



BOARD OF TRUSTEES MEETING MINUTES

MARCH, 2015

Society Hill Branch March 18, 2015

OPENING OF REGULAR MEETING

- A. The meeting was called to order by the Chairman, Bobbie Gardner, at 5:00 PM. A quorum was met with the following members present: Warren Arthur, Anne Baldwin, Gail Gandy, Bobbie Gardner, Leslie Pemberton, Elaine Reed. Members absent were: Carolyn Marine.
- B. The following visitors were present and recognized: Audrey Tripp, Hartsville Branch Manager; Sherry Humphries, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; and Christy Lamb, Administrative Assistant.
- C. A motion was made by Warren Arthur and seconded by Elaine Reed and was carried to amend the agenda by adding Faye Griffin resolution.

CONSENT AGENDA

APPROVAL OF MINUTES – A motion was made by Anne Baldwin and seconded by Leslie Pemberton and was carried to approve the January minutes. A motion was made by Anne Baldwin and seconded by Elaine Reed and was carried to approve the proposed agenda.

FINANCIAL REPORT

Director Jimmie Epling stated that approximately 70-75% of the funds have been exhausted in most of the budget lines. Expenditures in Cleaning Supplies are high, but we have a stockroom full of supplies as a result. Funds may need to be transfer into Telephones-Pagers. Many invoices are still pending for Lamar. Purchase order requisitions and processing time are considerably slow in the finance department with the transition of our new county administrator.

DIRECTOR'S REPORT

The Director's report included the following:

- A. Jane Proell and Cornerstone Church want to make the Darlington Library their MissionFest project this year. The proposed project will include stripping wallpaper, painting, and running cable to install a security system. Nothing is certain and the Darlington Branch may need to close if approved. The Library is responsible for materials and the church provides labor. Warren Arthur made a motion for contingent to close Saturday and Sunday for projected project date estimated for early May, seconded by Gail Gandy, and was carried to approve.
- B. "Unlimited Possibilities @ your library" is the 2015 tagline for National Library Week (NLW). Jimmie brought examples of the four bookmarks inspired by this year's theme, indicating the two staff picks. To celebrate NLW, the libraries will be distributing bookmarks to patrons with an attached sucker, as well as bumper

stickers (2,000). Temporary tattoos (3,000) were also ordered to be distributed during the Summer Reading Program. Jimmie's hopes are that with these promotional materials the Library will gain exposure, better incorporating the library's name into the community.

- C. 2015's summer reading program theme is heroes. In an effort to go beyond reading, the library branches are encouraging children and their parents to get involved within the community. Children can do a community service activity, complete a form/log describing their experience, return the form to the Library, and receive a 'Hometown Hero' badge as recognition/reward.
- D. Downloadable magazines are a means of expanding our electronic collection. Initial setup is expensive: approximately \$3,000 to setup and \$2,000-3,000 to amass a collection. After the initial setup cost, there is an annual maintenance fee and subscription fees. At present we are consulting with two vendors. A decision should be made by May.

BRANCH MANAGER'S REPORT

Charlene McDonnough gave the report on Society Hill. A new employee started in December. She quickly adapted to her responsibilities and gets along well with the established staff. In January, three weeks (approx. 130 hours) were spent designing/cutting/painting signs for the departments within the Library. Volunteers accounted for more than half of the time (60 hours) it took to complete this task. The signs are now hanging in their designated areas. The partnership with GED/Adult Ed. is going well, with fifteen people attending at a recent meeting.

COMMITTEE REPORTS

No Committee reports.

UNFINISHED BUSINESS

- A. Lamar Update – Director Jimmie Epling reports that the Lamar Library opened for business on March, 2nd. The project is nearly complete with only a few minor matters requiring attention: landscaping, networking printers, etc. Thursday, April 16th at 7 p.m., during National Library Week, there will be an official dedication for the new addition. Invitations will be mailed soon.

NEW BUSINESS

- A. FY 2016 BUDGET – Last year, based on the total revenues the library took in, we did not spend \$94,000; with this in mind, the county gave us a figure to work from--\$1,346,376--which reflects the expected 2% budget cut. This projected 2% cut will eliminate approximately \$20,000 from the library's budget. Considering the excess from the year prior, the library will be able to operate within its proposed means.
 - a. Warren Arthur expressed concerns regarding the millage reserved for the Library and how the funds are being allocated and kept. Director Jimmie Epling will consult the Interim Finance Director and/or County Administrator about the millage. He hopes to have an answer to all questions posed by the next scheduled board meeting.

- b. The 89900 line—Miscellaneous Grants—has been adjusted from a budget of \$1,000 to \$6,000 for the upcoming fiscal year. The basis for this adjustment is to free up grant funds the library receives from the State Library. Doing so means we eliminate the need to approach County Council with a request for supplemental appropriation, the budget line increase will work as a placeholder for any grant funds received.
 - c. A motion was made by Elaine Reed, seconded by Leslie Pemberton, and carried over to approve the proposed 2016 budget request which includes the anticipated 2% budget cut. Warren Arthur opposed.
- B. BOARD OFFICERS – No changes necessary at this time.
- C. FAYE GRIFFIN RESOLUTION – Director Jimmie Epling suggested a resolution be put before the County Council to acknowledge the many contributions Faye Griffin has made towards the growth of the Lamar Branch. Mention was also made of a plaque in her honor.
- a. A motion was made by Anne Baldwin, seconded by Gail Gandy, and carried over without opposition, to approve the resolution before County Council to recognize Faye Griffin.

D. PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING – None

EXECUTIVE SESSION – None.

ADJOURNMENT

A motion was made by Bobbi Gardner, seconded by Elaine Reed, and carried to adjourn the meeting at 6:11 p.m.

Respectfully Submitted

Christy Lamb

