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## **BOARD OF TRUSTEES MEETING MINUTES**

January, 2018

Hartsville Branch January 17, 2018

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Warren Arthur, at 5:04 p.m.. A quorum was met with the following members present: Warren Arthur, Joanne Lee, Bobbie Gardner, Vernessia Patterson, Jennie Peze, and Leslie Pemberton.
- B.** Member(s) absent: Gail Gandy, Carolyn Marine.
- C.** The following visitors were present and recognized: Charlene McDonough, Society Hill Branch Manager; Michelle Wallace, Lamar Branch Manager; and Joe Rice, Hartsville Branch Manager.
- D.** A motion was made by Leslie Pemberton, seconded by Jennie Peze, and carried to approve the agenda.

### **OPEN FORUM**

- A.** None

### **CONSENT AGENDA**

- A.** Approval of Minutes – A motion was made by Jennie Peze, seconded by Joanne Lee, and carried to approve the November minutes.

### **FINANCIAL REPORT**

- A.** We're in good shape and where we need to be with about half of our budget spent.
- B.** Funds are encumbered to cover the purchase of materials for 6 months out of lines 64100-State Materials and 64000-Books and Periodicals.
- C.** Funds were transferred to line 57000-Travel and Training to cover SCLA Conference attendance.
- D.** Additional funds in the amount of \$17,123 will be coming from lottery funds. These funds will be used to replace public computers in Lamar and Society Hill at a projected cost of \$15,000, replace outdated software, and update the Darlington County Library System's website.

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

- A. DARLINGTON BRANCH PROPERTY ACQUISITION UPDATE –** \$2,000 was budgeted for the property bid. Bidding began at \$1,200. There were no other bidders on the property. Payment for the property has been made. In one year, if no one from the now defunct St. John's Foundation steps forward to pay the taxes, the Library will receive a "tax deed" to the property. The Library, or more accurately the County, will have possession of the property within two years. Jimmie Epling,

Library Director, will attend the February 13<sup>th</sup> Darlington City Council meeting to inform them about the status of the property.

- B. STAFF IN-SERVICE DAY** – The date for staff in-service day is April 27<sup>th</sup>. The agenda will include a “Getting to Know You” activity-craft project, active shooter training, lunch, and the staff will be divided into mini-pods by job to discuss their job experiences.
- C. BUILDING UPGRADES** –
  - a. Upgrades at Hartsville for the walls, doors, and meeting rooms went out for bid, with \$16,000 as the estimated cost.
  - b. Bids will be put out after the walls are in place for Hartsville’s carpeting. The Hartsville staff has already picked out the carpet.
  - c. If funds are left over, ceiling fans in Darlington will be installed to address heating/cooling issues.
- D. DOT** will take a 3’ strip from the parking lot for their street widening project. What this means for the Darlington Branch: new curbs, black top resurfacing and striping, and we may lose 1-3 parking spaces. Library Director Jimmie Epling recommended changing the traffic flow into the lot from Main St. and exiting out onto North St.
- E. 3D PRINTERS** – The Darlington and Hartsville branches house 3D printers. Instructions and request forms have been created and will be made available on our website. If extra funds are available at the end of this fiscal year, a 3D printer may be purchased for the Lamar Branch.

**HOST BRANCH MANAGER’S REPORT** – Joe Rice, Hartsville Branch Manager:

- A.** Take Your Child to the Library Day is coming up this Saturday. This will be an all-day event lasting from 10 a.m. – 2 p.m. Activities will include a scavenger hunt, story time, Paws to Read, and Lego/engineering.
- B.** On February 16<sup>th</sup>, a workshop will begin offering help with E-books and computer devices.
- C.** We are in the planning stages of our Summer Reading Program.
- D.** Our Friends meeting is being held tonight.

**COMMITTEE REPORTS**

No committee reports.

**UNFINISHED BUSINESS**

- A. STRATEGIC PLAN 2018-2021** – The following ideas were mentioned: Todd Ricks and the Hartsville 20/30 project, planning grants provided by the State Library, facilitation from a professor at Coker with possible stipend compensation.

**NEW BUSINESS**

- A. BOARD MEETING DATE CHANGE** – A motion was made by Jennie Peze, seconded by Joanne Lee, and carried to approve rescheduling the March 21<sup>st</sup> board meeting to March 28<sup>th</sup>.
- B. 2019 BUDGET COMMITTEE APPOINTMENTS** – A motion was made by Leslie Pemberton, seconded by Bobbie Gardner, and carried to approve the appointment of Vernessia Patterson and Joanne Lee as the Budget Committee. It was

requested that \$10,000 be set aside for the purchase of a used SUV/van for the Library as part of the new budget.

**PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

**A.** Review Strategic Plan 2018-2021.

**EXECUTIVE SESSION**

The board entered executive session at 5:53 p.m.

The board exited executive session at 6:10 p.m.

**ADJOURNMENT**

A motion was made by Bobbie Gardner, seconded by Leslie Pemberton, and carried to adjourn the meeting at 6:11 p.m.

**Respectfully Submitted**

Charlene McDonnough, Society Hill Branch Manager

Transcribed by Christy Lamb, Administrative Assistant