



BOARD OF TRUSTEES MEETING
Darlington Branch October 16, 2013

MINUTES – OCTOBER, 2013
BOARD OF TRUSTEES MEETING

OPENING OF REGULAR MEETING

The meeting was called to order by the Chairman Anne Baldwin at 5:00 p.m. A quorum was met with the following members present: Bobbie Gardner, Warren Arthur, Juanita McFarland, Anne Baldwin, and Elaine Reed.

Members absent were: Leslie Pemberton, Janelle Davis, and Pearl Jeffords

The following visitors were present and recognized: Carol Hardee, Darlington Branch Manager, Charlene McDonough, Society Hill Branch Manager, Sherry Humphries, Lamar Branch Manager, and Audrey Tripp, Hartsville Branch Manager.

CONSENT AGENDA

A motion, made and seconded was carried to accept the agenda as written.

September minutes were approved with the explanation for the motion to meet on the 2nd Tuesday in November, 2013 to be added.

FINANCIAL REPORT

Jimmie Epling, the Director, stated that we have passed the first quarter and used one fourth of the budget. We continue to be where we should be at this time. \$3,000 was moved from line item 43100 to 34000 to pay for the tech services provided by the I T company Pinnacle Network Services. Line item 61100, Office Supplies, is a little low due to the change that all office supplies are requested on a quarterly basis rather than monthly or whenever needed. All supplies needed for a quarter are submitted/requested at one time for the entire quarter.

DIRECTOR'S REPORT

The Director's report included the following:

1. Staff Development Day was a big success. They had a "Guess Who" Baby Picture Contest. Pictures of staff members were the guess who photographs. They also had a "Literary" Pumpkin contest. The contestants were required to decorate a pumpkin of a character in a book. Our multi-talented Director, Jimmie Epling, won with the decorated pumpkin Sherlock Holmes. The entries are on display at the Hartsville Library. Also, little creative baskets were given as door prizes.
2. Assistance to an Eagle Scout's project of collecting old US Flags – County Administrator Dale Surrett asked if we had a container that could be used for the flags.

We donated the old book drop left from the Old Society Hill branch to the Eagle Scout's project.

3. Request to apply for strategic planning grant that allow for consultants to do a community needs assessment for the Darlington County Library System. He would like the assessment to focus on the Darlington Branch.

4. 2012 Statistical comparison of the South Carolina Public Libraries. The comparison showed Darlington County's was the only board that met 12 times in 2012. Our by-laws states that we meet monthly on the third Wednesday. The Director provided a printout of the 2012 comparison for each board member to review.

5. Updates on hiring IT person – Five (5) persons are scheduled for interviews on October 23, 2013 between the hours of 9 a.m. and 3 p.m. Same procedure as with the first group; a two (2) part interview with three persons interviewing: Audrey Tripp, Jimmie Epling, and a representative from the State Library System. Hopefully by the end of the month to have I T person hired.

LIBRARIAN'S REPORT

Carol Hardee, Darlington Branch Manager reported they had a "lock in" from 6 – 10 p.m. for ages 12 to 17; up to 12th grade. It was well attended and great participation. In recognition of "Teen Read Week", the activities included writing a fiction novel and portraying their character. As part the Graphic Arts Program, they watched the Anime series and held a rather lively discussion. All attending had the required permission slips.

Audrey Tripp, Hartsville Branch Manager, reported they had a very successful book sale. They raised over \$2,000. She also instituted activities for "Teen Read Week" and started a Jigsaw Puzzle for everyone to help put together.

Charlene McDonough, Society Hill Branch Manager, reported they have started an outreach program with Rosenwald Elementary School. They will also be recognizing "Teen Read Week".

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

A. Lamar Update – The Architect, Michael Walker met with staff, Friends of the Library, and the County Materials Manager to begin planning the design of the addition and to outline a different procurement process.

B. Personnel Actions – The Darlington Branch Children Librarian, Karen Moreau, retired September 25, 2013 after 33 years of service to the Darlington Library System. A retirement dinner was given in her honor at the Outback restaurant on October 4, 2013.

The Children's Librarian is a full time position for which we have begun advertising. Submitting applications closes on November 1, 2013. At this time, we have received 6 applications that include one staff member. The interview team will include Carol Hardee, Lori Strickland, and Jimmie Epling. The Director indicated he may ask for a representative from the State Library System to be a part of the interview team.

NEW BUSINESS

A. In view of the Society Hill Annual Catfish Festival scheduled for November 2, 2013, it was recommended that the Society Hill branch be closed for the festivities. In a motion made by Bobbi Gardner and seconded by Warren Arthur, the Darlington Library Board voted to close the Society Hill Branch on November 2, 2013 and have staff assist with the book sale.

B. The Director provided the Board with an in depth explanation of the Strategic Planning Grant and the benefit to the Darlington Branch. After which, in a motion made by Warren Arthur and seconded by Chairman Anne Baldwin, the Darlington Library Board voted for the Director to apply for the Strategic Planning Grant.

C. On the 2012 Statistical Comparison of the SC Library Systems, the Director pointed out how the highlighted libraries compares to the Darlington Library System. Darlington is doing a lot better than other counties. Our money is being spent very responsibly according to our population.

It was noted that a county councilman commented that our Director was doing a good job.

Carol Hardee's mother passed and Jimmie Epling's father is presently in hospice. Chairman Anne Baldwin asked that we keep them lifted up in prayer.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None

EXECUTIVE SESSION (Optional)

ADJOURNMENT

A motion carried to adjourn the meeting at 6:15 p.m.

Respectfully Submitted