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## **BOARD OF TRUSTEES MEETING MINUTES**

January, 2019

Darlington Branch January 16, 2019

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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, Gail Gandy, Bobbie Gardner, Gene Norwood, Vernessia Patterson, JoAnn Lee.
- B.** Member(s) absent: Carolyn Marine.
- C.** The following visitors were present and recognized: Kelly Shull, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; Michelle Wallace, Darlington Branch Manager; Joe Rice, Hartsville Branch Manager; Christy Lamb, Administrative Assistant.
- D.** A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the agenda with the following amendment to New Business: Resolution to Recognize Jennie Peze.

### **OPEN FORUM**

None

### **CONSENT AGENDA**

- A.** Approval of Minutes – A motion was made by Bobbie Gardner, seconded by JoAnn Lee, and carried to approve the November minutes.

### **FINANCIAL REPORT**

- A.** At the end of 2018, our FY 2019 budget shows we have expended just over 45% of our budget. The financial statement does not reflect all the procurement card purchases made in December.
- B.** An increase in State Aid from \$1.75 to \$2.25 per capita is pending approval. This change would mean an increase of \$34,000. The projected budget is being figured at \$1.75 per capita. If the increase is approved, a supplemental appropriation will be requested.
- C.** \$2 million was requested from the SC Education Lottery. These funds are divided equally among the state's public libraries. Libraries have been as high as #2 on the list of recipients in the past, this year we are #16. These funds are not figured into the budget. A supplemental appropriation will be made if received.

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

- A.** The process for renovating the Darlington Branch has begun. A bid packet has gone out for relocating the IT room door, constructing an office space for the Branch Manager, and adding a partition to the Administrative Assistant and Children's Librarian's work space. Bids are to be submitted by Jan. 23<sup>rd</sup>. January 23<sup>rd</sup> is also

the due date for the bid packet on carpeting at the Hartsville Branch. The cost of these renovations are part of the \$100,000 in fund balance monies approved by the Board for capital improvements. A portion has been used to create meeting room space and a wall in the Children's area at the Hartsville Branch.

- B. Board member Jennie Peze, representing Darlington County Council District 1, officially resigned from the Library Board January 4<sup>th</sup>.
- C. In partnership with SC Thrive, the Darlington County Library System will again offer free tax help this year. Beginning in February, 10 dates will be offered over the course of 5 weeks: 4 days each at the Hartsville and Darlington Branches and 1 day each at the Lamar and Society Hill Branches.

#### **HOST BRANCH MANAGER'S REPORT – Michelle Wallace, Darlington Branch Manager:**

- A. The former Author Fair was rebranded as the Black Creek Literary Festival. We held it on Saturday, January 12<sup>th</sup> with extended library hours and added panel discussion sessions. Each session lasted about an hour and included interaction between the authors' panel and the audience. There was no charge to attend/participate. Only 3 scheduled authors could not attend. A few authors even sold enough to donate to our Friend's group. We are very proud of the program's success and hope it will grow in the future.
- B. We have a new Children's Librarian, Katie Jo Daniska. She has hit the ground running. One of her upcoming programs is making stop-motion films using I-pads from the State Library.
- C. The garage is nearly empty. All remaining books, not sold in the book sale, were donated to the House of Hope.

#### **COMMITTEE REPORTS**

None

#### **UNFINISHED BUSINESS**

- A. STRATEGIC PLAN 2018-2021 – A concise description of the strategic plan was presented to the Library Board. The discussion focused on programming ideas, outreach, and the role of a PR Coordinator. A motion was made by Bobbie Gardner, seconded by JoAnn Lee, and carried to approve the final version of the 2018-2021 Strategic Plan.

#### **NEW BUSINESS**

- A. FY 2019 BUDGET RE-ALLOCATION –
  - a. Darlington staff raised nearly \$10,000 for renovations. Staff would like to replace the 80's style front desk with a newer model. If the Library matches their \$10,000, a cabinet maker could be hired to design modular units with interchangeable parts that could evolve with the library. This project would be put to bid.
  - b. A motion was made by Gene Norwood, seconded by Bobbie Gardner, and carried to approve the reallocation of the \$10,000 set aside for an outreach vehicle to be used for building renovation, particularly in Darlington.

- B. FY 2020 BUDGET COMMITTEE** – A motion was made by Bobbie Gardner, seconded by Warren Arthur, and carried to approve the appointment of Gene Norwood and JoAnn Lee as the Budget Committee.
- C. RESOLUTION TO RECOGNIZE JENNIE PEZE** – A motion was made by Gail Gandy, seconded by Gene Norwood, and carried to approve a resolution before County Council to recognize Jennie Peze’s service to the library community.

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

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

A motion was made by Bobbie Gardner, seconded by JoAnn Lee, and carried to adjourn the meeting at 6:23 p.m.

**Respectfully Submitted by**

Christy Lamb, Administrative Assistant