



BOARD OF TRUSTEES MEETING MINUTES

May, 2016

Darlington Branch May 18, 2016

OPENING OF MEETING

- A. The meeting was called to order by Chairman, Bobbie Gardner, at 5:04 p.m. A quorum was met with the following members present: Bobbie Gardner, Anne Baldwin, Warren Arthur, Gail Gandy, Elaine Reed.
- B. Members absent were: Carolyn Marine, Leslie Pemberton.
- C. The following visitors were present and recognized: Sherry Humphries, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; Audrey Tripp, Hartsville Branch Manager; Christy Lamb, Administrative Assistant.
- D. A motion was made by Warren Arthur, seconded by Elaine Reed, 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 Gail Gandy, seconded by Elaine Reed, and carried to approve the March minutes.

FINANCIAL REPORT

- A. The Library's budget is in good shape to wrap up the fiscal year in the black. We have expended 72% of our fiscal year 2016 budget. No increase in insurance or retirement benefits this year.
- B. We hope to carry over funds for carpet in the main area at the Hartsville branch. The current carpeting was installed in 1994. Rucker Services provided a quote of \$53,000, a second quote is pending. Transferred funds will be assigned to line 88500 (Encumbrances – Previous Year).

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

- A. State Aid per capita has increased from last fiscal year to \$1.50. South Carolina libraries may receive unclaimed lottery money in the coming 2016-17 fiscal year.
- B. Registration for the 2016 Summer Reading Program begins May 23rd and the kickoff program, "The Epic Race," is June 7th and 8th at the four branches.
- C. \$2,500 will be used for the purchase of additional summer reading materials. The funds will be split between the four branches: \$900 Hartsville, \$800 Darlington, and \$400 Lamar & Society Hill.
- D. PowerPoint presentations demonstrating how to renew, search, reserve, download, and monitor your library account were created by Darlington Branch Reference

Clerk Tony Watkins. They are available on the Library's website and have been incorporated in the Darlington Library's digital signage display.

HOST BRANCH MANAGER'S REPORT – Gwen Robinson, Darlington Branch Manager

- A. Gwen Robinson, Darlington Branch Manager, was absent. Director Jimmie Epling gave an update on the Reading Garden. Contracts for prep work and drainage are taking longer than expected. The Friends of the Darlington Library assumed fiscal responsibility for the drainage work. The Darlington Library is accountable for repair work regarding the hole in the garage wall. Elaine Reed will gather information for the Friends of the Darlington Library to apply for a grant to cover the drainage work.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

- A. **BOARD MEMBER TERMS –** The County Council passed an ordinance regarding board and commission member terms. There was no impact on the length of Library Board terms as four year terms were in place. The County adjusted some member terms to better provide for staggered expiration dates (Anne Baldwin, Carolyn Marine, and Warren Arthur). County Council member Bobby Kilgo opted not to extend Anne Baldwin's term. Director Jimmie Epling noted that if the seat for District 5 remains vacant for another year, the term of the person who fills it will coincide with District 8.
- B. **MUTUAL DISASTER RECOVERY ASSISTANCE AGREEMENT –** Library Director Jimmie Epling stated this agreement has no significant impact on the Darlington County Library System. The agreement is particularly worded in favor of academic libraries. The agreement allows a member library to request free library services be extended to the requesting library's patrons in the event of an emergency which prevents that library from offering services. A motion was made by Warren Arthur, seconded by Anne Baldwin, and carried to approve the Darlington County Library System's participation in the Mutual Disaster Recovery Assistance Agreement between Coker College, Florence County Library System, Florence-Darlington Technical College, and Francis Marion University.
- C. **SUMMER READING FINE FORGIVENESS –** Fine forgiveness removes an obstacle for children to participate in the Summer Reading Program. It clears the way for children to check out books and other materials. Jimmie Epling projects the fines of no more than 100 children will be forgiven. Warren Arthur expressed concerns over the financial risk of such an endeavor. Jimmie Epling determined the decline, if any, would be insignificant. A motion was made by Anne Baldwin, seconded by Warren Arthur, and carried to approve a fine forgiveness program that waives all fines on children's materials on a child's card at the time he/she registers for the 2016 Summer Reading Program.

- D. SCHEDULE OF CHARGES** – Mobile hotspots are expensive pieces of equipment. Bobbie Gardner asked about who is targeted by the service. Jimmie Epling explained mobile hotspots will appeal to individuals/families without internet access at home, students, and organizations wishing to train/recruit from an outreach location. Anne Baldwin suggested a deposit in the range of \$50 be required for check out of such a device. Jimmie Epling stated this defeats the purpose of a replacement fee. A motion was made by Gail Gandy, seconded by Elaine Reed, and carried to approve the mobile WiFi hotspot replacement fee of \$180 and add it to the “Schedule of Charges.”
- E. HOTSPOT AND PUBLIC COMPUTER FILTERING.** Warren Arthur inquired if a filtering system is in place for public access computers. He had received a complaint about the viewing and easy access of inappropriate content. Director Jimmie Epling stated he is aware of the issue involving the Darlington County Library System’s filtering software and intends on addressing these concerns in executive session. It was noted that the mobile hotspots are set to block access to adult content and all settings are password protected so customers cannot make any changes.
- F. CERTIFICATE OF APPRECIATION** – Anne Baldwin was presented with a certificate of appreciation for her eight years of service on the Darlington County Library Board.
- G. BOARD OFFICERS.** A committee was not formed in May to draft a slate of nominations for Board offices. A motion was made by Warren Arthur, simultaneously seconded by Gail Gandy/Elaine Reed, and carried to approve allowing the current officers to serve until replacements are elected.

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 6:05 p.m. A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve the Board leaving executive session at 6:30 p.m.

ADJOURNMENT

A motion was made by Warren Arthur, seconded by Elaine Reed, and carried to adjourn the meeting at 6:35 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant