the presentation under advisement during executive session.

Treasurer's report: Cindy Langley and Rieta Drinkwine presented the Treasure's Report. It was noted that the Library's finances were in good order. A motion to accept the report was made by Bill Rochester and seconded by Sally Palmer and passed unanimously.

Director's Report: Rieta Drinkwine presented her Director's Report which included staff hirings (Austin Vaughan), ongoing financial audit, and work study positions (Carolyn Fowler), partners and outreach, grants, and technological updates, grant writing workshop, public health task force, committee for 2020 census program, and professional development. *

Taylor presented the Assistant Director's report which included fall programs, art, music festivals, and Union reads, outreach including mental health first aid and, USC Union news, and professional development accomplishments.*

*The Director's reports and the Assistant Director's reports are maintained on file.

EDI Proposal and Strategic Planning: Rieta presented possible dates for the EDT Training for both staff and board members including facility partners. The dates identified were October 31 and November 13. The objectives of the training would be to develop a common vocabulary among members and others, the development of an organizational EDI statement, and updated policies and strategic planning to reflect EDI. There were cost considerations to be concerned about. The Board discussed the pros and cons of the EDI training verses the cost. Gary Farnsworth made a motion to accept a budget of \$5000 for the EDI training and the motion was seconded by Bill Rochester and approved unanimously.

Policy Recommendations-Meeting Room Policy: Rieta presented revised meeting room policy procedures that regulated the use of the meeting rooms, rental requirements and fines and fees sheet. Gary Farnworth made a motion to approve the policy manual changes and Connie Springs second the motion. Sally Palmer made a motion to accept the fines and fees sheet and Cindy Langley seconded it. The motions passed unanimously.

Tax Credits: Rieta presented to the Board a question of whether to sell our 2020 tax credits this year and lose money verses selling the credits next year. A motion to not sell the credits this year was made by Cindy Langley and seconded by Gary Farnsworth; the motion passed unanimously.

Executive Session: A motion to enter executive session was made by Bill Rochester and seconded by Sally Palmer; the motion passed unanimously. The Board entered executive session at 6:54pm. Bill Rochester made a motion to exit executive session and Sally Palmer seconded it. The motion passed unanimously. The Board exited executive session at 7:08pm. No votes were taken while in executive session.

Gary Farnsworth made a motion that the Board send a letter to the Piedmont Physics Garden stating that the Board is taking no action on their request at this time. The letter would be sent by the Board Chair. Connie Springs seconded the motion and it passed unanimously.

Cindy Langley made a motion to adjourn and Sally Palmer seconded the motion; the motion was passed unanimously.

Meeting Adjourned: 7:05pm

Respectfully submitted: Bill Rochester
Next meeting January 16, 2020



Union County Library System

300 East South Street, Union, SC 29379
Phone: 864-427-7140 · Fax 864-427-4687
Web: www.unionlibrary.org

REGULAR MEETING NOTICE

WHO: UCCL Board of Trustees
WHAT: Called Board of Trustees Meeting
WHEN: 9:30 AM Tuesday, December 10, 2019
WHERE: 300 E. South St, Union, SC 29379

AGENDA

1. Call to Order Lauren Ward, Chair
 Quorum Established
 Approval of Minutes
2. Strategic Planning Weathers Group
3. Adjourn

Participation is important to the work of the Carnegie Library.
Please make every effort to attend.
We look forward to seeing you.

Union County Carnegie Library
300 South Street, Union, SC 29379
Phone: 864-864-427-4687 Web: www.unionlibrary.org

Date: Tuesday December 10, 2019

Place of Meeting: Union County Carnegie Library

Governing Board members present: Bill Rochester, Cindy Langley, Antonio Johnson, Lauren Ward, and Sally Palmer

Advisory Board members present: Randy Lowell (USCU) and Nikoya Shaw (UWB)

Governing Board members absent: Connie Springs, Gary Farnsworth

Staff present: Director, Rieta Drinkwine; Taylor Atkinson, Assistant Director, Trudie Sanders, Library Assistant; and Linsey Bowers, Technology and Instructional Services Coordinator

Purpose: Board Strategic Planning Meeting

Guest: Charles Weathers from the Weathers Group

Call to order: Lauren Ward called the meeting to order at 9:39am, and introduced the guest. It was noted that a quorum was established.

Charles facilitated the strategic planning training and emphasized the political, economic, social, and technological changes as they apply to our facility and today's environment.

Bill Rochester made a motion to move the regularly scheduled meeting of the library board to January 16, 2020. Cindy Langley seconded the motion and it passed unanimously.

Bill Rochester made a motion to adjourn and Sally Palmer seconded the motion; the motion was passed unanimously.

