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## **BOARD OF TRUSTEES MEETING MINUTES**

March 2018

Hartsville Branch March 28, 2018

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### **OPENING OF MEETING**

- A. The meeting was called to order by President, Warren Arthur, at 5:08 p.m. A quorum was met with the following members present: Warren Arthur, Bobbie Gardner (via phone), Vernessia Patterson, Jennie Peze, and Leslie Pemberton.
- B. Member(s) absent: Gail Gandy, Carolyn Marine, and JoAnn Lee.
- C. The following visitors were present and recognized: Michelle Wallace, Lamar Branch Manager.
- D. A motion was made by Jennie Peze, seconded by Leslie Pemberton 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 Leslie Pemberton, seconded by Jennie Peze, 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 58% of budget year.
- B. Funds for office supplies, such as printer cartridges, are being transferred from other budget lines.

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

- A. Staff In-Service Day – The date for staff in-service day is April 27<sup>th</sup>. The agenda will include a "Getting to Know You" activity-craft project, active shooter training, lunch, and the staff will be divided into mini-pods by job to discuss their job experiences.
- B. Hartsville has received bids to add a wall to separate the children's area, turn the alcove areas into two small meeting rooms, and add a door for the Director's office. The first round of bids was above the expected cost, requiring a second round of bids. Bids from 2nd round need to be between \$18,000 and \$22,000. The funds for this will come from fund balance. The bids for carpeting following the building upgrades are projected to be no higher than \$60,000.
- C. Darlington is looking into replacing its public area lights with LED lighting. Adding ceiling fans to cool the area during warm months and warm more efficiently in colder months is being explored due to the high peaked ceiling. Will check in to the cost. It is expected the new lighting and ceiling fans will save money in the long

run. It is hoped there will be enough funds after the changes at Hartsville to do the lighting at Darlington.

- D. We are looking into a web page redesign to streamline the latest library news and events as well as provide better links to other information.
- E. A consultant from the State library will visit all four locations on August 8<sup>th</sup> to provide a free signage assessment.

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

- A. The Lamar branch is going to adult day care facilities and having an "adult" story time for the elderly as an outreach program.
- B. Hartsville resident and local authority on historical churches, Bill Segars, spoke to a group of approximately 25 people for an hour and his presentation was well received. This author also donated a signed copy of his book to the Lamar branch.
- C. Lamar hosted a children's Chinese tea party for the new year.

### **COMMITTEE REPORTS**

No committee reports.

### **UNFINISHED BUSINESS**

- A. **STRATEGIC PLAN 2018-2021** – It was discussed that board members sit in with management team for the development of the strategic plan. A final resolution authorized Jimmie Epling to contact Dr. Andrew Burkemper to facilitate a four part process costing \$500 per session.

### **NEW BUSINESS**

- A. **2019 BUDGET** – The proposed budget of \$1.4 million is based on revenue received in fiscal year 2016 (unaudited). The only significant change in the budget is setting aside \$10,000 to purchase a library van. A motion was made by Leslie Pemberton, seconded by Bobbie Gardner as proposed and carried to approve the 2019 budget.
- A. **BOARD OFFICERS** – The Board discussed not naming a nominating committee in favor of a full Board discussion of selecting officers for fiscal year 2019.
- B. **BOARD MEETING DATE CHANGE** – Jimmie Epling attending the National Library Legislative Day in Washington D.C. on May 7<sup>th</sup> and 8<sup>th</sup>. The next meeting will be at the Darlington branch on May 16<sup>th</sup>.

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

- A. Review Strategic Plan 2018-2021.

### **EXECUTIVE SESSION**

A motion was made by Leslie Pemberton, seconded by Bobbie Gardner, and carried to enter executive session to discuss personnel issues. The board entered executive session at 6:12 p.m. to discuss personnel issues. A motion was made by Leslie Pemberton, seconded by Jennie Peze, and carried to exit executive session at 7:15 p.m. No action was taken.

**ADJOURNMENT**

A motion was made by Leslie Pemberton, seconded by Jenny Peze, and carried to adjourn the meeting at 7:20 p.m.

**Respectfully Submitted**

Martha Brown, Hartsville Assistant Branch Manager