

PCLS BOARD OF TRUSTEES REGULAR MEETING AGENDA

6:00 PM September 17, 2026

Pickens -Village Library

PRESIDING: Mr. Danny Parton, Chair – District 3 (Pickens)

Mr. Mark Kilburn, Treasurer – At Large

Dr. Alfred Wheeler – District 1 (Clemson)

Ms. Nancy Miller, Sec – District 2 (Six Mile/Central)

Ms. Alesa Pinkerton, V. Chair – District 4 (Liberty)

Mr. Robert Sams– District 5 (Easley)

Mr. Brian Aiken – District 6 (Dacusville)

1. Call meeting to Order
 - a. Roll Call for Quorum
 - b. Accept Agenda as written
2. Invocation and Pledge of Allegiance
3. Public Comments – Limit to (3) minutes each (Total 30 minutes)
4. Approval of Minutes
 - a. Search Committee Meeting 7/9/2026
 - b. Regular Meeting 7/16/2026
 - c. Search Committee Meeting 7/22/2026
 - d. Search Committee Meeting 8/26/2026
 - e. Policy Committee Meeting 8/27/2026
5. Library Directors Report
 - a. Summer Reading Club Report
 - b. Financial Report & Budget Process
 - c. Weeding Schedule & Process
 - d. Overdrive Checkout Process for Ebooks and Audiobooks
 - e. Parenting Section – new collection area in all libraries
 - f. Library Renovation Updates
 - g. Friends Report
6. Old Business
 - a. Foundation Board Report
 - b. Discussion and possible action: Changes to Friends of the Library Policy
 - c. Discussion and possible action: Collection Development Funding Certification
 - d. Discussion and possible action: State Aid Agreement / Library Budget Form
 - e. Discussion and possible action: PCLS Technology Plan for FY 26-27

7. New Business

- a. Discussion and possible action: for FOIA Policy – Committee Recommendation
- b. Discussion and possible action: Director's Evaluation Timeline –Committee Recommendation
- c. Request for Reconsideration appeal to the Board:

8. EXECUTIVE SESSION

S.C. Code of Laws, Section 30-4-70 (A), allows that specifically delineated and qualifying matters may be discussed outside the presence of the public.

- a.) Personnel - Section 30-4-70(A)(1) • Director Search Committee report

9. DISCUSSION AND POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS

While the SC Freedom of Information Act allows for certain matters to be discussed outside the presence of the public, any votes on such matters can only take place once the board has returned to public session

10. ADJOURNMENT

Next Meeting: Regular Meeting: 6:00pm, November 19 at Central-Clemson Library



**PCLS BOARD OF TRUSTEES
SEARCH COMMITTEE MEETING**

2:00pm Thursday, July 9, 2026
Hampton Memorial Library
Study Room

Mr. Bruce Heimburger – Interim Director
Mr. Mark Kilburn, Treasurer – At Large

Mr. Robert Sams – District 5 (Easley)
Ms. Alesa Pinkerton, V. Chair – District 4 (Liberty)

1. Call meeting to order at 2:20pm – Misunderstanding with room availability
2. A. Nomination of Mark Kilburn for Chair by Alesa Pinkerton
Nomination of Alesa Pinkerton for Chair by Robert Sams – Ms. Pinkerton declined
Motion for Mark Kilburn for Chair: Alesa Pinkerton, Robert Sams 2nd –
Unanimously Passed
B. Nomination and motion for Robert Sams to be Vice- Chair: by Mark Kilburn, 2nd
by Alesa Pinkerton Unanimously Passed
3. Motion to go into Executive Session: Unanimously Passed
4. Public meeting back in session 4:12pm – No actionable items taken during Executive Session
5. Adjourn meeting at 4:13pm



PCLS BOARD OF TRUSTEES MEETING MINUTES

6:00 PM July 16, 2026

Hampton Memorial Library

304 Biltmore Road Easley, SC 29640

PRESIDING: Mr. Danny Parton, Chair- District 3 (Pickens)

Dr. Alfred Wheeler – District 1 (Clemson)

Ms. Nancy Miller, Sec – District 2 (Six Mile/Central)

Ms. Alesa Pinkerton, V. Chair – District 4 (Liberty)

Mr. Robert Sams – District 5 (Easley)

Mr. Brian Aiken – District 6 (Dacusville)

Mr. Mark Kilburn, Treasurer – At Large

1. Call Meeting to Order

At 6:00 pm.

a. Roll Call for the Record

When Ms. Miller did roll call, Mr. Aiken was not in attendance, the rest of the board was present. Mr. Aiken came in late at the end of the public comments.

b. Accept Agenda as written

Mr. Parton made a motion to switch Old Business 6a with New Business 7a on the agenda. Mr. Sams seconded the motion. Motion unanimously.

2. Invocation and Pledge of Allegiance

Ms. Miller led the Invocation and Pledge of Allegiance.

3. Public Comments – Limit to (3) minutes each (Total 30 minutes)

1. Hannah Whitehead

Spoke about keeping explicit material out of the library. Mentioned and read aloud an excerpt from a book that was moved to the Adult Parenting section of the library.

2. Denise Davidson

Spoke about not seeing any America 250 displays and that the new director should plan out what the displays would be and get board approval.

3. Lou Kaye

Spoke about how not signing the state aid form due to prurient materials in the library is holding state aid hostage. Mentioned that the current policy is dangerous. Asked why the book Drama was moved and how can book moving be tracked for the public to see.

4. Jesse Henley

Spoke about leadership and that children are a gift from God. Mentioned that freedom without wisdom is not freedom at all and not everything that is legal is appropriate. Read scriptures from the Bible.

5. Johnnelle Raines

Spoke about how curation is not censorship and asked who sets the standards for curation for the library. Mentioned that libraries should only give age-appropriate materials and asked about how and if eBooks have limited access for minors.

6. Mae Anderson

Spoke about having attended library board meetings for 3 years, she is 16 years old and the library board meetings have aged her. Mentioned that limiting access to books is not protection and a few hours of reading should not undo years of good parenting.

7. Virginia King

Mentioned that she appreciates protecting children.

8. Meredith Burr

Spoke about South Carolina law says that the book should be taken as a whole and the reclassification process is being rushed. Submitted comments for the public record. (see attached comments)

9. Andi Hendricks

Spoke about the lies that board members have told on public record and requested those members removed. Submitted comments for the public record. (see attached comments)

10. Renee Gahan

Spoke about the qualities the next director should have. Mentioned that libraries are under attack and the programs for the community suffer due to the hours spent on book disputes. Requested that Shephanie Howard be rehired.

11. Rudolph Bell

Spoke about supporting the direction the board is going. Mentioned that this is a divided nation fighting a cultural war and the board has been dragged into it, but the board should not take sides.

4. Approval of Minutes

a. Special Called Meeting 2/12/26

Ms. Pinkerton made a motion to approve February 12, 2026, meeting minutes. Mr. Kilburn seconded the motion. No discussion. Motion passed unanimously.

b. Library Board Meeting 5/21/26

Ms. Pinkerton made a motion to approve May 21, 2026, meeting minutes. Mr. Aiken seconded the motion. Dr. Wheeler mentioned about correcting who presided over the meeting to Alesa Pinkerton and not Danny Parton because he was not there and that there are a few typos and we should run the spell check on Microsoft. Motion to accept the minutes with the corrections passed unanimously.

