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## **BOARD OF TRUSTEES MEETING MINUTES**

November, 2015

Society Hill Branch November 18, 2015

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### **OPENING OF MEETING**

- A.** The meeting was called to order by Chairman, Bobbie Gardner, at 5:04 PM. A quorum was met with the following members present: Bobbie Gardner, Carolyn Marine, Gail Gandy, Anne Baldwin, Leslie Pemberton, and Elaine Reed.
- B.** Members absent were: Warren Arthur.
- C.** The following visitors were present and recognized: Gwen Robinson, Darlington Branch Manager; Sherry Humphries, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; Audrey Tripp, Hartsville Branch Manager; Christy Lamb, Administrative Assistant; Captain Jonathan McFadden, Prison Farm Director; and Terence Arrington, County Administrator.
- D.** A motion was made by Anne Baldwin, seconded by Leslie Pemberton, and carried to approve the agenda.

### **CONSENT AGENDA**

- A.** A motion was made by Gail Gandy, seconded by Anne Baldwin, and carried to approve the September minutes.

### **FINANCIAL REPORT**

- A.** At this point in the fiscal year, lines should have about 50-60% of their budget remaining. This is true of most of our lines. We usually pay out for our Polaris system early on in the year, and this carries us throughout the year; therefore Technical Services and Processing, 34200, has 45% remaining. Unexpected repairs and maintenance contributed to HVAC Repairs and Maintenance, 43%, and Building Construction and Repair, 31%, having slightly less remaining. Encumbrances account for the majority of the balance in 61100, 61200, and 61600.
- B.** The County provided Revenue Report from fiscal year 2015 revealed we were about \$57,000 under our projected revenue. The County provided Expense Report showed we used just shy of 70% of our budget on salary, which is exactly where we should have been based on the State Library's recommendation. 15-20% of our budget allotted should be used on materials/information resources. Total expenditures for the entire year were a little over \$1.2 million. The Library received \$1.367 million. The difference is approximately \$100,000, which went into the Library's reserve fund.
- C.** This fiscal year, 2016, we did not meet this allocation requisite set by the State Library. However, shifting preservation materials cost to the materials/information resources, as recommended by the State Library, brings us much closer to the

minimum requirement of 15% with our 14.38%. The State Library granted us a waiver on the FY 2016 budget requirements for State Aid.

**DIRECTOR'S REPORT** – The Director's report included the following:

- A.** An Annual Report is something we have to do every year for the State Library. We have to turn in information on our revenues, expenditures, collection, circulation, etc. There are two columns: current year and previous year. In almost every column the current year is better than the previous year. In terms of circulation, we show an improvement with 302,000 for this year, last year was just shy of 290,000. Leslie Pemberton asked if we can data mine the information per branch for comparison/goals in the coming years. Mr. Epling answered that he did something similar to this his first year as director at the Darlington County Library System. In fact, it was just such a comparison that resulted in the Library Board meeting less often.
- B.** State Library bought Analytic on Demand from Experion. This program takes patrons' addresses and applies them to an Experion database and translates this information into numbers that can be useful in marketing, identifying customer interest, etc. A 35 page report was distributed with such information as population demographics, concentration of our customer base, and proximity of the population to our locations. Using Experion direct mail buying data, we can also view what patrons are purchasing, such as books, magazines, etc. The company's Mosaic profile compares our population information to their information and categorizes the population. The majority of our patron population falls into the category of Rural Southern Bliss. The 155 page report consists of a very detailed marketing breakdown of our customers' in relation to the general population.
- C.** The Darlington County Library participated in Scare on the Square. Over 800 Halloween packets were distributed, which included information about Library programming, resources, and candy. The Darlington Branch also decorated for Halloween by transforming its arched entranceway into a monster's maw. This garnered a lot of attention within the community and has considerably raised the decorating precedent for holidays to come.

**HOST BRANCH MANAGER'S REPORT** – The Society Hill Branch Manager Charlene McDonnough's report included the following:

- A.** We are kick starting the Winter Reading Program. This is a family-oriented program, so we are focusing on families for the next few months.
- B.** Our Friends group is now reorganized. The Friends of the Society Hill Library, which has recently worked cooperatively with the Darlington Friends, are in need of a president.
- C.** Society Hill is now operating at full staff.
- D.** The air conditioning unit, which broke in July, is now repaired.

**COMMITTEE REPORTS**

No committee reports.

**UNFINISHED BUSINESS**

- A. DARLINGTON BRANCH LAND ACQUISITION – With the passing of the St. John’s Heritage Foundation’s acting president, Mary Demetrius, Jimmie Epling has, with the help of Mayor Tony Watkins, pursued information on the Foundation and its surviving members. These members do not have any interest in reviving the Foundation. There is no board to consult, taxes are being paid, and the County Administrator is not interested in acquiring the property for the courthouse expansion project. However, this property is in a similar limbo situation as the property the County Administrator is interested in acquiring. Mr. Epling believes we can pursue acquiring the property with the help of the County Attorney. No questions were presented at this time.

**NEW BUSINESS**

- A. LIBRARY CLOSINGS 2016 – The Library will be closed a total of 22 days in 2016. The Library closed 22 days in 2015. In the past, the Library has closed from 19-25 days during any given year due to the way the holidays fall. To remain within the 22 day limit, it is suggested by Director Jimmie Epling, the Library open the Saturday and Sunday before Martin Luther King Jr. Day, January 16th and 17th, and close the Saturday and Sunday before Independence Day, July 2nd and 3rd. Anne Baldwin recommends we allow for flexibility, follow the customs of the county, and close for 24 days. Elaine Reed made a motion, seconded by Leslie Pemberton, that the Library close only on Monday, January 18th, for Martin Luther King Jr. Day, and close the Saturday-Monday, July 2nd – 4th for Independence Day. All in favor, motion carries.
- B. BOARD MEETING SCHEDULE – A motion was made by Gail Gandy, seconded by Carolyn Marine, and carried to approve the 2016 Board Meeting Schedule.
- C. PURCHASE OF LAWN CARE EQUIPMENT – County Administrator Terrance Arrington and Prison Farm Director Captain Johnathan McFadden appeared before the Board to discuss the purchase of lawn care equipment by the Library for use by the prison farm workers. The request put to the Board this evening was contradictory in that Prison Farm Director Captain McFadden asked that lawn care equipment be purchased and housed at each branch for Prison Farm use and County Administrator Terrance Arrington asked that light duty lawn care equipment be purchase to replace that which the Prison Farm is currently using to maintain the grounds of all facilities within the county. After Mr. Arrington and Mr. McFadden made their presentation, the Board discussed the proposal. Jimmie Epling explained the initial request, made by the County Administrator via email, was \$1,100. In a prior email correspondence, County Administrator Terrance Arrington asked if the Library “is prepared to pay for its own landscaping.” The Hartsville Library has been doing this for years according to Branch Manager Audrey Tripp. The Hartsville Library houses its own equipment, purchased by their Friends group, and the small grounds are maintained by a gardener, who is also paid by the Friends of the Hartsville Library. Bobbi Gardner pointed out that while the Library buildings do in fact belong to the county, the Library budget pays for the majority of the services used to maintain them, such as the HVAC, building, plumbing, and security systems. Considering the strain on the county’s budget, Anne Baldwin inquired as to why the Library is responsible for this deficit in light of questionable

expenditures by county officials. Board members were curious about the effort for such a meager amount and feared the implication of accepting. A motion is made by Anne Baldwin, seconded by Gail Gandy, to accept the proposal made by County Administrator, Terrance Arrington, to purchase lawn care equipment; unanimously against, motion does not pass. An alternative motion was made by Leslie Pemberton, and seconded by Elaine Reed, that lawn care equipment be purchased for three branches: Darlington, Lamar, and Society Hill, that the equipment be clearly marked as property of their respective branch, and that this compromise be presented to the County Administrator and Captain McFadden as equipment to be used by the prisoners for lawn care of the Library's grounds main only. Motion carried with a 4 to 2 vote.

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

None.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

A motion was made by Bobbi Gardner, seconded by Elaine Reed, and carried to adjourn the meeting at 6:21 PM.

**Respectfully Submitted**

Christy Lamb, Administrative Assistant