Meeting Adjourned: 12:18pm

Respectfully submitted: Bill Rochester
Next meeting December 19, 2019



Union County Library System

300 East South Street, Union, SC 29379
Phone: 864-427-7140 · Fax 864-427-4687
Web: www.unionlibrary.org

REGULAR MEETING NOTICE

WHO: UCCL Board of Trustees
WHAT: Called Board of Trustees Meeting
WHEN: 6:00 PM Thursday, January 16, 2020
WHERE: 300 E. South St, Union, SC 29379

AGENDA

1. Call to Order
 Quorum Established
 Introduction of Guests
 Approval of Minutes
 Lauren Ward, Chair
 Manley Garvin Auditors
2. Audit presentation
3. Treasurer's Report
 Cindy Langley, Treasurer
4. Director's Report
5. Assistant Director's Report
6. Policy Recommendations
 - a. Fees Policy
7. Executive Session
 - a. Contract Matter
8. Adjourn

Participation is important to the work of the Carnegie Library.
Please make every effort to attend.
We look forward to seeing you.

Union County Carnegie Library
300 South Street, Union, SC 29379
Phone: 864-864-427-4687 Web: www.unionlibrary.org

Date: Thursday January 16, 2020 @ 6:00pm

Place of Meeting: Union County Carnegie Library

Governing Board Members present: Bill Rochester, Lauren Ward, Sally Palmer and Antonio Johnson.

Advisory Board members present: Randy Lowell(USC Union), Nikoya Shaw (upstate workforce), Laura Wade(First Steps)

Members absent: Cindy Langley, Gary Farnsworth

Staff: Director, Rieta Drinkwine; Assistant Director, Taylor Atkinson

Purpose: Regular Scheduled Meeting

Guest: David McAllister with Manley Garvin Auditors

Call to order: Lauren Ward called the meeting to order at 6:00pm, and introduced our guest. It was noted that a quorum was established.

A motion was made to accept the minutes as read from October 17, 2019 and December 10, 2019 by Bill Rochester and seconded by Antonio Johnson with a change to the December minutes to reflect that the next meeting would be January 16, 2020. With the update the minutes passed unanimously.

Audit Presentation: David McAllister of Manley Garvin Auditors presented the results of the yearly financial audit of the Union County Carnegie Library. The audit report resulted in “a clean opinion”, which is the highest determination available. In summary there were no material weaknesses identified, no significant deficiencies identified, and no noncompliant material to financial statements noted. A copy of the audit is maintained on file

The Treasurer’s report was presented by Rieta Drinkwine. It was noted that the Library’s finances were in good order. A motion to accept the report was made by Bill Rochester and seconded by Sally Palmer and passed unanimously.

Director’s Report: Rieta Drinkwine presented her Director’s Report which included staff positions (Morgan Adams-Library Services Coordinator) and part time hirings for branches and DJJ, and work study positions, partners and outreach, grants, and renovation items, reading, programs, and professional development, legislative visits and LSTA grants.

Taylor presented the Assistant Director’s report which included spring reading, upcoming programs, outreach including Union Reads, USC Union news, strategic planning, and professional development.

*The Director's reports and the Assistant Director's reports are maintained on file.

Policy Recommendations: Rieta discussed changes to the fees for out of county and for profit agencies training by the library and staff. Antonio Johnson made a motion to approve the fee changes and Sally Palmer seconded the motion which was approved unanimously.

Antonio Johnson made a motion to go into executive session. The motion was seconded by Sally Palmer and passed unanimously. The board entered executive session at 7:06pm. Bill Rochester made a motion to exit executive session and it was seconded by Sally Palmer and passed unanimously. The board came out of executive session at 7:38pm. No votes were taken while in executive session.

Bill Rochester made a motion to adjourn and Sally Palmer seconded the motion; the motion was passed unanimously.

Meeting Adjourned: 7:39pm

The next meeting will be Thursday February 20, 2020 at 6pm at the Union County Carnegie Library.

Respectfully submitted: Bill Rochester



Union County Library System

300 East South Street, Union, SC 29379
Phone: 864-427-7140 · Fax 864-427-4687
Web: www.unionlibrary.org

REGULAR MEETING NOTICE (RESCHEDULED)

WHO: UCCL Board of Trustees
WHAT: Regular Board of Trustees Meeting
WHEN: 6:00 PM Wednesday, February 26, 2020
WHERE: 300 E. South St, Union, SC 29379

AGENDA

1. Call to Order Lauren Ward, Chair
 Quorum Established
 Approval of Minutes
2. Treasurer's Report Cindy Langley, Treasurer
3. Director's Report
4. Assistant Director's Report
5. Project Review for approval
 - a. Landscaping
 - b. Furniture
6. Public statement on property donation for approval
7. Adjourn

Participation is important to the work of the Carnegie Library.
Please make every effort to attend.
We look forward to seeing you.

Union County Carnegie Library
300 South Street, Union, SC 29379
Phone: 864-864-427-4687 Web: www.unionlibrary.org

Date: Wednesday February 26, 2020 @ 6:00pm

Place of Meeting: Union County Carnegie Library

Governing Board Members present: Bill Rochester, Lauren Ward, Gary Farnsworth and Rhonda Hollingsworth.

Advisory Board members present: Randy Lowell (USC Union), and Nikoya Shaw (upstate workforce)

Members absent: Cindy Langley, Sally Palmer, and Antonio Johnson

Staff: Director, Rieta Drinkwine; Taylor Atkinson, Assistant Library Director

Purpose: Regular Scheduled Meeting

Guest: none

Call to order: Lauren Ward called the meeting to order at 6:07pm. It was noted that a quorum was established.