5. Library Director Report

a. Financial Report

The Board discussed the FY27 library budget. Mr. Heimburger reported that the library's finances remain in good condition, noting that the FY27 budget includes a 2% increase, with most of the additional funding allocated to personnel costs. Although the overall budget increased, the operating budget was reduced, requiring careful management of the library's expenses.

Board members discussed concerns regarding the operating funds being reduced, including the elimination of the legal services budget, the repairs budget being reduced, and the impact these changes could have on library operations. Questions were also raised regarding funding for the planned library renovation and whether available funds would be sufficient to cover project costs.

Mr. Heimburger stated that the total renovation cost will not be known until bids are received, with additional information expected by the end of August. The Assistant Director reported that the latest estimated budget available was \$1.9 million for the renovation. There was discussion about the library's end-of-the-year balance and the need to spend all funds since the library is no longer on milage and cannot save rollover amounts. There was concern over what to do about day-to-day expenses and building maintenance. Mr. Heimburger mentioned that they will rely on the county to help with any major building expenses that come up.

b. Foundation Report

Mr. Heimburger reported that the Foundation sold 2 more T-shirts and they are working on making new T-shirts. The board requested that the Foundation give a report at a future meeting and give the library board an updated copy of the Foundation Bylaws.

c. Statistical Report

The Assistant Director reported that overall number of visitors and card holders are trending up. eAudio, eMagazines and Kanopy numbers are way up, while physical items are slightly down, likely due to people preferring to listen to books over physical book reading. The number of events and meeting room reservations looks down but attendance is way up due to the events being better quality and popular. The same is true for

Outreach events. The expansion spaces having air-conditioning now have helped with Summer Reading Program performances. The number of participants in Summer Reading Program looks to be trending up, as well. The yearly totals have the same trends as the quarterly. There is a good ratio of card holders to the county population. eAudio is up, as well as meeting room attendance and programing attendance. United Way's Free File program was held at every branch 1,669 people got their taxes done for free. For early voting and runoffs we had 3,890 people vote at the Easley library, which is the most of any of the voting locations.

d. Hampton Library renovations

Topic was covered in the Financial Report.

e. Friends of the Library

Mr. Heimburger reported that at the Friends of the Library annual meeting Kelly Boland was made the new president and book sales will take place on the second and third Saturdays of September.

Dr. Wheeler discussed posting a list of all books that have been relocated, along with the reasons for their relocation, as well as all submitted reconsideration requests, on the library's website to promote transparency.

6. New Business

a. Report of Library Director Search Committee

Mr. Kilburn reported that they came up with a timeline and a standardized way to go through all the applications. There are about 20 applications and only 5 meet the requirements of having a master's degree in library science. The committee will meet again next week.

7. Old Business

No old business to discuss.

8. Meeting Adjourn

Mr. Kilburn made a motion to adjourn the meeting. Mr. Sams seconded the motion. Motion passed unanimously. Meeting adjourned at 7:15 pm.

Mr. Parton announced that the next board meeting will be held September 17, 2026, at the Village Library in Pickens at 6 pm.

mail this
to board clerk

Remarks for Thursday, July 16, 2026 Library Board Meeting

Hi, my name is Meredith Burr and I am a resident of Pickens County, a parent, and a regular patron of the library. I am submitting these comments for the public record.

I want to first respond to board member Mark Kilburn's comments at the May board meeting.

Mark stated that "The collection policy is not trying to address whether or not [a work]... has prurient interest" and expressed frustration at "prurient interest" continuing to be brought up. Yet this board insisted that the recent changes to the collection policy were necessary specifically because of Proviso 27.1 which required libraries to certify that they did not "offer any books or materials that appeal to the prurient interest of children". This board also specifically included in the updated collection policies that "prurient interest material" be moved from teen to adult. So the collection policies are trying to address whether or not a work has prurient interest.

Mark also expressed frustration at those insisting that we need to consider the work "as a whole" in making collection decisions, but this comes from SC law. According to the state library, "for material to be considered "prurient" the dominant theme of the material must be taken as a whole, and cannot be parsed out in sections." Collection policies regarding the teen collection state that they use the state obscenity law for guidance (SC Code § 16-15-305 (2023)). But this law also emphasizes that the work needs to "as a whole" appeal to "prurient interest" *and* lack any "serious literary, artistic, political, or scientific value" to be considered obscene.

So it is clear that the terms prurient interest, obscenity, and work as whole keep coming up because they are part of the law and integral to the recent discussions on collection policies.

The problematic new collection policies now allow any book to be removed from the teen section based not on the work as a whole, but on objectionable excerpts. This is an unreasonable standard and restricts books that are

relevant and valuable to teens. Mark stated that the new collection policy is only trying to ensure collections are "age appropriate". But "age appropriateness" is subjective and can depend on personal values. This is why the previous collection policy referred to "age relevant" materials. The library placed materials in categories relevant to different age groups and allowed parents and individuals to determine what was appropriate for them.

When we compare Pickens to other SC libraries, we see that Pickens is now an outlier because of its extreme collection policies. I checked SC LENDS, a consortium of 22 SC county libraries, including Anderson County, for the location of 85 titles that our system recently moved from teen to adult. 90% of these titles had 60% or more of the SC LENDS copies in YA or Teen. Over 30 titles had copies only in YA or Teen. Only 1 title was available only in adult.

Lastly, I strongly disagree with the current collection policy, but since it is currently in place, I ask that the board encourage slow, careful review and not push for books to be moved as quickly as possible. In a recent review, 14 books, including Drama, were determined to have been moved to adult incorrectly or to need further review because it was not clear why they were moved. While Drama has been returned to juvenile, other books are stuck in adult while further review occurs. P.S. I still love you, for example, is still classified as adult, despite a second review finding it complied with teen policy. These errors demonstrate that this re-classifying process is being rushed. It is not right that books likely in compliance ^{with the board's policy} have been quickly moved to adult and are stuck there while more careful review occurs. The slow, careful review always needs to come first.

Thank you for your time.

Andi Hendricks

July 16, 2026

Pickens County, South Carolina

Submitted to: Pickens County Library Board of Trustees

Re: Public Comment-Regular Board Meeting March 19, 2026

Submitted for Inclusion in the Official Minutes

From the moment you were placed on the board, you have been on a mission to force your views and beliefs on everyone and continue to expect the public library to act as the parent to a child.

As I said I would do, I have reached out to County Council about the actions of some. I am providing that statement and this statement tonight for the public record.

I don't believe for one second that 3 of you should have the honor and privilege of serving on this board for another minute. I will continue to report my concerns over the egregious lies and actions taken. Pickens County Council seems to be okay with turning a blind eye. I am not. This is an unpaid volunteer position that will not impact any of your lives or families whether you serve on this board or not. I do imagine that the lies told that will be made part of a public record will be difficult to face.

I have no issue at all with the very different viewpoints that all of you bring to the Board. I think if everyone is speaking truthfully, it allows for far better decisions to be made if you are hearing from as many sides/views as possible. The problem is that some have been very untruthful and are now boldly lying about others saying things that they did not. When it was stated that the State Director had said she had a paralegal review what was sent and the Paralegal said that it was 'legal', I knew that there was no chance of this Board being able to act in the Library's best interest or in the County's best interest.

