



BOARD OF TRUSTEES MEETING MINUTES

November, 2018

Lamar Branch November 14, 2018

OPENING OF MEETING

- A.** The meeting was called to order by President, Warren Arthur, at 5:17 p.m. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Bobbie Gardner, Gene Norwood, Vernessia Patterson.
- B.** Member(s) absent: Joanne Lee, Jennie Peze, Carolyn Marine.
- C.** The following visitors were present and recognized: Kelly Shull, Lamar Branch Manager; Octavia Mack, Lamar Branch Children's Librarian; Charlene McDonough, Society Hill Branch Manager; Michelle Wallace, Darlington Branch Manager; 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 Bobbie Gardner, seconded by Gail Gandy, and carried to approve the September minutes.

FINANCIAL REPORT

- A.** The failure of a coin op print station at the Hartsville Branch revealed it and the unit at the Darlington Branch were considered obsolete by the vendor and no longer supported. We purchased two new coin op print stations to replace both units. The cost of both units was about \$7,000. This was an unexpected expense.
- B.** County Council prefers line 57000 (Travel & Training) begin with a modest budget. Depending on the degree of conference attendance, travel, and trainings, transfers are not unusual throughout the fiscal year. A transfer will be necessary this year.
- C.** We received the FY2018 expenditure and revenue report. The report is based on unaudited 2018 financial information. We expended less than we were budgeted to expend. Tax revenues and conservative spending has always kept us well under budget.
- D.** The Library will receive \$1,482.22 in lottery funds this year. This is unexpected as libraries were placed very low on the list of lottery fund recipients this year.
- E.** Funds from the Library's fund balance may be earmarked in the coming fiscal year 2020 budget for capital improvements (i.e. library vehicle, Darlington Branch renovations). As this is part of the annual budget approval process, three readings

and approvals by County Council will be required as opposed to one approval by County Council during a fiscal year.

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

- A. Bids for carpeting at the Hartsville Branch are expected to be approximately \$60,000. Renovations for the Darlington branch (walls to create an office for the branch manager, relocating the door in the server room, etc.) will cost approximately \$16-17,000. Both of these projects will be sourced by funds withdrawn from the Library's fund balance for capital improvements and are part of the \$100,000 originally approved by the Board.
- B. Darlington Branch's garage has been cleaned out. Unsold items were donated to the House of Hope.
- C. Darlington held a month long book sale in August. In an effort to clear out the garage, patrons received a huge deal at \$1/bag--regardless of the size of bag.
- D. Last December the Library bid at the county's tax sale \$1,200 for the strip of land behind the Darlington Branch. We were required to wait one year for the property owner to pay the back taxes. If the back taxes are not paid, the Library can pursue a clear title for the property. An update will be given at the January board meeting.

HOST BRANCH MANAGER'S REPORT – The Lamar Branch Manager Kelly Shull's report included the following:

- A. Octavia Mack, former Circulation Clerk, was introduced as Lamar Branch's new Children's Librarian. She has been in the position for three weeks and is acclimating well.
- B. A Circulation Clerk position is now available.
- C. Approximately 100 attended the November 10th Murder Mystery Dinner Theater hosted by the Lamar Library Friends. I was unable to attend. By all accounts, a blast was had by everyone.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

- A. Strategic Plan 2018-2021
 - a. Strategic Goals from the 2018-2021 Strategic Plan for the Darlington County Library System were presented.

NEW BUSINESS

A. DOUGLAS LEE BUSH MEETING ROOM

- a. A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the new Hartsville meeting room be named in honor of Douglass Lee Bush because of his contributions to the Hartsville Branch. The official ribbon cutting and dedication for the new meeting room will be held at the planned Business Before Hours on May 2nd. Details for a plaque and picture to identify the Mr. Bush will be worked out with the Friends of the Hartsville Branch Library.

Respectfully Submitted
Christy Lamb, Administrative Assistant