



**BOARD OF TRUSTEES MEETING**  
Hartsville Branch December 18, 2013

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

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**OPENING OF REGULAR MEETING**

The meeting was called to order by the Chairman Anne Baldwin at 5:00 p.m. A quorum was met with the following members present: Warren Arthur, Anne Baldwin, Bobbi Gardner, Juanita McFarland, Leslie Pemberton, and Elaine Reed

Members absent were: Jenelle Davis, and Pearl Jeffords

The following visitors were present and recognized: Carol Hardee, Darlington Branch Manager, Charlene McDonough, Society Hill Branch Manager, and Audrey Tripp, Hartsville Branch Manager.

**CONSENT AGENDA**

A motion made by Warren Arthur and seconded by Juanita McFarland was carried to approve the October and November minutes due to the lack of a quorum for the November meeting.

A motion made by Elaine Reed and seconded by Warren Arthur was carried to accept the agenda as written.

**FINANCIAL REPORT**

Jimmie Epling, the Director stated we continue to be on track for this year. He indicated some adjustments are being made, but nothing out of the ordinary. In fact they are already in the process of setting up moneys for next year.

**DIRECTOR'S REPORT**

The Director's report included the following:

1. The 2013 Directors' Summit the Director attended in Chicago. He stated it was enlightening. The highlight for him was the tour of the Chicago Library and the Innovation Lab. He also stated that the \$1,500 provided to cover the expenses at the summit by the State Library was not all used. The state library has given permission for the Darlington County Library System to use the remaining funds. The Director stated the funds may be used for the staff's in service day or for materials for the Library.
2. The Newborn Welcome Bags. The director stated that Carolina Pines Hospital has partnered with Darlington County First steps and will pick up the expense for producing the Welcome Bags. The bags will include their first book and an

application for a library card. The cost for the Darlington County Library System will be between \$1,200 to \$1,500 for one year.

3. I T Position – Timothy Fowler was hired and started the first week in December. He has already made changes that have upgraded the system. The Director stated he is very optimistic about the changes he is making and suggesting. The changes have made a noticeable difference in an efficient way.
4. Children’s Librarian – Interviews have been set up for January 6<sup>th</sup> and 7<sup>th</sup>, 2014. If a candidate is asked for a second interview, it will entail actual storytelling with children.
5. State Library Strategic Planning Session – The director plans to attend the December 13<sup>th</sup> session in Columbia. The State Library has a new Director and is indicating it wants input from county directors and patrons.

### **LIBRARIAN’S REPORT**

Audrey Tripp, Hartsville Branch Manager reported that funds were allocated for a new children’s computer with over 50 educational programs. She further reported that she accepted the resignation of long time employee, Rebecca Peterson, and is in the process of filling the position. She also commented on the Hartsville Chamber of Commerce Leadership class held at the Hartsville branch. Very few members of the class.were familiar with the Library

### **COMMITTEE REPORTS**

**None**

### **UNFINISHED BUSINESS**

- A. Lamar Update – Jimmie Epling reported that they may break ground as early as the first of March. They anticipate 6 weeks for the new part and 6 weeks on the renovations and possibly a completion date by the middle of June.

### **NEW BUSINESS**

- A. 2014 Library Closings – A motion made by Leslie Pemberton and seconded by Elaine Reed was carried to approve the 2014 Library holiday closing schedule.
- B. 2014 Board Meeting Dates – It was proposed to change the meeting dates from 12 per year to 11 per year. It was noted that the by-laws would have to be changed before the change could occur. Chairman Anne Baldwin stated to add to the agenda for our next meeting. She also asked the members to review the by-laws before the meeting.
- C. Newborn Welcome Bags – A motion made by Leslie Pemberton and seconded by Juanita McFarland was carried to approve the Darlington County Library System participation in joint project of the Newborn Welcome Bags.
- D. Personnel Actions – The Director and the Hartsville Branch Manager are proposing to change the recently vacated position of the Circulation Manager to Assistant Branch Manager that will include more supervisory duties. The director provided the board with a detailed description of the duties and the restructuring of the Hartsville branch staff. The outline entailed the salaries and changes to the budget and the saving. The position will also specify work on weekends. It

also outlined a future position of a part time circulation clerk. It was suggested that the supervision be added as one of the requirement for the position.

- E. Proposal to Develop a Policy for Voting When We Do Not Have a Quorum – The director consulted with County Administrator Dale Surratt and the County Attorney James Cox on the issue. They provided the board with the state statute regarding proxy and email/telephone voting. The interpretation is that proxy voting is not allowed and email/telephone voting is not allowed.

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

- A. By-Laws change to accommodate proposal of 11 meeting dates per year.
- B. Proposal to allow document attendance by electronic means.

**EXECUTIVE SESSION (Optional)**

**ADJOURNMENT**

A motion carried to adjourn the meeting at 5:55 p.m.

Respectfully Submitted