Who I am and what I stand for matters. I do not and will not ever stand for or tolerate anyone that lies. Lies were stated on the record and in complete disregard for the impact those words have on anyone. Lies that in the above instance could have had real world impacts with a referral to the office of disciplinary counsel for an attorney, when it was stated that a Paralegal said your policy was "legal". That did not happen and I know it didn't happen before the FOIA I have submitted is even returned. I am a Paralegal for the past 26 years. I take my job seriously. I know the seriousness of everything that I say and do. I will not let that lie go unchecked and it is now part of the public record for all to know.

I have more to share with Council and HR. While it seems they are not going to take any action, the public record and County records will be clear as to what was said and done until you are either removed or your term has expired. We all know that you have not and will not do the right thing.

At the last meeting it was stated that the Interim Director may have moved books against Board Policy. If that is true, I anticipate his firing by the end of the week since you already fired an award winning Director that was taking the necessary steps to implement your policy.

Andrea Hendricks

123 Thames Valley Drive, Easley, SC 29640 | 864-906-0516 | andrea.sullivan@pickenscountysc.gov

June 3, 2026

Pickens County Council

I was present at the Council Meeting Monday night (June 1, 2026) to support Mr Gus Edmundson. I had intended to also speak but did not have a chance to finalize what I wanted to say. The concerns that I bring to you about several members of the board are not made lightly and I want to ensure that what I am relaying to you is accurate and reflects the facts of the situations that have caused me concern.

I was able to speak at the May 21, 2026 Library Board Meeting and I am attaching that statement here, which includes my handwritten edits shortly before the meeting commenced that evening. I wanted to speak at the March 19, 2026 Library Board Meeting; however, I was number 14 and the Library Board very rarely has allowed anything over 10 speakers.

My concerns that I intended to bring to the council's attention, as I indicated to the Library Board that I would do when I spoke, were different than what Mr Edmundson had found through his FOIA request. While it does not make any difference as to my concerns, I feel I should note that I am only aware of Mr. Edmundson from the Library Board Meetings.

To be very direct, the overall concern I have is that several members of the board have taken actions that are in direct violation of their own policies and have outright lied about certain events. There was clear tension between the board members from 2024 forward. They ALL spoke to each other at times that is best described as shameful. They were able to make some needed changes despite it all and the library is only better for that.

You currently have 4 board members, Danny Parton, Alesha Pinkerton, Nancy Miller, and Mark Kilburn, who by all accounts believe that they are far more knowledgeable of the library than the very Librarians and Staff that have built the Pickens County Library System into an award winning library that the community LOVES and visits frequently with zero complaint or concern.

I watched the State Library Director, Senator Rex Rice, Stephanie Howard and Bruce Heimbürger all explain to them more than once that the library is in compliance with the intent of Proviso 27.1. They are not capable of leaving their personal beliefs at the door when they take a seat at the table as the Library Board and their actions jeopardize funding for the library and already cost Stephanie Howard her job.

Mark Kilburn, who spoke at almost every board meeting prior to his appointment to the Board, consistently made inaccurate statements or statements that show his inability to be impartial when it comes to anything associated with the Library.

Danny Parton

My issues with him are addressed in my attachment statement made to the Library Board.

Alesha Pinkerton

I have the audio of each of the meetings discussed below and will share them in a separate email with a Dropbox link.

On January 22, 2026 there was a Policy Committee Meeting. Alesha Pinkerton led the meeting. I would refer you to page 2 of the attached minutes which note that Mrs. Pinkerton states that she had the State Librarian look at what she had prepared and that the State Director told her that it was legal and that she had a paralegal look at it and she said it was legal too. This is a lie for a few reasons. The State Director provides only guidance to the library board. There is no staff attorney nor paralegal at the State Library. It is against the law for any Paralegal to offer any such advice under any circumstance. These minutes were approved as written at the March 19, 2026 Library Board meeting.

Due to Mrs. Pinkerton's failure to make the appropriate Motions at the January 22, 2026 meeting, what the board termed a 'Re-Do' meeting was scheduled for January 28, 2026. The minutes of this meeting have not yet been approved as Mrs. Pinkerton stated that the minutes needed to be corrected to include that the Librarian said to her prior to the start of the meeting that "a statement before the meeting started that uh, the director stated that she wasn't sure why this meeting was even necessary. And I stated because I was told that the January 22nd meeting was against FOIA and Mr. Wheeler was there at the table and that made a quorum which means that the meeting should have been labeled a board meeting instead of a committee meeting. And the director stated whoever told you that was a lie. We have always done committee meetings like this and I stated, Mrs. Pinkerton stated, that I can send you the information that was sent and I wrote it down for you. So, and I'd like to amend..."

The audio from the January 28, 2026 immediately prior to the meeting starts midsentence.

AP-Alesha Pinkerton L-Stephanie Howard L2-I do not know her name

AP:"We are taking action.

L: You're not as a board. You're not.

(Illegible from Mrs. Pinkerton)

L: As a committee you are, not as a board. Right.

L2- Taking action as a board would be like formally adopting these policies and like just forgetting about the other meeting. All you are doing is voting to take this to the Board.

L-This library system has always invited any board members to sit and be part of the discussion in committee meetings but you do not have to do that if you do not want to.

AP-Oh okay, well I was told by several people that it was not recommended.

L-Well they are wrong and I don't know what else to tell you.

Laughter. Meeting starts at 3:01.

Mrs. Pinkerton failed to make appropriate motions at any point during the January 22, 2026 meeting. The same people present on January 22, 2026 are present on January 28, 2026. Rather than simply hold the meeting with the proper motions made, she made a public comment

on March 19, 2026 about the already terminated Librarian that was an outright lie. This is beyond unacceptable and is cause for immediate removal in my opinion. She cannot be trusted. She cannot have it both ways. She cannot state that the meeting is being redone because it was a quorum and then go on to have the exact same people in the room and the only change to the meeting is that she makes the appropriate motions.

This is not the first time Mrs. Pinkerton has stated something happened in a prior meeting that in fact did not happen and requested that it be included in the minutes. At the July 18, 2024 Board Meeting, the now approved minutes reflect that "Ms. Pinkerton asked about a document that the Director passed out to the Board prior to the meeting. The Director let the Board know that it was a copy of the memo from the State Librarian that she had forwarded to the Board via email concerning the library's compliance with Proviso 27.1."

At the next Board Meeting (August 15, 2024) when voting to approve the minutes for the July 18, 2024 meeting, "Ms. Pinkerton asked to clarify that she did not receive an email of the proviso beforehand, but only got the press release one. Director clarifies that the email was the press release. Ms. Pinkerton wants the minutes to clarify that she did not receive the memo beforehand, just the press release email."

Nancy Miller

In this same January 28 meeting, the Librarian is trying to explain the proposed policy as written is vague. Ms. Miller says policy is similar to many many policies in South Carolina except Greenville. Ms. Miller seems to think that the Librarian is trying to say she will not do what they want, she is asking for them to help her. Nancy says we are the majority and this is the policy we want. She says they were not allowed to give input and it was rushed and this is why we are taking our time. (Board Meetings and approved Meetings show this is not accurate, not only did they participate, Ms. Miller tabled the discussion during one meeting). The Librarian again tries to explain the process and what was done. Alesha interrupts and says Ok let's move on so that we are not here forever. Librarian requests that it be noted that she was trying to advise you and I was cut off.

