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## **BOARD OF TRUSTEES MEETING MINUTES**

March 2019

Society Hill Branch March 20, 2019

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Warren Arthur, at 5:16 P.M. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Bobbie Gardner, Lynette Moody, Vernessia Patterson, and JoAnn Lee. Member(s) absent: Carolyn Marine and Gene Norwood.
- B.** The following visitors were present and recognized: Kelly Shull, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; Michelle Wallace, Darlington Branch Manager; Joe Rice, Hartsville Branch Manager; Christy Lamb, Administrative Assistant.

### **OPEN FORUM**

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

### **CONSENT AGENDA**

- A.** A motion was made by Gail Gandy, seconded by Bobbie Gardner, and carried to approve the agenda and requested changes to the consent agenda.
- B.** A motion was made by Bobbie Gardner, seconded by JoAnn Lee, and carried to approve the January minutes and February Special Called Meeting Minutes.

### **FINANCIAL REPORT**

- A.** The Library's budget is in good shape with expenditures collectively representing 57% of the amount budgeted for the year. Some one time expenditures, such as \$21,000 for insurance and tort, have not been paid.
- B.** Lottery funds are allotted quarterly. To date, the Library's received \$5,786.52 in lottery funds. A supplemental appropriation request has been submitted to County Council to approve spending these funds this fiscal year—this process takes approximately 3 months. In the meantime, we expect to receive one more check but will not be able to spend the anticipated funds this fiscal year.
- C.** The proposed FY 2020 state budget passed by the House provides \$1.94 per capita in State Aid. It is hoped the Senate will increase this to \$2 per capita.

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

- A.** The Darlington Branch closed to mitigate a health and safety issue at 2 p.m. on January 17<sup>th</sup> and remained closed through January 21<sup>st</sup>. All issues have been resolved and the Darlington Branch has reopened.
- B.** The Library will receive an additional \$2,700 from the Edward Ashby estate. This is in addition to the \$10,000 received to date. It will be used to renovate the South Carolina Room into a meeting room in his honor.

- C. The 2018 Annual Report was distributed to the Library Board.
- D. Staff In-Service Day will be held Friday, March 29<sup>th</sup>. The Hartsville Country Club will host and cater the event and a self-defense demonstration will be held. Library staff are encouraged to participate in a bookend decorating contest and each branch will decorate a dulcimer or card catalog drawer. These will be used as centerpieces for the tables and door prizes.
- E. Partnership opportunities between the Darlington County School District and the Library may enable the distribution of library cards at school functions. An internet connection would be necessary and our mobile hotspots will make this possible. Schools within the district are very interested in us doing this. Logistics have hindered us partnering with the school district during summer reading programs in the past.

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

- A. A new kitchen cart was introduced to the Library Board. Every Tuesday evening Amey Allen, Children's Librarian, does a cooking program with the kids. Teaching the basics of cooking everything from enchiladas to baking cookies. A kitchen cart was purchased to make this program easier. The State Library is promoting a culinary literacy program featuring the "Charlie Cart." The "Charlie Cart" costs nearly \$10,000 to purchase. The Library's kitchen cart creation is comparable and cost about \$700 to create.
- B. A new program called Breakfast and a Movie is held one Saturday a month. Children's Librarian, Amey Allen, prepares breakfast and a family friendly movie is shown.
- C. Adult programs are held on Monday nights. Eleven people came for the crochet class and the theme for this month's Munchie Monday is breakfast for dinner.

### **COMMITTEE REPORTS**

No committee reports.

### **UNFINISHED BUSINESS**

- A. **FY 2020 BUDGET UPDATE** – The Library's proposed FY2020 budget was submitted to the Finance Department and the County Administrator on March 6<sup>th</sup>. The Library Board will be updated as it makes its way through the approval process.

### **NEW BUSINESS**

- A. **BOARD MEMBER TERMS - EXPIRATION** – A Board Member may serve an unlimited number of four year terms. This year the Library has three members whose terms are expiring. They are:
  - a. Ms. Vernessia Patterson
  - b. Ms. Bobbie Gardner
  - c. Ms. Carolyn Marine

To serve for another four years, a Board Member must contact his/her County Council member and request to be nominated and approved for another term.

**B. ELECTION OF BOARD OFFICERS** – New officers must be elected in July, according to the Board bylaws. A Nominating Committee will be formed at the next board meeting.

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

None.

**EXECUTIVE SESSION**

**ADJOURNMENT**

A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to adjourn the meeting at 6:09 PM.

**Submitted by**

Christy Lamb, Administrative Assistant