



**BOARD OF TRUSTEES MEETING MINUTES
JANUARY, 2015**

Darlington Branch January 28, 2015

OPENING OF REGULAR MEETING

The meeting was called to order by the Chairman Bobbi Gardner at 5:02 p.m. A quorum was met with the following members present: Warren Arthur, Bobbi Gardner, Gail Gandy, Leslie Pemberton, Elaine Reed, Anne Baldwin, and Carolyn Marine

The following visitors were present and recognized: Gwen Robinson, Interim Darlington Branch Manager; Audrey Tripp, Hartsville Branch Manager, Charlene McDonough, Society Hill Branch Manager.

CONSENT AGENDA

A motion was made by Anne Baldwin and seconded by Elaine Reed and was carried to approve the proposed agenda.

A motion made by Warren Arthur and seconded by Anne Baldwin and was carried to approve the November minutes.

FINANCIAL REPORT

Jimmie Epling, the Director, stated we have shifted some funds around between line items to cover on-going costs. We will pay a penalty for sale tax that was not filed at the appropriate time.

DIRECTOR'S REPORT

The Director's report included the following:

- A. Jimmie introduced Gwen Robinson, the systems cataloger, who is currently filling in as branch manager in Darlington following the resignation of Carol Hardee. In Darlington, the circulation desk has been reconfigured and shifted. The reference desk has been moved to the same side of the library as the circulation desk. A small conference room has been created in the space that had been the branch manager's office.
- B. County-wide the circulation of items has increased over the previous year. We are on target to hit 320,000 items checked out this year.
- C. Tax forms are finally coming in and we have arranged to have a representative of SCThrives at each of the four branches for one day in February and one day in March to do taxes for the public. This is by appointment and we should be able to see 6 appointments each day.

BRANCH MANAGER'S REPORT

Gwen reported that she is keeping busy with training new staff. A reference worker moved to the administrative assistant position and a clerk moved to the reference position. A new clerk will be hired. The staff is responding very positively to changes in the building and on the staff. Everyone seems happy and are smiling.

COMMITTEE REPORTS

No Committee reports.

UNFINISHED BUSINESS

- A. Lamar Update – Library Director, Jimmie Epling reported the Library was closed for four days so the items could be boxed up and moved to storage. The smaller mini-branch has been operating without problems in the small meeting room. The staff has started unpacking the boxes and putting them back on the shelves that have been reinstalled. They are waiting for the circulation desk to be finished. We anticipate a reopening of the full branch in mid to late February. A committee consisting of Jimmie, Sherman Dibble (County Materials Manager), Bobby Richardson (County Roads and Bridges Department manager), County Councilman Bobby Hudson (Lamar area) looked at the grounds and determined that the construction company had reinforced certain areas where heavy equipment would stand during construction. Those areas need to have the rock and clay removed and have top soil that will support the grass put down. On Friday, February 6th there will be walk through with the architect Michael Walker for the punch list items. If the Friends want to organize a grand reopening ceremony, it will probably happen in March.
- B. Strategic Plan Update – A final version was presented and examined. There was some discussion about the plan having items that are beyond the three year scope. There was a motion made by Gail Gandy and seconded by Anne Baldwin to accept the Strategic plan for 2015-2017 as presented.
- C. The County Council gave approval to pursue the acquisition of the land directly behind the library in Darlington.

NEW BUSINESS

- A. A motion was made by Warren Arthur, seconded by Elaine Reed for the Board to go into executive session so that personnel matters could be discussed.
- B. 2016 Budget has been worked on. As a separately funded budget, the Library does not have to cut 2% to try and get a balanced budget. Some changes for the next year are more money in Library Materials and less money in first service vehicles because we have only one car at present. We would like to add about 30% to the Travel and Training budget line so that staff can go to the State Library convention and other educational opportunities that arise. The children's librarian in Darlington, Liz Davis has been awarded a grant from the State Library for the State Conference. The State Aid is anticipated to be \$1.25 per capita in recurring funds this year, which will net our budget approximately \$85,000. There is more

in the electricity budget due to rising costs. There is money in library materials for promotional items for summer reading. The Budget will need to be turned in before the next Board meeting, so a budget committee of Leslie Pemberton and Anne Baldwin were appointed. Warren Arthur made a motion to allow the budget as presented tonight to move forward in the budget process; seconded by Gail Gandy and approved.

- C. Nominating Committee. Although it is very early, names for positions need to be ready for the next Board meeting so that they can be presented (March), and elected in May so that they can start in position in July.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING – None

EXECUTIVE SESSION – Done earlier in the meeting

ADJOURNMENT

A motion carried to adjourn the meeting at 6:31 p.m. (Anne, 2nd Leslie)

Respectfully Submitted