Because Ms. Miller has made comments before that are not truthful, I looked up the Library Board policies for every County in this state. There is no other policy similar to what they have drafted to be found. The closest this policy comes to is Greenville County and York County. Greenville County was sued and has settled. I imagine York and Pickens County are next.

During the same January 28, 2026 meeting Ms. Miller tells the Librarian that she admires her putting the policies they want into place. Time and time again, the Director tells them she will implement what they want, she just needs to tell them her concerns and ask for some clarification.

While I understand that the Library Board was within their full authority to terminate her employment, what these Board Members said when the public was not present versus when they are present, are polar opposites. I have no idea how they can even look at themselves in the mirror. Time and time again the Board was told exactly what would happen once the policy was enacted. Rather than figure out how to make it work and keep programs running for the children, you had Danny Parton give a news interview that he had no idea that was being done. To then

turnaround and immediately pause the policy because the Interim Director tells them the very same thing Mrs Howard did is infuriating

Mark Kilburn

While I cannot make Mark Kilburn believe that there is not anything of prurient interest in the library, as a board member he has to trust those that tell him there is not. I have full faith in everyone up until this moment that has told him just that. If he cannot trust the Library Director or the State Director, he has to be removed. He cannot based on his statements at the May 21, 2026 meeting. State Law is what it is and none of us, whether we like it or not, can decide that we want it to mean something else and act accordingly.

I do not believe that a Motion was made during part of the May 21, 2026 meeting when approving the minutes for the March 19, 2026 meeting after rewatching the recorded meeting. There was a second but it was not clear that a first was made. Those minutes unanimously passed with no requested changes. This is another example of this Board's refusal to ensure they are doing the minimum with following their own policies and procedures.

I want to be clear that I actually applaud the ones who have voiced their concerns at every meeting for the prior 2 years. That is part of what makes our Country the absolute greatest. However, no matter how many times that a lie is repeated, it is still a lie. I applaud every past and current member of the Library Board who has listened to them and has made necessary changes.

These Board Members are determined to take actions that will result in lawsuits and will cost the taxpayers. It is time for the Council to step in and remove them before they cause further harm.

Sincerely,



Andrea Hendricks

#14
on 3/19

Statement made for public record

#8
on 5/21

My name is Andi Hendricks. I am a resident of Pickens County.

I have watched every available board meeting online. I have struggled with what to actually say tonight. At this point, I fear that the damage is done. Your agenda is clear. ~~It appears that there is one lawsuit forthcoming, and I believe that more will follow.~~ I have no doubt that a portion of this Board firmly believes that they are doing the right thing. I also have no doubt that their very convictions and beliefs have been their own worst enemy.

I can say with certainty that I experienced more emotions than one should when watching a Library Board meeting. I have watched people speak to or about others in ways that can only be described as shameful. I have watched time and time again certain Board members refuse to listen to experts and refuse the seriousness of the lawsuits they ^{can} have opened the County up to with their actions. Not just the lawsuits, but to ^{refuse} have the basic knowledge needed to fulfill their duties. ~~THIS is the work I have put into just these words over the last two weeks.~~ This Board has done nothing but rush unnecessary changes and failed to even act on time sensitive documents which will ^{cost a lot} most likely cost the library with the loss of much needed funding. Never mind what the termination of the librarian and the additional lawsuits will cost. The only losers in your agenda are the actual library patrons.

~~Sen Rice even stood before you in this very room and told you that each library certifies that they have met the intent of the Proviso. No one in this audience or on this board or past boards has any right to tell any librarian in this state what their intent is when that document is signed. Our librarian told you time and time again that no book has ever been purchased for this library with prurient intent. End of discussion.~~

I am here tonight to tell you that your actions are harmful and the only losers are the library patrons, not any of you. I would argue you do not frequent any of our library branches because all of the information that you need to educate yourselves is found here, yet willful ignorance

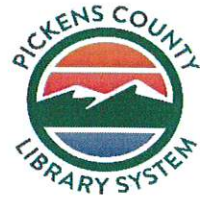
The library is here to serve **ALL** of the community and not to adapt to your misguided ^{abounds} opinions. ^{nor act as a parent}

The sitting chairman has acted in ways in prior years that create a real problem with trust as of this moment and going forward. Knowing that one was not allowed to vote on moving a book without having read it per board policy on reconsideration, he did just that as he stated at the February 24, 2025 Budget Committee Meeting. This is not just a violation of Board Policy, it is a willful violation of Board Policy each time it was done.

The smirks of the current chair and vice chair and their comments when discussing Johnny the Walrus showed clearly that the intent was not to protect children as you claim. You were given examples of how books get into the children's section that are not age appropriate and how our librarian with her knowledge and expertise, knew the book should be moved. *and wanted to move the book*

At this point, I believe that in order to best serve this Library, those that violated Board Policy or undermined the Board, should resign.

Pickens County deserves better than they are currently getting. I intend to follow up with County Council regarding my concerns. Your opinions MUST be left at the door when you are serving on any Board. Who you are and what you stand for matters.



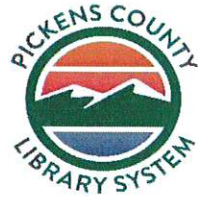
**PCLS BOARD OF TRUSTEES
SEARCH COMMITTEE MEETING**

2:00pm Wednesday, July 22, 2026
Hampton Memorial Library
Study Room

Mr. Bruce Heimburger – Interim Director
Mr. Mark Kilburn, Chairman

Mr. Robert Sams, Vice-Chairman
Ms. Alesa Pinkerton

1. Call Meeting to Order at 2:03pm
2. Motion to go into Executive Session by Mark Kilburn: Unanimously Passed
3. Public meeting back in Session at 4:26pm
4. Motion to Adjourn at 4:26pm by Mark Kilburn



**PCLS BOARD OF TRUSTEES
SEARCH COMMITTEE MEETING**

2:00pm Wednesday, August 26, 2026
Hampton Memorial Library
Study Room

Mr. Bruce Heimburger – Interim Director
Mr. Mark Kilburn, Chairman

Mr. Robert Sams, Vice-Chairman
Ms. Alesa Pinkerton

1. Call Meeting to Order at 2:06pm
2. Motion to go into Executive Session by Mark Kilburn: Unanimously Passed
3. Public meeting back in session 3:40pm
4. In open forum: send out emails to candidates to schedule first Interviews
5. Motion to Adjourn at 3:41pm by Mark Kilburn



PCLS BOARD OF TRUSTEES MEETING MINUTES

Policy Committee Meeting

4:00 pm August 27, 2026

Sarlin Community Library

1. Call to order by Alesa Pinkerton at 4:15 pm
Members present: Alesa Pinkerton, Brian Aiken, Nancy Miller
2. FOIA Policy presented by Alesa
(2) versions, the second of which was edited and approved by Destini Pratt, county attorney
--Alesa highlighted the details which were added to the original version: fee schedule, time limits, exempt information and redactions allowed, etc. Also pointed out that some requested information is available without FOIA.

After a short discussion, Nancy made the motion to accept the second version for presentation at the next Board meeting. Hearing no further discussion or questions, Brian seconded and the new improved version was approved unanimously

3. Director Evaluation and Timeline Policy
(2) versions also presented of this policy, the second version edited and approved by Destini Pratt
Version 2 stresses important details, such as documenting all parts of the procedure in writing and filing the approved goals in the Director's file in the Pickens County HR department, required signatures, etc. The evaluation procedure will begin in January and continue through December, when a final evaluation will be submitted in addition to the goals for the following year.

