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## **BOARD OF TRUSTEES MEETING MINUTES**

March, 2017

Society Hill Branch March 15, 2017

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Bobbie Gardner, at 5:01 PM. A quorum was met with the following members present: Bobbie Gardner, Leslie Pemberton, Warren Arthur, Jennie Peze, and Gail Gandy.  
Member(s) absent: Elaine Reed, Carolyn Marine.
- B.** The following visitors were present and recognized: Michelle Wallace, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; Gwen Robinson, Darlington Branch Manager; Christy Lamb, Administrative Assistant; Mary McCarley, Reference Clerk at the Hartsville Library; and, Burton McCarley.
- C.** A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to 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 Jennie Peze, seconded by Gail Gandy, and carried to approve the January minutes.

### **FINANCIAL REPORT**

- A.** The Library's budget expenditures are on target for this time of year. Our expenditures should be just under 66% by the end of March. Our expenditures through February average 57%.
- B.** Funds remaining in the books/materials budget lines (64000, 64100) will be allotted for summer reading materials.
- C.** It was explained to the board that lottery funding and State Aid cannot be used for carpeting at the Hartsville Library. Carpeting for the Hartsville Library will be funded using any leftover funds from the prior budget years.
- D.** The 2015 audit is complete, which allowed applying for State Aid. The 2016 audit has yet to be done; projected date of completion is June 2017.

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

- A.** State Aid per capita has increased from last Fiscal Year to \$1.75. A supplemental appropriation from County Council will be needed to access these funds in 2018. South Carolina libraries may receive unclaimed lottery money in the coming 2017-18 fiscal year.

- B. The state may raise retirement 1% per year for several years to come with an employee cap of 9% and an employer cap of 18.56%. The proposal for this change has not yet passed.
- C. Passport services in Hartsville have started. The Library receives \$25 for every processed application, deducting postage. This is considered a good reimbursement for staff time. The service has been offered for 4 weeks now. The Library is a convenient and easy alternative to the post office. At present, only two staff members are trained for this service, Mary McCarley and Martha Brown.
- D. Sixteen new public computers have been installed at the Hartsville Library. The older computers have been designated for AR (Accelerated Reader) testing computers and donated to the Historical Commission. The extra monitors will go to the county. At the mention of the Historical Commission, Bobbie Gardner inquired about the status of the cataloging/collection collaboration. Gail Gandy is happy to announce it is going well, however it will be years until completion.
- E. Self-Checkout Stations (~\$4,000) are coming to the Hartsville Library in the next 3-4 months.
- F. A wall will be built at the Hartsville Library to separate the Children's and Adult areas. This will better corral children during activities/programming. A rubber wall covering that can have leaf cutouts could be placed on the wall to act as a sound barrier. The Non-Fiction and Fiction areas will be switched. Statistically, most browsing happens in the Fiction section. TV displays will be placed in the Children's and Adult areas to promote programming and information.
- G. A Maker Space will be created at the Hartsville Library. This will be done by framing an open area, adding a door, laminating the floor, and purchasing a 3-D printer.
- H. Speakers will be added in the ceiling of the meeting room at the Hartsville Library.

**HOST BRANCH MANAGER'S REPORT** – The Society Hill Branch Manager Charlene McDonnough's report included the following:

- A. Society Hill Branch Manager Charlene McDonnough gave the report for the Society Hill Library. Tickets for the "RIP'd Page" will go on sale soon. Custom drawn artwork, which will be used on the tickets, was shown to the board. The Winter Reading Program was a success. Society Hill Library partnered with Rosenwald Elementary/Middle School. The majority of students read 20 books each. A \$25 gift card was presented to the winning class, which the students used for books at the Book Fair.

### **COMMITTEE REPORTS**

No committee reports.

### **UNFINISHED BUSINESS**

No unfinished business.

### **NEW BUSINESS**

- A. **BUDGET** – The Budget Committee (Jennie Peze and Elaine Reed) approved the proposed budget and it is presented to the Board for review/approval. The most

significant change this year is to 14400-Incentive Pay, accounting for the proposed 5% incentive pay to full time employees. A motion was made by Warren Arthur, seconded by Leslie Pemberton, and carried to approve the proposed 2017-18 budget.

**B. BOARD OFFICERS** – A motion was made by Jennie Peze, seconded by Gail Gandy, and carried to approve the appointment of Warren Arthur and Gail Gandy as Nominating Committee. The Nominating Committee’s proposal of officer appointments will be heard at the May meeting.

**C. AC/DC PROPOSAL** – The discussion focused on whether the Library’s public restrooms were an appropriate distribution point for First Steps’ AC/DC program, as well as the distribution method and the program’s maintenance. Action on this item is postponed. Director Jimmie Epling will present First Steps with a compiled list of questions and concerns regarding the program and its implementation.

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

None.

### **EXECUTIVE SESSION**

A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve the Board entering executive session at 6:22 pm. A motion was made by Warren Arthur, seconded by Jennie Peze, and carried to approve the Board leaving executive session at 6:45 pm.

### **ADJOURNMENT**

A motion was made by Leslie Pemberton, seconded by Bobbie Gardner, and carried to adjourn the meeting at 6:50 p.m.

### **Respectfully Submitted**

Christy Lamb, Administrative Assistant