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## **BOARD OF TRUSTEES MEETING MINUTES**

November, 2016

Lamar Branch November 16, 2016

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### **OPENING OF MEETING**

- A. The meeting was called to order by Chairperson Bobbie Gardner at 4:58 p.m. A quorum was met with the following members present: Bobbie Gardner, Leslie Pemberton, Warren Arthur, Gail Gandy, and Elaine Reed.
- B. Members absent: Carolyn Marine and Jennie Peze.
- C. The following visitors were present and recognized: Michelle Wallace, Lamar Branch Manager; Charlene McDonnough, Society Hill Branch Manager; Gwen Robinson, Darlington Branch Manager; Christy Lamb, Administrative Assistant.
- D. A motion was made by Elaine Reed, seconded by Gail Gandy, and carried to approve the agenda.

### **CONSENT AGENDA**

- A. A motion was made by Gail Gandy, seconded by Elaine Reed, and carried to approve the September minutes.

### **FINANCIAL REPORT**

- A. The Library's budget looks good at this point in the fiscal year. The budget the former county administrator submitted was the exact same budget as the year prior and not the budget the Library proposed/submitted for review. Amending this error will take time as a supplemental appropriation amendment to our budget must be approved by County Council before we can expend these funds. An unaudited figure of approximately \$88,000 in excess funds from last fiscal year may be available to be used for carpeting at the Hartsville branch. The Library will receive \$36,956.52 from unclaimed lottery funds. A supplemental budget appropriation request was submitted to County Council and passed its first reading. Possible uses of these funds: customer self-checkout stations, I-Pads/e-readers added to collection, and a voice-over-internet phone system integrated at Darlington & Hartsville branches.

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

- A. Hurricane Matthew caused a Hartsville Branch meeting room roof leak and several roof leaks at the Darlington Branch. Because the Library has four locations in the county that may be impacted differently by local inclement weather, power outages, etc, closing all locations due to a situation that may only impact Darlington and the court house is not necessary. The Library will work with the County Administrator for the authority to keep our unaffected locations open as shelters or safe havens for those impacted by events in other parts of the county.

- B. FEMA opened Disaster Survivor Assistance Program sites at the Lamar, Darlington, and Society Hill branches. Hartsville Library was unable to accommodate them.
- C. Passport services are not yet available at the Hartsville branch. Staff training is in progress.

**HOST BRANCH MANAGER'S REPORT** – The Lamar Branch Manager Michelle Wallace's report included the following:

- A. Michelle Wallace reported the transition into the role of Branch Manager is going well, as is Kelly Shull's in her new role as Children's Librarian. Marjorie Goodson was hired as Circulation Clerk to replace Kelly Shull.
- B. The adult craft class is growing.
- C. The Library had 3 out of 12 baby chicks hatch.
- D. The Friends' luncheon on Nov. 8th was a success.
- E. "Cookies with Santa" is a popular upcoming program with tickets going like hotcakes. This holiday program consists of: 2 Christmas stories, hot cocoa, carols, cookies, a visit by Santa, and presents (coloring book & candy).
- F. A children's tea party is in the tentative planning stages with a projected date of January.

#### **COMMITTEE REPORTS**

No committee reports.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

- A. **2017 CLOSINGS CALENDAR** – A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve the proposed closing schedule for the Darlington County Library System.
- B. **BOARD MEETING CALENDAR** – A motion was made by Warren Arthur, seconded by Elaine Reed, and carried to approve the Library Board meeting schedule, continuing bimonthly meetings on the third Wednesday at 5 p.m.

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

None.

#### **EXECUTIVE SESSION**

None.

#### **ADJOURNMENT**

A motion was made by Bobbi Gardner, seconded by Leslie Pemberton, and carried to adjourn the meeting at 5:23 p.m.

#### **Respectfully Submitted**

Christy Lamb, Administrative Assistant