After a short discussion, the second version of this policy was approved unanimously for presentation at the September Library Board meeting.

4. Alesa Pinkerton adjourned this meeting at 4:30 pm.

PCLS Friends of the Library Policy

The purpose of this Friends of the Library Policy is to define the roles and responsibilities of Friends Groups affiliated with the Pickens County Library System.

The responsibility for the implementation of this policy lies with the Library Director, acting in accordance with the direction of the Pickens County Library System Board of Trustees and the Library's policies. The Library Director has the authority to delegate all or part of this responsibility to other staff.

Role of PCLS Friends Groups

A Friends Group affiliated with the Pickens County Library System is a non-profit organization of volunteers who exist to:

- Assist and support the goals established by the Library Board of Trustees.
- Promote knowledge and interest in the functions and resources of the Library.
- Raise funds for special projects beyond the scope of the Library budget with the approval of the Library Director.

Friends Groups must recognize the Board of Trustees' right to govern the library system, and the Library Administration and Management's responsibility to deliver library service within the parameters set by the Board. Therefore the goals, objectives and actions of the Friends Groups shall not conflict with those of the Library.

Fundraising

Friends Groups must notify the Library Director of their intent to engage in fundraising activities.

Library staff may not participate in fundraising activities without prior approval from the Library Director.

All funds raised by Friends Groups and all items purchased with these funds are under the regulation of the Pickens County Library System. Funds may only be used to enhance Library facilities and services.

Ongoing Friends Responsibilities

Friends Groups will:

- Maintain their own 501c3 non-profit organization status with the IRS.
- File appropriate tax returns with the IRS.
- Maintain registration and renewals with the South Carolina Secretary of State's Office.
- ~~Have Board of Trustee approved bylaws that support goals and objectives of the Pickens County Library System.~~
- ~~**Have bylaws that support the goals and objectives of the Pickens County Library System.**~~
- Elect a slate of officers to lead the organization. Friend's officers may not be Library staff or Board of Trustees members.
- Provide the Library Director and the Board of Trustees an annual report which includes a financial statement. This report is due by October 1st each year.

Library Responsibilities

Meeting and event space for Friends Groups will be provided subject to availability.

A limited amount of staff time and administrative support will be provided as deemed appropriate by the Library Director. Friends Groups should maintain appropriate records to reflect the activities of the group.

Disbanding

If a Friends Group cannot fulfill the policy requirements and/or the decision to disband is reached by the Friends Group, then the group may disband. They should send a Letter of Intent to Disband to the Library Director along with all organizational and financial documents. All assets should be transferred to the Pickens County Library System or to the Pickens County Library Foundation.

The Board of Trustees retains the right to require a Friends Group to disband at any time should they be found in contravention of the policies and procedures of the Pickens County Library System.

Technology Plan FY 2026-2027

Pickens County Library System Easley, SC

PCLS.FYI

Prepared by: Adam Williamson
Systems Manager

Last Updated
June 11, 2026

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Executive Summary

The Library has a Systems staff consisting of a Systems Manager and one part-time Systems Specialist. Technology problems are handled in-house with limited down time. Having our own systems staff also provides the opportunity to develop specialized technical knowledge. The Library continuously upgrades our computers operating systems, resulting in dramatically improved performance; and added software upgrades, resulting in improved ILS and computer lab functionality and reliability.

Background Information

Library Overview: The Pickens County Library System consists of one headquarters library and three branches in Liberty, Pickens, and Central. The Library serves a county population 139200, which has increased 10% over the last decade. The residents who work in Pickens County are employed in agriculture, manufacturing, education and retail. Clemson University is the largest employer in Pickens County.

Mission Statement: The mission of the Pickens County Library System is to provide all county residents with access to information through the development of appropriate collections and services. These collections and services must cover information, educational, cultural and entertainment needs of county residents.

How the Plan was developed: This plan was developed through discussions with the Board of Trustees, discussions with the library staff and through public requests and suggestions.

Technology Plan Team Members: Adam Williamson, Cassie Hamilton, and Bruce Heimburger

Current State of Technology

DATABASES AND INFORMATION RESOURCES:

- ♦ ANCESTRY LIBRARY: This database is for use in the library and contains extensive genealogy resources.
- ♦ DISCUS: This is the statewide database for information research. It is available in the library and independently through the Internet on home computers. It enables patrons to research magazine, newspaper or reference material online.
- ♦ HERITAGE QUEST: This genealogy database allows patrons to search Census Records, family history books, and other genealogy resources from the library, or from their home computer.
- ♦ OVERDRIVE: Ebooks, audiobooks, and magazines. OverDrive Magazines offer over 4,000 popular titles, have no circulation cap, and allow simultaneous use, with 3 years of back issues.

- ♦ MORNING STAR. Morningstar is an investment research center, providing current financial and market information.

SERVERS: We have ONE server that is currently housed at our main branch in Easley, SC. (Windows domain controller.) We also have a 12TB NAS for storage

PC WORKSTATIONS: We have over 189 PCs throughout the four locations of the Pickens County Library System. At the Hampton Memorial Library there are 48 computers for staff and library use and 30 for the public; at Central Clemson Regional Branch we have 8 staff and 22 public; at the Sarlin Community Branch we have 6 staff and 12 for the public; and in our Village Branch we have 6 for the staff and 14 for the public. We also have 3 iPads at the Hampton Memorial Library, 1 at the Central-Clemson Regional Branch, 1 at the Village Branch, and 1 at Pickens Branch. They have a mobile version of our ILS and are being used to serve the public and provide a more accurate in-house use stat.

The computers used by the public are available for Internet access, IPAC, or access to specialized databases or programs, such as those used for access to the Genealogy databases in our Historical Room. They have Office 2019 installed and offer printing for a small fee. We have five laptops available for checkout at each branch for onsite use. These are set up identical to the public computers, but offer an option if someone needs to use a quieter space (i.e. study room) Staff computers are used at circulation stations, reference stations, and as desktop workstations to perform a wide variety of tasks necessary for library operation.

INTEGRATED LIBRARY SYSTEM: Our automation system is LS2 from TLC. The circulation program for use by staff is LS2 Staff. The catalog program, which is accessible by the public both in the libraries and from their home computers, is LS2 PAC. Both are hosted Solutions

NETWORK EQUIPMENT AND SOFTWARE: We use Aruba switches and routers located at all our library locations. We also have a Barracuda firewall, and our web filter is a Barracuda 310 web filter that also serves as a proxy.

TELEPHONE SYSTEMS: Currently we are using a hosted IP system from Momentum Telecom

CCTV: We do not have any CCTV connection

SATELLITE: We do not have any Satellite connections

STAFF SKILLS AND COMPETENCY: Staff skills and competence level is very good. Reference staff can assist patrons using our technology and can troubleshoot common problems. Our systems staff can solve the more complicated problems. Reference staff keeps informed of technology changes, which, along with analysis of patron use and feedback, enables them to make appropriate recommendations for future technology.

The Technology Plan

Technology Vision:

Our vision is two-fold:

First, we provide our patrons with technology and support as needed to meet their informational, educational, cultural, and entertainment needs. We offer them access to computers, software and other technologies as well as support from library staff on using it effectively.

