

DARLINGTON COUNTY LIBRARY SYSTEM  
204 North Main Street, Darlington, SC 29532

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BOARD OF TRUSTEES MEETING  
Darlington Branch February 20, 2013

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MINUTES – JANUARY, 2013  
BOARD OF TRUSTEES MEETING

OPENING OF REGULAR MEETING

The meeting was called to order by Chairman Ken Hughes at 5:02 p.m.. A quorum was declared with the following members in attendance: Ken Hughes, Bobbie Gardner, Juanita McFarland, Elaine Reed and Warren Arthur. Absent were: Pearl Jeffords, Anne Baldwin and Janelle Davis.

The following visitors were present and recognized: Sherry Humphries, Lamar Branch Manager, Audrey Tripp, Hartsville Branch Manager, and Charlene McDonnough, Society Hill Branch Manager.

CONSENT AGENDA

A motion was made by Warren Arthur to accept the agenda with one correction. Bobbie Gardner seconded the motion. Motion carried.

The December minutes were approved.

FINANCIAL REPORT

The Director, Jimmie Epling, gave the financial report. He stated that there were some repair issues at the Hartsville Branch and money will have to be moved from one account to another. He plans to request more money for repairs in next year's budget. Each branch has its own budget for materials. The library should be in good shape for the rest of the year. He also stated that the library needs to track its own money, even though the information can be gotten from the court house. By doing this, the library will be able to see how the money is being spent. The report was received as information.

DIRECTOR'S REPORT

Have a Heart Month Food for Fines will be held during the month of February in the county libraries. A press release will go out next week and it will be on the web site. Library fines for overdue books will be forgiven when patrons bring in canned goods. The canned goods will be donated to the branch's food bank. Other promotional items such as book marks will be distributed also. The Hartsville Chamber of Commerce Business Expo will be held on February 21<sup>st</sup> at the YMCA from 5:00 p.m. until 8:30 p.m. Jimmie Epling and Audrey Tripp will man the Library table. The Friends will pay for the table. Warren Arthur stated that the library should be involved in activities of the city in

order to get the word out about the libraries. The Director, Jimmie Epling, stated that the proposed mascot of the library bear costume will cost approximately \$5,000. He said that he will talk with the company again, and that \$2,500 is the maximum that the library will pay for a costume. He stated that he will look at costumes from "off the rack" because they would be cheaper. Ken Hughes stated the head would be the most expensive part of the costume. Jimmie stated that he cannot justify spending \$5,000 for a costume when there are other needs, so he will put the costume on the back burner for now.

#### LIBRARY REPORT

Sherry Humphries, the Lamar Branch Manager, said that everything is going well and they are as busy as usual. On January 28<sup>th</sup>, Dr. Joe Stukes will portray Charles Lindbergh at 7:30 p.m. Everyone is invited. She said that the RFQ for the addition to the library is complete. More information will be included in the Lamar Update. Audrey Tripp, Manager of the Hartsville Branch, stated that they are installing new art from the Governor's School in the new display cases. The National Program, "Bring a Child to the Library Day," will be held on February 2, 2013. There will be a scavenger hunt for the teens and crafts for school-aged children. Charlene McDonnough, Society Hill Branch Manager, stated that she is interviewing for a clerk position. They have an increase in circulation as well.

#### COMMITTEE REPORTS

None.

#### UNFINISHD BUSINESS

Jimmie Epling stated that the additional assessment of \$154.40 for the Association of Public Library Administrators have been provided through a generous donation.

#### LAMAR UPDATE

The final draft of the RFQ for architectural services for the branch addition was delivered to the County's Finance Department on January 7<sup>th</sup>. A print and electronic copy was provided. The information was sent to the South Carolina Business Opportunities website. The information in the RFQ was complete, with the exception of the material's Manager's contact information. The date for submission of a response to the RFQ by the architectural firms interested was set for 12:00 p.m. on Friday, February 8<sup>th</sup>. The interested firms will have approximately four weeks to submit their information. The firms that will be interviewed may be announced on March 8, 2013. Ken Hughes stated that if anyone knows a local firm that might be interested, please contact them. The Library's members for the Lamar Architect Interview Committee are: Bobbie Gardner and Ken Hughes from the Board, and the Friends representatives will be Jim Newsom and Fran Knotts. Members of the staff are Sherry Humphries and Jimmie Epling.

#### NEW BUSINESS

The Chairman, Ken Hughes, stated that the Budget Committee should have been formed a couple of months ago, and he will introduce an amendment to the By-Laws to

specify when to work on the budget and submit this information at the February meeting. Warren Arthur and Elaine Reed volunteered to serve on the committee. Jimmie Epling is on the committee also. They will work out a time and place to meet because this information is due by 5:00 p.m. on February 8, 2013. They will make a report to the Board at the next meeting.

Jimmie Epling stated that the Freedom of Information Act (FOIA) requires that six months of the Library Board minutes be readily available. This is required for open records, and posting them on the website will meet the requirements of the FOIA. Elaine Reed asked if they could be made available for anyone that requests them. Jimmie Epling stated that this could be done by making copies for anyone who requests them. After a short discussion, Elaine made a motion to post the minutes on the website. Warren Arthur seconded it. The motion was amended to include six months of minutes on the website for public access, beginning in December 2012. Motion carried.

The OverDrive Advantage E-Books are very popular. According to Jimmie Epling the library has \$3,000 that can be used to purchase E-Books. The library will monitor it to see how it works. It may be dropped if not successful. Ken Hughes asked, what is the cost of E-Books when compared to regular books? Jimmie Epling stated that the company determines the price and they could limit the number that is checked out. The books are different prices depending on the titles.

The Library Legislative Day is scheduled for April 24<sup>th</sup>. The representatives from Darlington County will be joined by those from Florence and Lee Counties. They will visit with the legislators in Columbia.

#### AGENDA ITEMS FOR NEXT MEETING

The Budget Report will be added.

The board went into Executive Session. At the end of the Executive Session, a motion was made by Warren Arthur to adjourn the meeting, Bobbie Gardner seconded it. The meeting was adjourned at 6:15 p.m.

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