



BOARD OF TRUSTEES MEETING
Society Hill Branch March 20, 2013

MINUTES – MARCH, 2013
BOARD OF TRUSTEES MEETING

OPENING OF REGULAR MEETING

The meeting was called to order by Chairman, Ken Hughes at 5:00pm. A quorum was met with the following members present: Juanita McFarland, Ken Hughes, Bobbie Gardner, Anne Baldwin, Warren Arthur, and Elaine Reed.

Members absent were: Janelle Davis and Pearl Jeffords.

The following visitors were present and recognized: Charlene McDonnough, Society Hill Branch Manager; Audrey Tripp, Hartsville Branch Manager; Carol Hardee, Darlington Branch Manager; and Sherry Humphries, Lamar Branch Manager.

CONSENT AGENDA

A motion was made by Anne Baldwin to accept the agenda and Bobbie Gardner seconded it. Motion carried.

The February minutes were approved as submitted.

FINANCIAL REPORT

The Director, Jimmie Epling, stated that the Library's finances are alright at this time however, the amount budgeted for office supplies are low because it was depleted quickly. The new system that will be in place beginning in July will track the Library's finances more efficiently. The report was accepted as information.

DIRECTOR'S REPORT

Jimmie Epling stated that the "Have a Heart for Food for Fines" drive was very successful. The Library system across the county forgave over \$7,500 in fines. Over 2,500 food items were collected. The food items were given to the Lord Cares in Darlington and Hartsville Interfaith Ministry in Hartsville. The Hartsville Chamber of Commerce Business Expo was very successful. The Library services were highlighted. The Hartsville Friends paid for the booth. We plan to participate again next year. The report was accepted as information.

LIBRARY REPORT

Charlene McDonnough, the Branch Manager at Society Hill, stated that the new person began work on February 28th. They have started a Spanish Club with Dora Truett and

people are attending from nearby towns and seem to be excited about it. Sherry Humphries, the Branch manager from Lamar, stated that they are excited about their program on Monday night with Dr. Baroody, who will be discussing his new book. Audrey Tripp, the Hartsville Branch Manager, stated that they are weeding out the audio books on VHS tape. They are placing them in the lobby for patrons to pick up free of charge. This will allow them to have more shelf space and they are in the process of moving books around. Ken asked if they were converting any tapes to CDs. She stated that the VHS tapes are non-fiction and their goal is to have all media together in Library. Carol Hardee, the Branch Manager at Darlington, stated that they are continuing to weed the old books so that they can have more shelf space also.

COMMITTEE REPORT

Jimmie Epling stated that he attended the Darlington County Council meeting concerning the budget. The County is sending all proposals back to the agencies because the requested funds were over budget. They are to redo the budget and resubmit it. He will present the library's budget on April 15th. Board members were invited to attend the meeting and also asked to call county members concerning the budget. Jimmie Epling also said that it would be good if some of the Library's Friends members could attend as well.

UNFINISHED BUSINESS

Jimmie Epling stated that the architect selection process for the Lamar Library Addition has gone smoothly. They had a total of seven to submit RFQs, and narrowed it down to four. The four have been scheduled for appointments on April 25th-26th. Jimmie Epling will send a list of possible questions via e-mail to the committee members to help the process go quickly. Ken Hughes said that all board members may attend the interview sessions. Ground breaking is expected to take place in the early fall.

NEW BUSINESS

The Original Society Hill Library Book Collection

The Director, Jimmie Epling, attended an election law update and spoke with Darlington County Council member, Wilhelmenia Johnson. She inquired about the ownership of the books in the old library (wooden structure) in Society Hill, because she thought that perhaps some historical documents were stored there. Charlene McDonnough, the Branch Manager from Society Hill, and the Director went through the boxes and did not find any documents. They found boxes of old books, dating from the 1840s through the 1930s. They did not find any South Carolina history books, or any Darlington oriented books. Many of them were novels and federal government documents. The books were not stored properly; therefore they would have to be restored. He recommended to Jean Reynolds, the clerk of Society Hill, that they should have the books accessed since they are the property of Society Hill. The Library does not have staff to clean the books, nor space for the collection, but could provide direction. Anne Baldwin asked if the book shelves could be used. She was told that they are built into the wall, so they cannot be moved from the building. The library has a policy on accepting collections, which states in part that the library reserves the right to decide whether a gift should be added to its collection. The library does not have space for the entire collection, even if

it were given. He stated that if two or three dozen books are given to the Library, they could be stored in a cabinet with a plaque stating that they were from the old library. He will send Mrs. Johnson a letter giving her the information that he found. Bobbie Gardner asked if we had any jurisdiction over the collection. Jimmie Epling stated that he was not sure the books were ever given to the Library, but remained a part of the old library prior to them joining our system. Ken Hughes stated that they would need to be offered to us.

Budget Transfers

Jimmie Epling stated that there are two maintenance issues that need to be resolved; therefore he needs to transfer money between budget lines to make the necessary repairs. The HVAC units (3) in Hartsville need to be repaired or replaced. The security alarm system at the Darlington Branch has had several problems and technicians have been called to assess the problems. Because of these issues, the budget lines covering these expenses have been depleted. An update on these issues will be given when they are available.

Changing Community, Changing Needs, Changing Spaces

The floor plan at the Darlington Branch will be changed in order to be more accessible and user friendly to the patrons. The proposal includes rearranging some floor space, relocating the circulation desk and office space. Walls would need to be installed in some areas and the county will assist with this. Bobbie Gardner asked if county approval was needed for these changes. Jimmie Epling said that approval would not be needed because they are using the same furniture. However, they would have to get on the county's calendar for the walls to be installed. The Library may have to be closed for 2 or 3 days for these changes.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None.

EXECUTIVE SESSION

Warren Arthur made a motion to go into executive session. Anne Baldwin seconded the motion.

ADJOURNMENT

At the end of the executive session, Anne Baldwin made a motion to adjourn the meeting and it was seconded by Warren Arthur. The meeting was adjourned.

Respectfully submitted