Second, we provide our staff with the technology and training to effectively provide these services to our patrons and to perform the day to day tasks of library operations. We utilize telecommunications and computing technology wherever possible to support our interactions with our county residents both onsite and virtually through our internet presence. We also maintain statistics and generate regular reports for Pickens County and our Board of Trustees.

Goals and Objectives for Improving Services:

Goal: Reduce Maintenance
Objective: Migrate off local domain
Activity: Move PCs from local domain to Azure
Timeline: Ongoing
Needs: Continue migrating PCs from local domain to Microsoft Azure
Status: in work

Goal: Improve speed and reliability
Objective: Stay current with Windows Release
Activity: Plan migration to new OS, including upgrade PCs as needed, and provide training to staff
Timeline: Ongoing
Needs: Information and funds
Status: Staff computers are being upgraded to 16gb machines in process

Goal: Improve Patron Experience
Objective: Roll out Library APP
Activity: App has been created and is waiting to be published on Android and Apple platforms
Timeline: Ongoing
Needs: None
Status: Done

Technology Needs:

Telecommunication Services: In order to meet our goals we need to continue to have access to telecommunication lines. We also need sufficient telephones, and voice mail services.

Hardware: Our PCs should have sufficient memory and speed to successfully run educational and entertainment programs required by our users.

Software: As new versions of programs are released, we will need additional software for our public access computers to meet the changing needs of our users.

Databases: As more people turn to electronic means of meeting their information needs, we need additional reference, financial and informational database subscriptions. We continually track uses to assure we are using our limited funds wisely.

Action Plan:

Additional databases will be researched and acquired. We will continue to look closely at usage at all locations and will allocate technological resources accordingly

Staff Training/Professional Development Strategy:

Generally, we have the resources in-house to train our staff in telecommunications and basic computer use. The first step in training is the standard training for new employees. All new employees are trained in using the telephone and voice mail. The coordinator for telephone training is Public Services Manager, who is also available for trouble-shooting and additional training if necessary.

Training in information technologies is also part of standard training for new employees. All employees are trained in use of our TLC Circulation Systems by the Circulation Supervisor and then work for at least a week under the guided direction of the Circulation Supervisor or a Senior Clerk. The Circulation Supervisor is also available for re-training or for disseminating information about any changes. Thorough procedure manuals are also maintained.

The Reference Supervisor provides training in public access computers and printers, databases, and the Internet to new employees. Continuing education and training is provided informally on a weekly basis in staff meetings, and as needed. Formal training takes place at two Staff Development days each year. During that time evolving technologies are discussed, and employees receive training in updates on DISCUS and other databases. Employees also attend workshops offered by the State Library on technology issues and participate in conferences and other training offered by library organizations, such as the South Carolina Library Association.

Timeline

Our priority is continuing and expanding information access for patrons so we will review usage and allocate bandwidth among the four locations. Second is keeping the environment current and secure.

Please see Goals and Objectives for Improving Services for specific timelines connected to non-routine purchases.

Our telephone service will continue uninterrupted and new employees will be trained.

Evaluation

The Assistant Director, the Systems Manager and the Director will evaluate the plan at least once a quarter. Our success will be measured by interviews and surveys of staff and patrons. Staff have been trained in outcome-based evaluation and report regularly on how our users are affected by our services. These reports will be gathered quarterly and included in the evaluation of our plan.

The plan will be updated at least twice annually. Because technology and organizational needs are continually evolving, periodic evaluation and revision are critical to ensuring the plan remains effective and relevant.

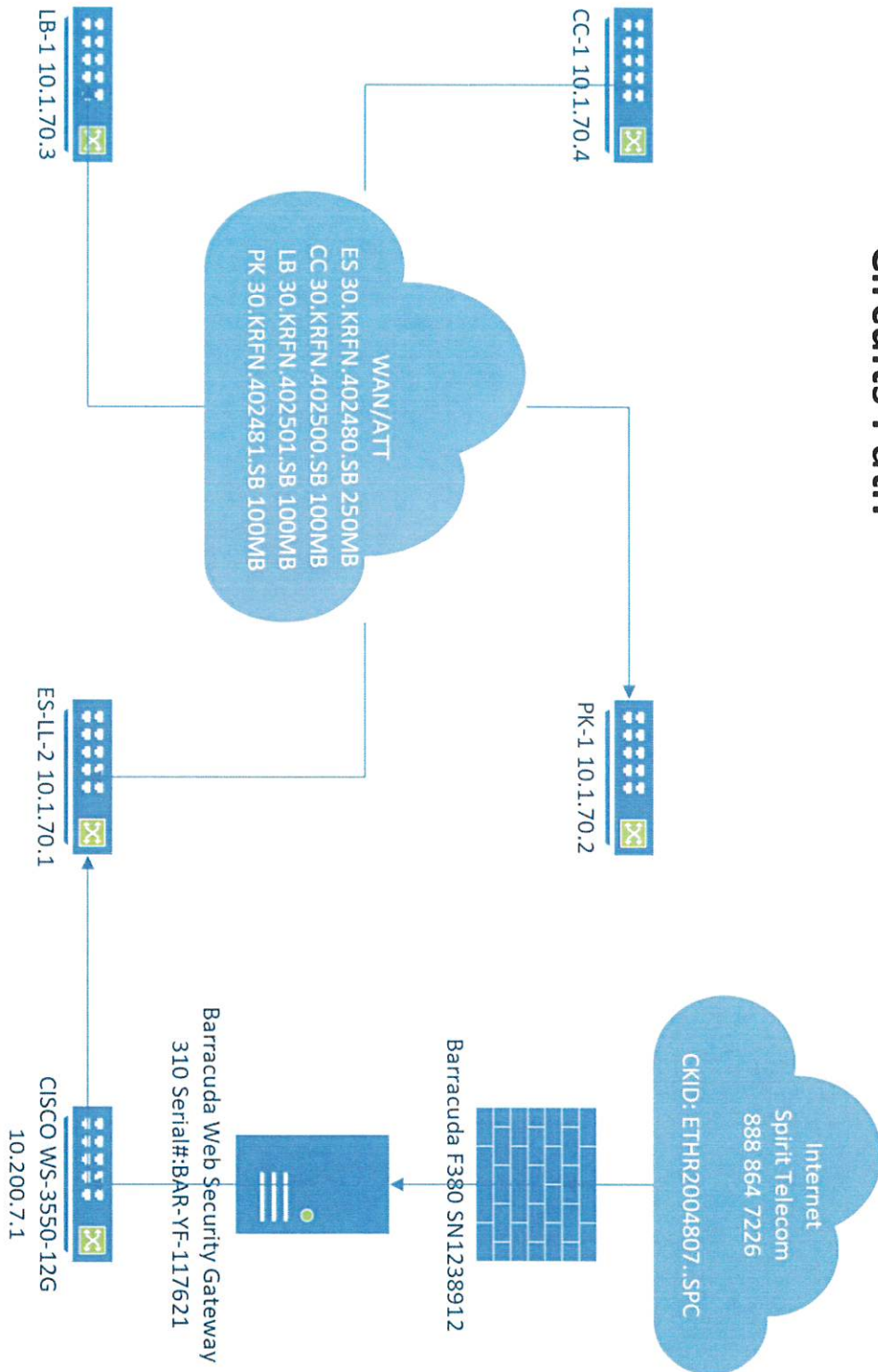
Pickens County Library System Technology Plan

	Skills Needed		Skills Available		Additional Tech Support
	Staff	Outside	Staff	Outside	
Technical Staff Skills					
PC skills					
Install & configure hardware	2		2		
Load & update software	2		2		
Troubleshoot & repair problems	2		2		Various Vendors

LAN Skills					
Design Network	1		1		
Install & configure hardware	2		2		
Load & update software	2		2		
Troubleshoot and repair problems	2		2		Various Vendors
WAN Skills					
Install & configure hardware	1		1		
Load & update software	1		1		
Troubleshoot & repair problems	1		1		Various Vendors

Attachment 1: Network Diagram

Circuits Path



Attachment 2: Internet Use Policy

Internet Policy

The Pickens County Library System provides access to the Internet to fulfill its mission to the citizens of Pickens County. The Library Board of Trustees has established this policy to ensure responsible and appropriate use of the Internet within the Library System.

