



BOARD OF TRUSTEES MEETING
Lamar Branch January 15, 2014

MINUTES – JANUARY, 2014
BOARD OF TRUSTEES MEETING

OPENING OF REGULAR MEETING

The meeting was called to order at 5:04 p.m. by President Anne Baldwin. A quorum was not made as only the following members were present: Leslie Pemberton, Bobbie Gardner, Warren Arthur, and Anne Baldwin

Members absent were: Elaine Reed, Juanita McFarland, Janelle Davis, and Pearl Jeffords.

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

CONSENT AGENDA

As no quorum was present the agenda could not be approved.

FINANCIAL REPORT

Director Jimmie Epling indicated our budget continues to be on track for this year.

DIRECTOR'S REPORT

The Director's report included the following:

- A. Director Jimmie Epling outlined his proposal for a "Fresh Start" which would be a fine forgiveness month in April. Last year, we received a lot of very nice publicity about our program, "Have a Heart," that allowed people to bring in food in February 2013 and have their fines forgiven. We had over 2,500 items donated and still took in approximately the same in fines as the same month in 2012. The Board was very happy with the publicity received and expected this to be approved when there is a quorum.
- B. The Board needs a Budget committee as we have arrived at budget time. Director Jimmie Epling has received the paperwork to start the process. The budget must be submitted to the County by February 28th. The full board will have the opportunity to go over the recommendations of the Director and the Budget committee at its next meeting. All personnel costs are handled by the Courthouse, so only the operational budget items can be addressed "in house."

- C. Next month, the agenda should include addressing the Board's by-laws concerning members missing meetings and a future meeting schedule. There was discussion about how many scheduled meetings the Board should have, realizing if their presence is needed to change policy, a special meeting could be called.
- D. There was discussion about how to know a quorum would not happen early enough that a meeting could be rescheduled or cancelled rather than having people meet when business could not be conducted. The question was raised about a staff member calling the Board members on Monday to determine attendance.

LIBRARIAN'S REPORT

- A. Lamar Branch Manager Sherry Humphries reported the building project is on the front burner. The children's programs are doing extremely well. Liz Davis, the children's programmer for Lamar, has applied for the full time children's librarian position at the Darlington Branch. They would be sad to lose her but understand the need for benefits and a full time salary.
- B. Society Hill Branch Manager Charlene McDonnough reported that Society Hill had a water leak in the ceiling which damaged a few books. Evidently a line was run from the back of the building to the front wall to provide water to an outside spout. The water line runs next to the soffit which allows the outside cold air to freeze the pipe when we have extremely low temperatures.
- C. Hartsville Branch Manager Audrey Tripp reported that Hartsville has hired Martha Brown as the assistant branch manager, a full time position that will supervise the circulation staff and work at the reference desk. Circulation figures are continuing to be down. It is possibly because electronic readers and on demand video services are cutting into the need to check items out of the Library. We are adjusting accordingly to offer other collection, programs, and services that are valuable to the community.

COMMITTEE REPORTS

- A. None

UNFINISHED BUSINESS

- A. Lamar Branch.
 - a. The architect has been in touch with Sherman Dibble at the Courthouse because he is very close to being ready to put the project out for bids. There was a \$15,000 invoice submitted and paid for work done to this point. The architect is turning the plans over to the engineers for approval and they hope to advertise for bids as of February 1st. The architect was back in Lamar taking pictures and talking with Sherry. He is anticipating 4-6 weeks of construction for the addition and 4-6 weeks for the remodeling of the current facility. The addition and library will not be ready for the beginning of the summer reading program, so Sherry will discuss the possibility of using the nearby church for programming.

- b. A soil survey from the original branch construction was located and given to the architect. Due to the anticipated cost of the addition and remodeling, the architect has proposed to go with a siding rather than brick on the end wall and offering brick as an alternative. After discussion, this was not a popular choice. The building committee will make the final decision on which options they deem most important in the plans.

NEW BUSINESS

- A. None

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

- A. None

EXECUTIVE SESSION (Optional)

ADJOURNMENT

Respectfully Submitted