



BOARD OF TRUSTEES MEETING MINUTES

January, 2017

Darlington Branch January 18, 2017

OPENING OF MEETING

- A.** The meeting was called to order by Vice President, Leslie Pemberton, at 5:01 p.m. A quorum was met with the following members present: Leslie Pemberton, Warren Arthur, Jennie Peze, Elaine Reed, Carolyn Marine, and Gail Gandy.
- B.** Member(s) absent: Bobbie Gardner.
- C.** The following visitors were present and recognized: Michelle Wallace, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; Christy Lamb, Administrative Assistant.
- D.** A motion was made by Carolyn Marine, seconded by Warren Arthur, and carried to approve the agenda.

OPEN FORUM

- A.** Charlene McDonough, Society Hill Branch Manager, issued an invitation to the Board to attend the Murder Mystery Dinner taking place at the Society Hill Branch on April 29th.

CONSENT AGENDA

- A.** Approval of Minutes – A motion was made by Elaine Reed, seconded by Carolyn Marine, and carried to approve the November minutes.

FINANCIAL REPORT

- A.** The Finance Department reported the 2015 audit should be complete next month. The 2016 audit should be completed by the following month. Once the 2016 audit is complete, we will be able to determine if what appears to be a surplus of \$66,454 is accurate. We will then be able to pursue carpeting for the Hartsville Branch.
- B.** The Finance Department, under the direction of County Administrator Terrance Arrington, ignored our 2017 budget proposal and used 2016 budget numbers for our 2017 budget. The Finance Department has taken steps to correct the issues resulting from this, such as with the addition of \$18,612.21 in State Aid not included. The budget has been adjusted to reflect an additional \$18,612.21 from State Aid.
- C.** The Library will receive \$36,956.52 from unclaimed lottery funds, as County Council gave their final approval in January. Once these funds are available, they will be used to purchase a self-checkout station at the Hartsville branch and to replace the 5 to 6 year-old public computers at the Hartsville branch.
- D.** The budget is on target at this point. The Worker's Compensation, line 26000, shows 80% of this line has been exhausted. This is due to a single lump sum payment.

- E. Warren Arthur asked about the performance of current IT Manager, Antonio Fernandez. All branch managers present and Library Director Jimmie Epling, provide satisfactory accounts of his work throughout the system. Everyone was pleased with his performance as IT Manager. An increase in pay has already been budgeted for his position and will take effect on his 6th month of service.

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

- A. The Old Darlington District Genealogical Society lost the lease to the old railroad depot building which housed its Hartsville Genealogical Research Library and, as a result, closed its doors. The Darlington County Historical Commission absorbed their collection. The process of cataloging the Historical Commission's collection has begun. The Historical Commission has purchased the cataloging supplies and the Library donated a cart to be used for the moving of materials between the Library and the Commission as the collection is gradually cataloged.
- B. The Library ordered 4,000 wooden nickels. These nickels will be used as a reward/incentive for children who visit the library, attend programs, behave exceptionally well, return their books on time, etc. After collecting 5 wooden nickels, children may exchange them for a prize or have their library fines reduced by 50 cents. The fine reduction is only applicable to a child's account; adults may not benefit from this incentive program.

HOST BRANCH MANAGER'S REPORT – Director Jimmie Epling noted the following for the absent Darlington Branch Manager, Gwen Robinson:

- A. The raised beds and flowers are visible progress the Children's Garden is taking shape and has stimulated a positive reaction among the patrons.
- B. The Author's Fair was a huge success. We have already been contacted by local authors committing to attend next year's event.
- C. Volunteer Desi Conrad built a gingerbread replica of the Darlington Library for a staff holiday party and also one made of cardboard to put on display at the Circulation Desk. From the sugar glass windows to the icing Palmetto Library tree, patrons and staff alike marveled at the miniature edible details she creatively captured.
- D. Elaine Reed added that she heard rave reviews from multiple sources regarding the ease, convenience, and efficiency of Darlington's newly implemented 15-minute time limit public computers.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

- A. Annual incentive pay for full time employees may be increased in the 2018 budget if a proposal by County Administrator Charles Stewart is approved. Finding an additional \$10,000 for this expense should not be a problem.

- B. A Board Budget Committee was established with Jennie Peze and Elaine Reed volunteering to serve. The meetings can be held via conference call for convenience and should only take about an hour. The Board Budget Committee assists the director in refining the budget.
- C. Three applications have been accepted for the open Hartsville Branch Manager position. Leslie Pemberton will be on the interview team. She has been briefed on the interview process and ensuing exercise applicants will be subject to. As of this time, the 3rd and final member of the interview team is undecided. At the end of January, the applications will be assessed and interviews set-up mid-February. For the time being, Assistant Branch Manager Martha Brown will continue acting as interim branch manager.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by Elaine Reed, seconded by Jennie Peze, and carried to adjourn the meeting at 5:58 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant