



BOARD OF TRUSTEES MEETING
Hartsville Branch April 17, 2013

MINUTES – APRIL, 2013
BOARD OF TRUSTEES MEETING

OPENING OF REGULAR MEETING

The meeting was called to order by Chairman Ken Hughes at 5:00PM. A quorum was met with the following members present: Ken Hughes, Anne Baldwin, Warren Arthur, Bobbie Gardner, Juanita McFarland, Pearl Jeffords, Elaine Reed, and Janelle Davis.

The following visitors were present and recognized: Audrey Tripp, Hartsville Branch Manager; Carol Hardee, Darlington Branch Manager; Sherry Humphries, Lamar Branch Manager; Charlene McDonnough, Society Hill Branch Manager; Kevin Hicks, Adult Services Outreach Librarian; and Mrs. Joan Hicks.

CONSENT AGENDA

A motion was made by Pearl Jeffords to accept the agenda as written. The motion was seconded by Warren Arthur. Motion carried.

The March minutes were approved as published.

FINANCIAL REPORT

Jimmie Epling, the Director, stated that he had to shift funds within the budget to cover some unplanned expenses. The HVAC units at the Hartsville Branch need to be replaced or repaired and the security system and a HVAC unit needed to be repaired at the Darlington Branch. He has met with the Branch Managers and they identified areas that funds could be transferred from within the budget. Jimmie will need to go to the Darlington County Council to officially transfer the funds. Warren Arthur asked if there was a contingency fund that money could be used for this transaction. Jimmie Epling said that the Library has a reserve fund that can be used at times. The report was received as information.

DIRECTOR'S REPORT

Each member was given a copy of the Darlington County Library System 2012 Annual Report. This report was given to the members of the Darlington County Council for their information. The report was a summary of the services, collections, and the budget of the system. It was computed that for every \$1 of money spent on the Library, it yielded a return on investment of \$5.32. This information was given so that one could readily see the library usage and how the funds are spent yearly.

LIBRARY REPORT

Audrey Tripp, the Hartsville Branch Manager, informed everyone about the article that was on the front page of the *Hartsville Messenger*, celebrating National Library Week. It highlighted several ongoing programs. The Library is participating in the Reading Challenge Program in May and June. If you read a certain number of books, you may be eligible to win a Nook or other gifts. The web site is goodreads.com. The Hartsville Friends Book Sale will be held May 16-19, 2013. They will advertise the sale by placing posters in the Library and at Coker College. They are in need of volunteers. Entries in the Carolina Six Photo Contest will be on display in June and July. They are partnering with Black Creek Arts.

Carol Hardee, the Darlington Branch Manager, said that the Darlington Friends had a book, audio, and video sale. They did well with the sale. They had a book signing with Cathy Elliott. The turnout was low, but those in attendance enjoyed it.

Charlene McDonnough, the Society Hill Branch Manager, said that the Society Hill Friends had a chili cookout on April 6, 2013, and they made approximately \$105.00. They are in the process of moving and adjusting shelves so that they can easily see the patrons in the stacks.

Sherry Humphries, the Lamar Branch Manager, said that they have had a few issues with staff members being ill. The Lamar Friends hosted an enjoyable evening with Dr. Joe Baroody in March. They will host Dr. Beverly Spears who wrote a book about growing up on a farm in Darlington County on Monday.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

A. Lamar Update- Jimmie Epling said that the Interview Committee met with the four firms that were selected for interviews and they went smoothly. The firm of Tych & Walker Architects, LLP of Murrells Inlet, SC was selected by the committee. They are waiting for approval of the architect from the Darlington County Council. They plan to break ground in early fall.

NEW BUSINESS

A. Budget Presentation to County Council -Jimmie Epling presented the budget to the Darlington County Council recently. They may have questions at the third meeting, however there are no increases requested in the budget. Ken Hughes stated that this meeting was described as a work session. According to Jimmie Epling, the first reading will probably take place on June 1st. This was received as information.

B. Budget Transfer – Ken Hughes stated that there was no need for approval since no new money is needed. However, Jimmie Epling stated that he would like for this to be an action item. Warren Arthur made a motion to transfer needed funds from one account to another for this fiscal year. Elaine Reed seconded the motion. Motion carried.

C. Dress Code Policy – Jimmie Epling gave each member a handout stating the dress code. He stated that a visitor’s first impression when entering the Library is important, therefore workers should want to present their best to the public. He met and reviewed the guidelines with the Branch Managers and they informed their employees about the changes. There is a dress code policy; however, these guidelines are more detailed as to what is appropriate attire. Warren Arthur asked if the branch managers had enough guidelines to enforce the code. Jimmie Epling stated that they have enough guidelines. Warren Arthur also stated that the Library needs a good image and employees should not dress inappropriately. Elaine Reed commended Jimmie Epling for including everyone in the guidelines because they are not gender specific. Janelle Davis made a motion to accept the dress code policy as written. Anne Baldwin seconded the motion. Motion carried.

D. Monthly Report Guidelines – Jimmie Epling said that since the monthly Board report is a public record, we must be concerned about the structure, style, and content. The staff was instructed to keep the following points in mind. The reports need to be written in a plain and concise style and contain only highlights of what occurred during the month. There is a limit of four photographs per report. Ken Hughes stated that he thought this was a good idea.

E. Legislative Day- The Director said that he will be attending Legislative Day at the Capitol on April 24th. If anyone is interested in attending, please contact him.

F. “Changing Community, Changing Needs, Changing Spaces” – Anne Baldwin stated that the entrance into the Darlington Library has a new look. They now have book shelves and chairs instead of the crates.

PROPOSED AGENDA ITEMS FOR NEXT MEETING

None

Prior to going into Executive Session, Ken Hughes stated that a Nomination Committee is needed. Ken Hughes, Anne Baldwin, and Janelle Davis volunteered for the committee. The committee will meet and make a report at the next meeting.

EXECUTIVE SESSION

Pearl Jeffords made a motion to go into executive session. Anne Baldwin seconded the motion. Motion carried.

ADJOURNMENT

After a brief Executive Session, a motion was made to adjourn the meeting.