



BOARD OF TRUSTEES MEETING MINUTES

January, 2020

Hartsville Branch January 15, 2020

OPENING OF MEETING

- A.** The meeting was called to order by President, Bobbie Gardner, at 5:04 p.m. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Bobbie Gardner, Gene Norwood, Lynette Moody, Vernessia Patterson, JoAnn Lee.
- B.** Member(s) absent: Carolyn Marine.
- C.** The following visitors were present and recognized: Joe Rice, Hartsville Branch Manager; Charlene McDonnough, Society Hill Branch Manager; Kelly Shull, Lamar Branch Manager; Michelle Wallace, Darlington Branch Manager; Christy Lamb, Administrative Assistant.
- D.** A motion was made by Warner Arthur, seconded by JoAnn Lee, and carried to approve the agenda.

OPEN FORUM

None

CONSENT AGENDA

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

FINANCIAL REPORT

- A.** Less than half of the budget, 43%, has been expended. Part of the reason for this is expenditures such as Torte (52100) and Insurance (52000) are paid late in the fiscal year. Present accounting may not include pending December expenditures. The budget is where it should be at this point in the fiscal year.
- B.** The part time salaries/wages (11200) budget line is inaccurate. It is unknown, at the time of this report, why deductions have not been made since December.
- C.** Warren Arthur inquired if any financial issues are anticipated. There are none at this time, however, unexpected issues may arise. The Society Hill Branch's sewage system issue from the last fiscal year was cited as an example. At present, the Director stated, there are no anticipated expenditures the Library will not be able to cover.
- D.** Bobbie Gardner inquired about how the surplus funds is maintained. It was explained by the Director the fund balance is maintained by the county. Because of this, funds from the fund balance cannot be used to obtain CDs or make otherwise invest.

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

- A. The Library's mascot costume—a dragon—was shown to the board. An ice vest was purchased to aide in keeping the wearer cool and comfortable in the costume. A naming contest will be held in March and its first appearance will be at the Darlington Branch's Comic Con, DARCON. This year's Summer Reading theme is "Imagine Your Story." A dragon fits well with the fantasy and fairy tale theme.
- B. Passport services are on hold at the Hartsville Branch due to limited staff hours and the extensive training mandated.
- C. SC Thrive will provide our customers with free tax preparation services again this year. Space is limited and by appointment only. Dates will be available in February and March: 3 days in Hartsville, 3 days in Darlington, 2 days in Lamar, and 1 day in Society Hill. Announcements will be made via posters, social media, newspapers, etc.
- D. The DMV's REAL ID mobile application service made its way to the Darlington Library on January 10th for residents to obtain a REAL ID driver's license or identification card. The Library was not alerted beforehand and found out after an announcement was made in the media. Steps were taken to accommodate the crowd and host the 'mobile unit' in the meeting room. Lots of folks responded to the event and the Library was well-prepared for the influx of traffic.

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

- A. The Youth Services Librarian Kristi Jeffords' event calendar was distributed. A newsletter was included with the calendar for parents and children.
- B. At the end of December, Patz and Mike Fowle came in and set up an impressive mixed-media display of artwork from students at the Governor's School. This is currently on display at the Hartsville Branch. We expect this to be an ongoing collaboration with GSSM.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

- A. LIBRARY POLICY MANUAL REVISION – SECOND DRAFT – A print copy of the second draft was provided to the Library Board Members to review at their leisure. Updates to this draft include modern issues such as: service animals, employees receiving personal packages at the Library, etc. Dated policies that are no longer applicable have been removed, updating the policy manual from 2009 to 2020. Upon completion, the master version will be online on the staff page of the Library's website. The next reading will be at the March board meeting.
- B. MACMILLAN PUBLISHER BOYCOTT – Three of our state's largest counties and two smaller ones have found reasons not to join in the Macmillan boycott. At the end of 12 weeks, early February, the Darlington County Library System will no longer support the Macmillan boycott.

NEW BUSINESS

- A. FY 2019 AUDIT – The Library's fund balance at the beginning of FY 2019 was \$977,209. At the end of FY 2019, its fund balance was \$1,180,359, an increase of

\$203,150. This surplus was added to the fund balance. County regulations require we maintain a fund balance reserve of 35% of our budget, \$541,100, in case of emergency or slow tax collection. The Library's current fund balance is 76% of the FY 2020 budget.

B. CAPITAL IMPROVEMENT EXPENDITURES - DARLINGTON – The Darlington Branch's building, built in 1989, is over 30 years old and due for renovations/updates. The current fund balance is more than double the County's regulation requirement. The Library has the funds necessary to pursue four Darlington Branch capital improvement projects for the coming year. Three of these capital improvement projects were discussed in detail: sealing and restriping the parking lot, carpeting, and lighting. Given the age and deterioration of the asphalt, it is requested an additional quote be obtained by Library Director Jimmie Epling for repaving the parking lot. A motion was made by Warren Arthur, seconded by Lynette Moody, and carried to approve the use of fund balance reserves for the purposes outlined and for the request of formal bids for the parking lot at the Darlington Branch.

C. FY 2021 BUDGET COMMITTEE – A Board "Budget Committee" was selected to review the proposed Fiscal Year 2021 budget and make budget recommendations to the Board. Warren Arthur, Gene Norwood, and JoAnn Lee volunteered to serve on the committee.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None

EXECUTIVE SESSION

None

ADJOURNMENT

A motion was made by Gene Norwood, seconded by Gail Gandy, and carried to adjourn the meeting at 6:07 p.m.

Respectfully Submitted by

Christy Lamb, Administrative Assistant

