



**BOARD OF TRUSTEES MEETING**  
Society Hill Branch November 12, 2013

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**MINUTES – NOVEMBER, 2013**  
**BOARD OF TRUSTEES MEETING**

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**OPENING OF REGULAR MEETING**

The meeting was opened without a quorum by the Chairman Anne Baldwin at 5:00 pm. The following members were present: Warren Arthur, Leslie Pemberton, Anne Baldwin and Elaine Reed

Members absent were: Juanita McFarland, Jenelle Davis, Bobbi Gardner, 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**

Without a quorum, Chairman Anne Baldwin stated all action items will be handled at the December board meeting. Today the attending members will follow the outline of the November agenda.

Due to the delay in receiving the October report, a few minutes were allowed for the attending members to read the October minutes.

**FINANCIAL REPORT**

Jimmie Epling, the Director stated that we have used a quarter of the budget. We are 60 to 80 percent on track for this year. No unusual occurrences.

**DIRECTOR'S REPORT**

The Director's report included the following:

1. Fossils found in the Darlington areas around Ebenezer and Hoffmeyer roads. The Director brought several pieces for the board's review. The fossils were donated by Mr. Oglebee and the Director indicated the fossils may be on display at one of the branches.
2. A meeting with First Steps Director, Darnell McPherson, resulted in a promotional proposal of providing gift/welcome bags to parents of newborns that would include a book from the Library. The Director commented that we do have enough books to accommodate such a proposal.
3. IT Position – an offer was made to one of the four persons interviewed on the 23<sup>rd</sup> of October that was declined. Two other interviews were conducted on the

11<sup>th</sup> of November. The background checks are being processed before an offer is made. The Director expects to have an IT person hired by the end of the month.

4. Children's Librarian – 14 candidates have applied; 3 candidates are internal. The Director passed out to the Board a chart showing the criteria used to determine who will be offered an interview and each candidate's relevant qualifications. Carol Hardee, Darlington Branch Manager will be the position's immediate supervisor.

### **LIBRARIAN'S REPORT**

Charlene McDonough, Society Hill Branch Manager reported that the outreach project with Rosenwald Elementary School is going very well. The response from the 8<sup>th</sup> graders is truly rewarding. The book sales during the Catfish Festival were quite profitable.

### **COMMITTEE REPORTS**

**None**

### **UNFINISHED BUSINESS**

- A. Lamar Update – a meeting is scheduled for November 25<sup>th</sup> with the architect to review the designs for the addition. Branch Manager Sherrie Humphries also expressed the pleasure of having a new employee. Operations are moving along smoothly.
- B. Personnel Actions – Previously stated in the Director's report.

### **NEW BUSINESS**

- A. 2014 Library Closings – will address at December meeting
- B. 2014 Board Meeting Dates - will address at December meeting

### **PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

- A. Proposal to develop policy for voting when we do not have a quorum.

### **EXECUTIVE SESSION (Optional)**

### **ADJOURNMENT**

Before adjournment condolences were expressed to our Director, Jimmie Epling, on the passing of his father. Meeting adjourned at 5:40 p.m.

**NEXT BOARD MEETING:** Wednesday, December 18, 2013. Hartsville Branch Library.