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## **BOARD OF TRUSTEES MEETING MINUTES**

March, 2016

Lamar Branch March 16, 2016

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### **OPENING OF MEETING**

- A.** The meeting was called to order by Chairman, Bobbie Gardner, at 5:08 p.m. A quorum was met with the following members present: Bobbie Gardner, Warren Arthur, Gail Gandy, and Elaine Reed.  
Members absent were: Carolyn Marine, Anne Baldwin, and Leslie Pemberton.
- B.** The following visitors and staff were present and recognized: Gwen Robinson, Darlington Branch Manager; Sherry Humphries, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; Audrey Tripp, Hartsville Branch Manager; Christy Lamb, Administrative Assistant.
- C.** A motion was made by Warren Arthur, seconded by Elaine Reed, and carried to add an Executive Session and approve the agenda.

### **OPEN FORUM**

- A.** No members of the public requested to address the Board.

### **CONSENT AGENDA**

- A.** Approval of Minutes – A motion was made by Elaine Reed, seconded by Warren Arthur, and carried to approve the January minutes.

### **FINANCIAL REPORT**

- A.** The Library's budget expenditures are on target for this point in the fiscal year. We have expended 63% of our fiscal year 2016 budget.
- B.** Encumbrances account for the majority of the balance in 43100, with approximately \$22,500 reserved for a new server, microfilm machine. These purchases were made possible by the unclaimed lottery funds the Library received from the state.

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

- A.** A new server will be purchased for the library system. Installation of the new server will, unfortunately, be delayed due to personnel issues in the IT department.
- B.** The Darlington Library will receive a new microfilm reader. Once delivered, Palmetto Microfilm Systems will send a technician to train staff and aide with installation.
- C.** The Darlington County Library System has subscribed to Wowbrary. Wowbrary uses Darlington County Library's ILS (Integrated Library System) to provide patrons/subscribers with an electronic newsletter. Delivery of the e-newsletter is via email. There are also widgets on our Facebook account and website alerting the public of the Library's recent multi-media additions (i.e. books, e-books, audios, DVDs, etc.) to the collection.

- D. Mobile hotspots will be the latest addition to our collection: 2 will be available at the Darlington Branch and 2 at the Hartsville Branch. Patrons without an internet connection—be it at home, a venue, or while travelling—will now be able to check out one of our mobile hot spots for a brief period of time. This is ideal for students without internet at home. A mobile hotspot would be useful in a number of situations for our patrons, as well.
- E. Library Director, Jimmie Epling, reports he will attend a South Carolina Directors' retreat in Beaufort on March 17<sup>th</sup> and 18<sup>th</sup> and the PLA Bi-Annual Conference from April 5<sup>th</sup>-9<sup>th</sup>.

**HOST BRANCH MANAGER'S REPORT** – The Lamar Branch Manager Sherry Humphries's report included the following:

- A. The new hire, Kelly Shull, is working out well.
- B. The Friends of the Lamar Library have several upcoming events: Brian Gandy from the Historical Commission will be speaking at the Lamar Library on March 29<sup>th</sup>; M.B. Spears will be at the Lamar Library discussing her book on April 12<sup>th</sup>; and a fundraiser luncheon will be held at the Lamar Library in the fall, the date is yet to be determined.

### **COMMITTEE REPORTS**

No committee reports.

### **UNFINISHED BUSINESS**

- A. Darlington Branch Land Acquisition – Darlington County Attorney Jim Cox has made some progress in his research on the ownership of the property behind the Darlington Branch. His findings indicated the former owner of the property was Carolyn Hightower. Based on assessor records, she conveyed the land to the St. John's Heritage Foundation, Inc. Mr. Cox has been unable to obtain a physical address for the foundation, any active officers, or information on where its records are located. He believes the Foundation to be a viable corporation, despite the inability to contact the Foundation, and will pursue action to obtain the property. Elaine Reed recommended consulting Mr. Bobbie Ross for information regarding the Foundation.

### **NEW BUSINESS**

- A. Fiscal Year 2017 Budget – At this time, the new budget will be nearly the same as last year. One small change proposed for the 2017 fiscal year: merging 64200 [CHILDS MATERIALS/PROGRAMS] into line 64100 [STATE AID MATERIALS], thus eliminating 64200 altogether. This will increase line 64100 from \$70,000 to \$100,000, based on the \$1.50 per capita State Aid formula. At one point in time, the State Library appears to have asked that libraries set aside and track funds used exclusively for children's programming and materials. This is no longer the case. Despite the dissolving of line 64200, we will still track children's materials purchases in-house. Library Director Jimmie Epling intends on revisiting the 2017 fiscal year budget at a later date. A motion was made by Elaine Reed, seconded by Gail Gandy, and carried to approve the proposed budget.

B. Branch Operations Cost Comparison – At a prior board meeting, Board member Leslie Pemberton asked for a branch operations cost comparison. Library Director Jimmie Epling and Administrative Assistant Christy Lamb worked together to provide one. The cost comparison sparked many questions regarding the comparison of services at the particular branches: Society Hill’s phone services opposed to Darlington; Darlington’s water bill compared to Hartsville; Darlington’s electricity costs as compared to all other branches. Some lighting in the Darlington Branch was recently replaced, which will result in some energy efficiency improvements and savings. Because of the age and type of light fixtures in the building, there is no energy efficient alternative for the majority of Darlington’s lighting. With 78 metal halide fixtures, the solution is more cost-intensive and will be resolved over the course of several years given our current budget.

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

None.

**EXECUTIVE SESSION**

A motion was made by Warren Arthur, seconded by Elaine Reed, and carried to approve the Board entering executive session at 6:07 p.m. A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve the Board leaving executive session at 6:35 p.m.

**ADJOURNMENT**

A motion was made by Warren Arthur, seconded by Elaine Reed, and carried to adjourn the meeting at 6:40 p.m.

**Respectfully Submitted**

Christy Lamb, Administrative Assistant