



BOARD OF TRUSTEES MEETING MINUTES

January, 2016

Hartsville Branch January 20, 2016

OPENING OF MEETING

- A.** The meeting was called to order by Chairman, Bobbie Gardner, at 5:04 p.m.. A quorum was met with the following members present: Bobbie Gardner, Carolyn Marine, Gail Gandy, Anne Baldwin, Leslie Pemberton, and Elaine Reed. Warren Arthur arrived at 5:28 p.m..
- B.** Staff present and recognized: Jimmie Epling, Library Director, Audrey Tripp, Hartsville Manager, Sherry Humphries, Lamar Manager, Charlene McDonnough, Society Hill Manager.
- C.** The following visitors were present and recognized: Bernard Stephens and Rev. Ted Shannon

OPEN FORUM

- A.** The meeting began with 10 minutes for the visitors to address the Board concerning the Notice of Trespass banning patron Bernard Stephens from all Library properties. Mr. Stephens spoke about his time using the Library. He addressed his behavior in the Library, the behavior of other patrons, and the behavior and actions of the staff during those years. He spoke for 8 minutes. The Reverend Ted Shannon was allowed to use the remaining 2 minutes to speak on behalf of Mr. Stephens.
- B.** The Board entered executive session at 5:22 p.m. following a motion by Leslie Pemberton, seconded by Ann Baldwin for an executive session to discuss the matter of the Notice of Trespass banning patron Bernard Stephens from all Library properties.
- C.** The Board returned from executive session at 5:47 p.m. and on the matter of the Notice of Trespass banning patron Bernard Stephens a motion was made by Leslie Pemberton, seconded by Ann Baldwin and approved by all members in attendance to uphold the Notice of Trespass ban as issued.

CONSENT AGENDA

- A.** A motion was made by Elaine Reed, seconded by Leslie Pemberton, and carried to approve the November 2015 minutes as submitted.

FINANCIAL REPORT

- A.** At this point in the fiscal year, 48% of the budget has been expended. In full time pay, we are showing 57% expended, and in health care, line 21200, only 27% has been used. The \$21,000 from the State Lottery funds was placed in Line 43100, Repair and Replace Computers. In the 45000 Building Construction/Renovation/Repair Services budget line we have an encumbrance of \$5,600 that will be

removed. The funds carried over from FY2015 were used for that invoice. The budget line 61600, Office Supplies, has almost \$5,000 encumbered for ongoing purchases through Amazon.

- B. The 64100 budget line, State Aid Materials, will receive the newest Lottery funds from unclaimed prizes, \$23,000. The original County monies in line 64000, Books & Periodicals, will be redistributed to other line items as needed, such as for new carpet in Hartsville. This year, we boosted the funds for the children's collections so that budget line 64200 expenditures are ahead of schedule. Other budget line funds, such as from 64100, will be used through the remainder of the year to continue purchasing children's books.

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

- A. The libraries are doing a winter reading program involving Bingo cards that Hartsville's Children's Librarian Lori Strickland originated and were developed for all four locations by Administrative Assistant Christy Lamb. Readers in all age categories will win prizes that include books, a round of mini golf, tickets to sporting events, and entry into grand prize drawings. The Summer Reading Program theme is sports related, so if the mini-golf in Hartsville is successful, other branches may try it during the summer.
- B. The South Carolina New Writers workshops will begin on Tuesday, January 26th at Darlington Branch. C. Hope Clark will be the leader for the five sessions. In June, the Library will partner with Burry Book Store for a Literary Taste of South Carolina and Literary Crawl as a wrap up for the workshops. The idea of authors being placed in various businesses throughout Hartsville and at the Downtown Market Place is being worked on.
- C. SC Thrives will be at each of the branches preparing taxes and filing the forms electronically for our patrons. Each library has three dates and has time for five appointments each day.
- D. The Children's Garden proposed for the Darlington Branch received \$1,000 from the Kalmia Garden Study Club. The fund now has \$5,500 of the estimated \$6,000 needed to start the garden. The garden will be approximately 2,000 square feet.
- E. Carolina and Company on WPDE will interview Mr. Epling on January 25th.

HOST BRANCH MANAGER'S REPORT – The Hartsville Branch Manager Audrey Tripp's report included the following:

- A. The Friends will be producing two holes of our nine hole mini-golf set up. The students from the Governor's School will be working on the other holes.
- B. The Friends approved a budget for 2016 and have been generous with funds for programming for all ages. They also set aside funds for purchasing additional book and DVD materials.
- C. We have a new staff member, Mary Lesley, who started in December. She is currently training at the Reference desk.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

- A. No unfinished business.

NEW BUSINESS

- A. The Historical Commission will become a “branch” of the library in that the titles there will be cataloged and shown in our on-line catalog. These items will not be available for loan and will not be transported to any branch of the Library. The Commission will purchase the supplies necessary for this partnership. A motion was made by Leslie Pemberton, seconded by Ann Baldwin and approved by all to partner with the Darlington County Historical Commission for the cataloging and entry of the Commission’s materials into the Palmetto Consortium’s on-line catalog.
- B. The 2017 Budget Committee is Ann Baldwin and Elaine Reed. A motion was made by Gail Gandy, seconded by Warren Arthur and approved by all that these two members will work with the Director and create a budget that will be presented to the County Administrator according to the deadlines set by same.
- C. A comparison of the circulation, programming, door count, etc. for the four branches for the past four and a half years was presented. This is the same information that is shown monthly, but was compiled on an annual basis for this report. The Board members asked to see an estimated cost of operation for each branch which will include staff, utility, phone, materials, etc. as close as those costs can be broken down by branch.
- D. The annual Freedom of Information Act (FOIA) requirements were distributed to the Board members.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by Ann Baldwin, seconded by Elaine Reed, and carried to adjourn at 6:25 PM

Respectfully Submitted

Audrey Tripp, Hartsville Branch Manager