The Internet enables access to a wealth of valuable and reliable information. However, it also provides access to information that may be inaccurate, controversial, illegal, offensive to viewers, or inappropriate for children. Users must exercise judgment in evaluating the information retrieved from the Internet and assume personal responsibility for how the information is used. The Library cannot be held responsible or liable for the content of any Internet site. The Library affirms the responsibility of parents to determine the appropriateness of Internet resources for their children. Parents are strongly encouraged to supervise their children's Internet use, as Library staff cannot assume this responsibility. Users must also assume personal responsibility for the use of the Library's computer workstations.

Internet use will be managed in a manner consistent with the Pickens County Library System's Code of Conduct, Internet Policy and Acceptable Use Agreement, filtering software, as well as local, state, and federal laws/regulations.

Users may not:

- Bypass or disable the Library's filtering software or instruct or demonstrate to another user how to bypass the Library's web filtering software.
- Damage or attempt to damage equipment, alter, or attempt to alter software configurations.
- Attempt to gain unauthorized access to the Library's computer system.
- Violate copyright laws and software licensing agreements.
- Gamble, access, send or display within public view obscene or offensive images, messages, or files (as defined by S.C. Code § 16-15-305).

The Pickens County Library System upholds user's rights to privacy and confidentiality in the use of library resources including the Internet. However, the nature of electronic resources makes it impossible to guarantee these rights. The Library staff will assist Internet users in a manner consistent with other Library services; availability of staff and needs of other Library users will necessarily affect the extent of assistance.

Violations of this policy may result in the loss of Internet access and/or other Library privileges. Violations of local, state, and federal laws/regulation are subject to prosecution by the appropriate authorities.

Revised policy approved November 16, 2017

Certification

This Technology Plan has been reviewed and submitted on behalf of Pickens County Library System

Signatures:

Library Director: _____

Date: _____

Library Board Chair: _____

Date: _____

Other (as needed): _____

Title: _____

Date: _____

FOR USE BY THE SOUTH CAROLINA STATE LIBRARY

This plan has been reviewed and certified by the South Carolina State Library. This certification will be effective for the term of this plan, but not to exceed three years.

Approved by the SC State Library:

Date: _____

This certification expires: _____

Additional Information Needed for E-Rate Applications

Telecommunications services

Telecommunications lines (voice and data)	
Voice/fax telephone	44
Wireless service telephone (cell phones)	0
Computer workstations with modems (dial-access)	0
Leased data circuits (i.e., OCLC, ISPs).....	0
Special telecommunications equipment (TDD).....	0
Distance learning	
High bandwidth, video conferencing links.....	0
Video retrieval service providers	0
Satellite service providers for distance learning.....	0

Internal Connections

Equipment	
Hubs	0
Routers	5
Data wiring.....	300
Network servers.....	4
Other	
Network software	Server 2003 - 2008
Maintenance contracts	4

Internet Access

Internet Providers	SCSL
Dial-up connections (baud rate)	N/A
Direct connections (T1, 56kbs, ISDN lines)	4
E-mail accounts	71

More Information

From **Writing and updating technology plans : a guidebook with sample policies on CD-ROM** . John M. Cohn, Ann L. Kelsey, and Keith Michael Fiels. 1999. p. 31.

PICKENS COUNTY LIBRARY SYSTEM
FREEDOM OF INFORMATION ACT (FOIA) POLICY

DRAFT

Purpose

The purpose of this policy is to establish a consistent, transparent, and legally compliant process for responding to requests for public records in accordance with the South Carolina Freedom of Information Act (S.C. Code Ann. § 30-4-10 et seq.) and all applicable federal and state laws governing access to public records.

The Pickens County Library System (PCLS) recognizes the public's right to inspect or obtain copies of public records while protecting confidential information, patron privacy, personnel records, and records exempt from disclosure by law. Public records shall be made available for inspection and copying as required by law unless specifically exempt from disclosure.

Policy Statement

The Pickens County Library System shall:

- Respond to FOIA requests in a timely, professional, and lawful manner;
- Maintain accurate records of all requests and responses;
- Protect confidential and exempt information from unauthorized disclosure;
- Ensure consistent administration of FOIA procedures;
- Comply with all applicable records retention requirements.

FOIA Coordinator

The Library Director shall serve as the primary FOIA Coordinator for the Pickens County Library System unless another employee is designated by the Library Board of Trustees.

The FOIA Coordinator shall be responsible for:

- Receiving and processing FOIA requests;
- Determining applicable fees and deposits by filling out FOIA Fee Estimator spreadsheet;
- Coordinating searches for responsive records;
- Reviewing records for statutory exemptions and required redactions;
- Consulting with legal counsel when necessary;
- Maintaining FOIA request logs and files;
- Issuing official responses to requestors;
- Ensuring compliance with records retention requirements.

The Director may delegate administrative tasks associated with processing requests but retains overall responsibility for FOIA compliance.

Board Clerk / Administrative Assistant Responsibilities

The Board Clerk or Administrative Assistant may assist in coordinating FOIA requests and shall:

- Maintain official Board records;
- Assist with retrieval of Board minutes, agendas, resolutions, and related documents;
- Coordinate records production with the Director;
- Ensure Board records are maintained according to approved retention schedules.

The Board Clerk or Administrative Assistant shall not independently release records without authorization from the Director or legal counsel.

County Records

If requested records are maintained by another governmental entity, including the Pickens County Clerk's Office or another county department, the requestor may be directed to the appropriate office responsible for those records.

Request Requirements

FOIA requests shall be submitted in writing and shall reasonably identify the records being requested.

Requests may be submitted by:

- Mail;
- Electronic mail (email);
- Hand delivery; or
- Other methods permitted by law.

The Library System may request clarification when a request is unclear, overly broad, or does not reasonably identify the records sought.

Fees

The Pickens County Library System shall assess fees in accordance with South Carolina law and applicable Pickens County FOIA fee schedules.

Current fees are as follows:

- Minimum staff research fee: \$5.00;
- Additional staff research: The applicable rate should be based on the prorated hourly salary of the lowest-paid employee with the necessary skill and training to perform the request.

The Library System may require a deposit before beginning extensive searches or records production. Advanced deposit cannot exceed 25% of the reasonable anticipated cost of fulfilling the request. Estimated fees shall be communicated to the requestor prior to processing when appropriate.

All applicable fees must be paid before records are released.

Response Time

The Library System shall respond to FOIA requests within the timeframes established by South Carolina law.

For requests involving records less than twenty-four (24) months old, the Library System shall respond within ten (10) business days of receipt.

For requests involving records more than twenty-four (24) months old, the Library System shall respond within twenty (20) business days of receipt.

The response may include:

- Notification that records will be provided;
- Denial of the request, in whole or in part;
- Request for clarification;
- Notice of applicable fees or required deposit;
- Notification that no responsive records exist.

Following its response, the Library System shall produce responsive records generally (30) calendar days for records (24) month old or less and (35) calendar days for records more than (24) months old. If a deposit is required, the production period begins upon receipt of the deposit.

Review and Redaction

Prior to release, records shall be reviewed for information exempt from disclosure, including but not limited to:

- Confidential library patron records;
- Personnel records where disclosure is prohibited by law;
- Information protected by privacy statutes;
- Attorney-client privileged communications;
- Security plans, procedures, or infrastructure information;
- Records exempt under the South Carolina Freedom of Information Act or other applicable laws.

The Director reviews records for potentially exempt or confidential information and consults with legal counsel when necessary, regarding exemptions and required redactions. There are

certain records required by FOIA that must be available for public inspection without a written FOIA request, including recent meeting minutes and certain documents distributed to or reviewed by the Board during public meetings.

Denial of Requests

Any denial of access to records shall be made in writing and shall identify the specific legal basis for withholding the requested records as required by South Carolina law.

FOIA Request Log

The Library System shall maintain a log of FOIA requests that includes:

- Date received;
- Requestor name (if provided);
- Description of records requested;
- Date of response;
- Disposition of request;
- Fees assessed and collected.

FOIA records shall be retained in accordance with applicable records retention schedules.

Policy Review

This policy shall be reviewed periodically by the Library Board of Trustees and revised as necessary to ensure continued compliance with applicable laws and operational needs.

DRAFT

Pickens County Library System -Library Director's Evaluation Procedure

The purpose of the Director evaluation process is to provide accountability, recognize accomplishments, identify areas for improvement, support professional development, and ensure that the Library Director's performance is aligned with the goals, policies, strategic priorities, and expectations established by the Library Board of Trustees.

Evaluation Calendar

Month	Evaluation Activity	Primary Responsibility
January	Establish annual goals and performance expectations	Board / Director
April	First-quarter performance check-in	Board Chair / Director
July	Mid-year performance review and written summary	Board
October	Evaluation forms and Director self-evaluation	Board / Director
November	Compilation and review of formal evaluations	Board Chair / Trustees
December	Formal annual evaluation and establishment of next year's goals	Board / Director

The annual evaluation cycle shall repeat each calendar year unless otherwise established by the Board of Trustees.

The Board may modify the evaluation schedule when circumstances require, provided that the Director receives appropriate notice and the evaluation process remains fair, consistent, and adequately documented.

Evaluation Timeline Details:

January – Establish Annual Goals

The Library Board of Trustees, with input from the Library Director, shall establish annual organizational and performance goals.

- Review the prior year's evaluation and progress toward previously established goals.
- Establish annual organizational, operational, and performance goals.
- Confirm performance expectations and evaluation criteria.
- Identify priorities for the upcoming year.
- Document the approved goals and provide a copy to the Director.
- Maintain the approved goals in the Director's personnel file in accordance with applicable personnel-record procedures located in the Pickens County HR department.

April – First Quarter Performance Review

The Board Chair shall meet with the Director to conduct a first-quarter performance check-in. The April review is a **performance check-in and is not a formal annual evaluation**.

- Review progress toward annual goals.
- Discuss significant accomplishments and challenges.
- Discuss resource needs or emerging priorities.
- Review any issues affecting the Director's ability to meet established goals.
- Identify concerns requiring corrective action, additional support, clarification, or Board direction.
- Establish any appropriate follow-up actions.

July – Mid-Year Performance Review

The Board shall conduct a **formal mid-year review** of the Director's progress:

- Strategic Plan objectives and progress toward annual goals
- Budget management and financial oversight
- Personnel leadership and administration
- Policy implementation and compliance
- Community relations and engagement
- Board communication and relations
- Library operations and facilities
- Significant accomplishments or challenges

A written summary of the mid-year review shall be prepared and provided to the Director.

The summary shall identify:

- Progress and accomplishments
- Areas requiring additional attention
- Any performance concerns
- Expectations for the remainder of the year
- Support or resources needed from the Board

The written summary shall be maintained in the Director's personnel file in accordance with applicable personnel-record procedures located in Pickens County HR Department.

October – Preparation for Annual Evaluation

The Board Clerk/Administrative Assistant shall distribute the annual evaluation forms to Trustees (in an email and/or hard copy).

The Director shall be given an opportunity to complete a written self-evaluation before the formal Board evaluation.

Trustees should independently review the Director's performance based on established goals, Board-approved policies, and available objective information, including:

- Annual goals and accomplishments
- Strategic Plan progress
- Financial and budget performance
- Operational reports
- Personnel management
- Board relations and communication
- Community engagement and advocacy
- Policy implementation and compliance
- Professional development
- Significant accomplishments and challenges during the evaluation period

Trustees should base evaluations on documented performance and established expectations rather than personal preferences, individual disagreements, or matters unrelated to the Director's assigned responsibilities.

November – Formal Evaluation Process

Trustees shall submit completed evaluation forms to the Board Chair by the established deadline.

The Board Chair shall:

- Compile the evaluation results.
- Identify areas of agreement and significant differences among evaluations.
- Identify common strengths and areas requiring improvement.
- Review the Director's self-evaluation.
- Prepare a summary for discussion with the Board and Director.

The Chair should not rely solely on an average numerical score. The evaluation should consider the substance of Trustee comments, documented performance, established goals, and the Director's responsibilities.

Executive Session: An executive session may be scheduled when permitted by the South Carolina Freedom of Information Act and applicable by law for discussion of employment,

performance, or personnel matters. Executive session is limited to discussion permitted under the South Carolina FOIA and that any vote of formal Board action must occur in open session.

December – Annual Evaluation Meeting

The Library Board of Trustees shall meet with the Director to conduct the formal annual evaluation.

The evaluation meeting shall include:

- Review of accomplishments and successful achievement of goals.
- Discussion of strengths and areas of effective performance.
- Discussion of areas requiring improvement.
- Review of any continuing performance concerns.
- Discussion of professional development needs.
- Establishment of goals and priorities for the upcoming year.
- Discussion of any salary or compensation recommendation, when applicable.
- Discussion of a Performance Improvement Plan when warranted.

The Director shall be given an opportunity to respond to the evaluation and may provide written comments or a written response for inclusion with the evaluation.

Final Evaluation

The final evaluation shall:

- Reflect the Board's overall assessment of the Director's performance.
- Identify significant accomplishments.
- Identify specific areas for improvement when applicable.
- Establish appropriate goals for the upcoming evaluation period.
- Document any agreed-upon follow-up actions.
- Document any applicable salary recommendation or Performance Improvement Plan.

The Board Chair and Director shall sign the final evaluation to acknowledge that the evaluation was reviewed and received.

A Director's signature acknowledges receipt and discussion of the evaluation and does not necessarily indicate agreement with its contents.

The completed evaluation and any written response from the Director shall be maintained in the Director's personnel file in accordance with applicable law and Board policy located in the Pickens County HR department.