



BOARD OF TRUSTEES MEETING MINUTES

May, 2017

Hartsville Branch May 17, 2016

OPENING OF MEETING

- A. The meeting was called to order by President, Bobbie Gardner, at 5 p.m. A quorum was met with the following members present: Bobbie Gardner, Leslie Pemberton, Warren Arthur, Jennie Peze, and Gail Gandy.
- B. Member(s) absent: Carolyn Marine.
- C. The following visitors were present and recognized: Charlene McDonough, Society Hill Branch Manager; Gwen Robinson, Darlington Branch Manager; Joe Rice, Hartsville Branch Manager; and Christy Lamb, Administrative Assistant.
- D. A motion was made by Leslie Pemberton, seconded by Jennie Peze, 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 Warren Arthur, and carried to approve the March minutes.

FINANCIAL REPORT

- A. The 2017-18 Budget recommended to County Council for approval by the County Administrator is different from the budget agreed upon in the meeting with the County Administrator. Charles Stewart, County Administrator, could not comment on the changes. These changes are subject to change. We will have more information on this subject mid-June.
- B. Contributions to SC Retirement are going up.
- C. \$5,000 has been divided amongst the branches to purchase necessary Summer Reading Program materials. These funds are to be used solely for books and/or audiobooks.

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

- A. Leadership Hartsville visited the Hartsville Branch and were pleased with what they saw.
- B. Elaine Reed is no longer a library board member. County Council approved 2 new members: former Francis Marion University professor Joanne Lee, and, replacing Elaine Reed, retired elementary teacher Vanessa Patterson.

- C. The Voice Over Internet Protocol (VoIP) phone system is taking longer than anticipated. Darlington and Hartsville are upgrading. A decision regarding the inclusion of the Society Hill and Lamar branches is pending.
- D. A one-page “Annual Report” summary of what we do as a system is available on the library’s webpage. This “snapshot” includes statistical information on Darlington County Library System, i.e. number of books checked out, visitors, etc.
- E. Recyclable bags bearing the Darlington County Library System logo were created for Darlington County Head Start’s field day event. These bags served as practical receptacles for our summer reading coloring sheets and informational resources.
- F. SC Thrive conducted a Poverty Simulation for our 2017 Library In-Service Day. A direct result of the Poverty Simulation is the elimination of and forgiveness of fines on all children’s/juvenile materials.

HOST BRANCH MANAGER’S REPORT – Joseph Rice, Hartsville Branch Manager

- A. Joe Rice, Hartsville Branch Manager, noted it has been a fast two months. Hartsville Library is a great library and part of a good system. The Hartsville Library stays busy.
- B. Friends of the Hartsville Library were setting up the Book Sale at 8:30 a.m.
- C. Everyone is pushing the Summer Reading Program. Lori and the kids are ready.
- D. The Passport Service is becoming more and more popular, which is reflected on the monthly deposits. Popular times for passport assistance are evenings and weekends. With two staff currently trained to provide this service, he had to tweak their schedules accordingly. To accommodate demand, we are looking at training more staff. The Passport Service is a good PR tool and money-maker for the library. This most recent month’s deposits totaled \$1,075.

COMMITTEE REPORTS

- A. **NOMINATING COMMITTEE** – The Nominating Committee had no recommendations for Chair and recommended Jennie Peze for Vice Chair and Gail Gandy for Secretary. A discussion about availability, consistent attendance, and willingness to serve ensued. A motion was made by Leslie Pemberton, seconded by Gail Gandy, and carried to approve the appointment of Warren Arthur as Chair, Jennie Peze as Vice Chair, and Gail Gandy as Secretary. Warren Arthur will assume his role as Chair at the July Meeting.

UNFINISHED BUSINESS

- A. **AC/DC PROPOSAL** – First Steps withdrew its request.

NEW BUSINESS

- A. **FINE FORGIVENESS FOR CHILDREN** – A motion was made by Jennie Peze, seconded by Gail Gandy, and carried to approve the Library waiving all existing fines and cease levying future fines on children’s/juvenile materials (books, DVDs, etc.), regardless of the cardholder’s age beginning June 1st for a trial period of one year.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None.

EXECUTIVE SESSION

None

ADJOURNMENT

A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to adjourn the meeting at 6:05 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant