



BOARD OF TRUSTEES MEETING MINUTES

November, 2016

Society Hill Branch November 15, 2017

OPENING OF MEETING

- A.** The meeting was called to order by President, Warren Arthur, at 5:06 p.m. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Bobbie Gardner, Vernessia Patterson, and Leslie Pemberton.
- B.** Member(s) absent: Joanne Lee, Jennie Peze, Carolyn Marine.
- C.** The following visitors were present and recognized: Charlene McDonough, Society Hill Branch Manager; Michelle Wallace, Lamar Branch Manager; and Christy Lamb, Administrative Assistant.
- D.** A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the agenda.

OPEN FORUM

None.

CONSENT AGENDA

- A.** Approval of Minutes
A motion was made by Leslie Pemberton, seconded by Bobbie Gardner, and carried to approve the September minutes.

FINANCIAL REPORT

- A.** An updated financial statement was distributed with adjustments from last fiscal year. Encumbrances were not carried over; this has since been corrected.
- B.** 33% of lines 43400 and 45000 has been expended or encumbered and we are 1/3 of the way through this fiscal year.

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

- A.** Loaning library resources has led to a very favorable view of the Library by county officials and Council.
- B.** New telephones were installed at the Darlington Library. The system was not able to piggyback on current internet system due to the state's service contract. A dedicated line was needed for the phones. Society Hill is next in line. The ultimate goal is one unified system.

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

- A.** The RIP'd Page, an original play written by Charlene McDonnough, Michelle Wallace, and Christy Lamb, was enjoyed by approximately 50 people at the SCLA

Conference. We also had a positive reaction from the 47 attendees at Society Hill Library's event. One participant suggested we write another play with cartoon characters.

- B. The Friends of the Society Hill Library will hold a book sale at the Catfish Festival on Saturday.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

- A. Strategic Plan 2018-2021

Thirty minutes will be reserved at the January meeting to review the plan we have. In the interim, Director Jimmie Epling will get formal and informal proposals for revision. Leslie Pemberton stressed the need to update the existing plan and suggested a facilitator. The board will decide at the January meeting whether a facilitator is used or not.

NEW BUSINESS

- A. Authorization to Bid on Darlington Property at Tax Sale

A motion was made by Leslie Pemberton, seconded by Gail Gandy, and carried to approve the authorization of Library Director, Jimmie Epling, to bid up to \$2,000 for the property behind the Darlington branch location if the property is put up for sale/bid on December 11th.

- B. Authorization to Request Funds for Hartsville Carpeting and Other Facility Improvements

A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the authorization of Library Director Jimmie Epling to request quotes/bids for carpeting at the Hartsville Branch.

- C. 2018 Calendar

A motion as made by Gail Gandy, seconded by Leslie Pemberton, and carried to approve the proposed 2018 closing schedule for the Library—detailed as below:

New Year's Day 2018	Saturday – Monday, December 30 th – January 1 st
Martin Luther King Jr. Day	Monday, January 15 th
Library In-Service Day	Friday, March 23 rd
Good Friday & Easter	Friday-Sunday, March 30 th - April 1 st
Memorial Day	Saturday – Monday, May 26 th -28 th
Independence Day	Wednesday, July 4 th
Labor Day	Saturday – Monday, September 1 st – 3 rd
Thanksgiving Eve	Wednesday, November 21 st (Close at 5 p.m.)
Thanksgiving	Thursday – Friday, November 22 nd – 23 rd
Christmas	Monday – Wednesday, December 24 th – 26 th
New Year's Eve	Monday, December 31 st (Close at 5 p.m.)
New Year's Day 2019	Tuesday, January 1 st

- D. 2018 Board Meeting Calendar

A motion was made by Leslie Pemberton, seconded by Bobbie Gardner, and carried to approve the 2018 schedule of meeting dates as follows:

January 17 th	Hartsville Library
March 21 st	Lamar Library
May 16 th	Darlington Library
July 18 th	Society Hill Library
September 19 th	Hartsville Library
November 14 th	Lamar Library
January 16 th 2019	Darlington Library

E. Xerox Lease

Due to low traffic, Baker Office Solutions would not upgrade Society Hill's copier. Xerox quoted 3.7 per copy with the purchase of a \$1,700 coin-op for the system. Concerns and options were discussed. A motion was made by Leslie Pemberton, seconded by Warren Arthur, and carried to approve Library Director, Jimmie Epling, pursuing a lease with Xerox given the immediate need in Society Hill and exploring suggested alternatives should a need arise again.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

A. Review Strategic Plan 2018-2021

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by Bobbie Gardner, seconded by Leslie Pemberton, and carried to adjourn the meeting at 6:15 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant