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**BOARD OF TRUSTEES  
SPECIAL CALLED MEETING MINUTES**

February, 2019

Hartsville Branch February 27, 2019

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**OPENING OF MEETING**

- A. The meeting was called to order by President, Warren Arthur, at 5:12 p.m. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Bobbie Gardner, Gene Norwood, JoAnn Lee, and Vernessia Patterson.
- B. Member(s) absent: Carolyn Marine.
- C. The following visitors were present and recognized: Charlene McDonough, Society Hill Branch Manager.
- D. A motion was made by Gail Gandy, seconded by JoAnn Lee, and carried to approve the agenda.

**OPEN FORUM**

None

**CONSENT AGENDA**

None

**FINANCIAL REPORT**

None

**DIRECTOR'S REPORT**

None

**HOST BRANCH MANAGER'S REPORT**

None

**COMMITTEE REPORTS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- A. Authorization of an additional \$25,000 expenditure from the Fund Balance to completed the carpeting at Hartsville (\$75,400) and the renovations at Darlington (\$31,250). This authorization for an additional expenditure was requested as it exceeded the amount authorized for the projects by the Board at its November 2018

meeting. A motion was made by Gene Norwood, seconded by JoAnn Lee, and carried to approve the additional \$25,000 expenditure from the Fund Balance.

- B. Authorize the hiring of an E-rate consultant to help the Library navigate the Federal bureaucracy to take advantage of Category 2 funding for our information technology upgrades. The Library has access to \$116,258.76 in Category 2 funding. As with anything Federal, there is paperwork. It was explained that we have not pursued it in the as past the paperwork required for the process was too time and staff intensive. Because of the process, many libraries and school systems have hired a consultant that takes care of all the Federal filings and compliance required. Such consultants usually charge 5% of the funds received in reimbursement. It was proposed to hire the e-rate consulting firm, New Hope Technology Foundation at a cost of 5% of all funds received. A motion was made by Gene Norwood, seconded by Gail Gandy, and carried to approve the hiring of an E-rate consultant.
- C. A review of a proposed FY2020 budget. The FY2020 budget includes:
  - a. State Aid on the SC House Ways and Means Finance subcommittee meetings have resulted in a recommended \$2.00 per capita for state aid, with a minimum grant of \$100,000. In the last budget, we received \$1.75 per capita, which resulted in about \$120,000. If the \$2 per capita is ultimately approved, we will receive about \$137,000 in State Aid.
  - b. The Library's revenues versus expenditures shows we expended \$115,465 less than we received according to the FY2018 audit. This brings our fund balance from FY2017 up to \$977,209. Our annual budget is roughly \$1.4 million. Assuming we want to maintain a minimum of \$750,000 (about six months of operating costs) in the fund balance as a reserve, this leaves the Library with roughly \$220,000 for capital improvement projects.
  - c. The FY2020 includes funds for a \$500 raise for the Hartsville Assistant Branch Manager for the additional duty of training new staff.
  - d. Addition of funds for a Marketing Manager at \$15/hour (part time, 1,040 hours) for a total of \$15,600.
  - e. 2% Pay Increase - Full & Part Time.
  - f. Health Insurance and State Retirement- 10% Increase.
  - g. Incentive Pay, FICA, Unemployment Compensation, Worker's Comp - 2% increase.

A motion was made by Gene Norwood, seconded by Gail Gandy, and carried to approve the FY2020 Budget.

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

None

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

A motion was made by JoAnn Lee, seconded by Gail Gandy, and carried to adjourn the meeting at 5:50 p.m.

## **Respectfully Submitted**

Charlene McDonnough, Society Hill Branch Manager