A motion was made to accept the minutes as read from January 16, 2020 by Bill Rochester and seconded by Rhonda Hollingsworth. The minutes passed unanimously.

Lauren Ward introduced our new member to the library board, Rhonda Hollingsworth.

The Treasurer's report was presented by Rieta Drinkwine. It was noted that the Library's finances were in good order. A motion to accept the report was made by Rhonda Hollingsworth and seconded by Gary Farnsworth and passed unanimously.

Director's Report: Rieta Drinkwine acknowledged that the rest of the agenda would cover the Director's Report.

Assistant Director's Report: Taylor presented the Assistant Director's report which included spring reading, upcoming programs, outreach including Union Reads, USC Union news, strategic planning, and professional development.

*The Director's reports and the Assistant Director's reports are maintained on file.

Project Review for approval: Rieta presented a plan to the board to enhance the landscaping of the library and to provide new furniture within the library. Bill Rochester made a motion to allocate a max of \$150,000 from the library's current available funds for landscaping and furniture; Gary Farnsworth seconded the motion and it passed unanimously

*Plans for the furniture and landscaping are on file.

Public statement on property donation: A discussion was led by Rieta concerning a public statement regarding the donation of property at 114 S. Church Street in Union, S.C. Rhonda Hollingsworth made a motion to approve the public statement to be released regarding the property. And a written letter terminating the Memorandum of Understanding would be sent after being approved by the board via email. The motion was seconded by Gary Farnsworth and passed unanimously.

Bill Rochester made a motion to adjourn and Rhonda Hollingsworth seconded the motion; the motion was passed unanimously.

Meeting Adjourned: 7:38pm

The next meeting TBD.

Respectfully submitted: Bill Rochester



Union County Library System

300 East South Street, Union, SC 29379
Phone: 864-427-7140 • Fax 864-427-4687
Web: www.unionlibrary.org

REGULAR MEETING NOTICE (RESCHEDULED)

WHO: UCCL Board of Trustees
WHAT: Regular Board of Trustees Meeting
WHEN: 4:00 PM Tuesday, June 22, 2020
WHERE: Google Meet: <https://meet.google.com/bhe-podd-yra>

AGENDA

1. Call to Order Lauren Ward, Chair
 Quorum Established
 Approval of Minutes
2. Treasurer's Report Cindy Langley, Treasurer
3. Programs Update Taylor Atkinson, Deputy Director
4. Budget approval FY2020-2021
5. Strategic Plan
 - a. Electronic vote approval
6. Officer Nominations
7. Adjourn

Participation is important to the work of the Carnegie Library.
Please make every effort to attend.
We look forward to seeing you.

Union County Carnegie Library
300 South Street, Union, SC 29379
Phone: 864-864-427-4687 Web: www.unionlibrary.org

Date: Tuesday June 23, 2020 @4:00 PM

Place of Meeting: Google Meet: <https://meet.google.com/bhe-podd-yra>

Governing Board Members present: Bill Rochester, Lauren Ward, Gary Farnsworth, Rhonda Hollingsworth, Cindy Langley, Sally Palmer, and Antonio Johnson

Advisory Board members present: none

Governing Board Members absent: none

Staff: Library Director, Rieta Drinkwine; Taylor Atkinson, Assistant Library Director

Purpose: Regular Scheduled Board of Trustees Meeting

Guest: none

Call to order: Lauren Ward called the meeting to order at 4:06pm. It was noted that a quorum was established.

A motion was made to accept the minutes as read from February 20, 2020 by Gary Farnsworth and seconded by Bill Rochester. The motion passed unanimously.

Treasurer's Report: The Treasurer's report was presented by Rieta Drinkwine and it included the budget items for TY2020-2021. It was noted that the Library's finances were in good order. A motion to accept

the report was made by Gary Farnsworth and seconded by Sally Palmer and passed unanimously.

Program Update: Taylor Atkinson presented a Program Update report which included virtual programming, our YouTube channel, doing YouTube programs, new summer reading website called beanstack(BeanstackTracker), earning badges as part of Beanstack. We will not do any in person programs this summer.

Budget approval: Rieta presented the FY 2020-2021 library budget to the board for approval. Rhonda Hollingsworth made a motion to approve the FY2020-2021 budget and Antonio Johnson seconded the motion and it passed unanimously.

*The FY2020-2021 budget is on file.

Strategic Plan- Electronic vote approval: Rieta discussed the strategic plan that is ready to go into effect in July. Antonio Johnson made a motion to vote electronically to approve the strategic plan in July The motion was seconded by Bill Rochester and passed unanimously.

Officer Nominations: Bill Rochester made a motion nominating Antonio Johnson for Chair, Gary Farnsworth for Vice-Chair, Rhonda Hollingsworth for Secretary, and Lauren Ward for Treasurer. Sally Palmer seconded the motion. The motion passed unanimously.

Bill Rochester made a motion to adjourn and Antonio Johnson seconded the motion; the motion passed unanimously.

Meeting Adjourned: 4:38pm

The next meeting TBD.

Respectfully submitted: Bill Rochester