



BOARD OF TRUSTEES MEETING MINUTES

May, 2018

Darlington Branch May 16, 2018

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: Bobbie Gardner, Leslie Pemberton, Carolyn Marine, Vernessia Patterson, JoAnn Lee, and Gail Gandy.
- B. Member(s) absent: Jennie Peze.
- C. The following visitors were present and recognized: Jimmie Epling, Director; Charlene McDonough, Society Hill Branch Manager; Joe Rice, Hartsville Branch Manager; Martha Brown, Hartsville Assistant Branch Manager; Michelle Wallace, Lamar Branch Manager; Sue Rainey, former Darlington County Library System Director; and Ann Baldwin, former Darlington Board member.
- D. A motion was made by Leslie Pemberton, seconded by Bobbie Gardner, and carried to approve the agenda.

OPEN FORUM

- A. Sue Rainey praised the programming at the Darlington Branch. Ann Baldwin praised the work done at the Library and the total solar eclipse program at the Greeleyville Library in Williamsburg County.

CONSENT AGENDA

- A. Approval of Minutes – A motion was made by Gail Gandy, seconded by Vernessia Patterson, and carried to approve the March 28th and April 25th minutes.

FINANCIAL REPORT

- A. The Library's budget expenditures are where they should be at this time with 76% of the budget expended.
- B. The lottery funds the Library received from the State were used to replace all the public computers at the Lamar and Society Hill Branches.

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

- A. The public computers replaced at the Lamar and Society Hill Branches were given to the County Administrator for distribution to county offices.
- B. The Library is exploring an automated time card system. The system will use a computer and facial recognition software to allow staff to clock in without having to enter a code.
- C. Carolina Construction was the low bidder for the Hartsville renovation project with a bid of \$18,084. The work will begin about August 1st, after the summer reading program.

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

- A. There was no report as the Darlington Branch Manager was not present.

COMMITTEE REPORTS

- A. **NOMINATING COMMITTEE –** The Board decided to forego having a Nominating Committee make recommendations. The Board discussed the current officers continuing to serve another year. A motion was made by Bobbie Gardner, 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 continue in his role as Chair at the July Meeting.

UNFINISHED BUSINESS

- A. **STRATEGIC PLAN –** The Board discussed the meeting date for the Board and Community Leader focus group meeting. June 6th at 5 p.m. at the Hartsville Branch was proposed. Warren Arthur made the motion to set June 6th as the meeting date. Gail Gandy seconded the motion and it carried to set the date as June 6th at 5 p.m. at the Hartsville Branch.

NEW BUSINESS

- A. **EDWARD P. ASHBY, JR. BEQUEST –** The late Edward P. Ashby, Jr., who spent his winters in Darlington County and summer in Alaska, bequeathed \$10,000 to the Library. The legal process that will result in the distribution of funds is in its final phase. Because this gift is to the Darlington County Library System, the funds must go into the Library's fund. They will only be available upon County Council approving a supplemental appropriation to the Library's budget. The Board discussed using the funds for a large project in which he can be commemorated.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

- A. The Strategic Plan

EXECUTIVE SESSION

- A. The Board entered into Executive session at 5:39 p.m. with a motion by Gail Gandy, seconded by Bobbie Gardner, and carried to go into Executive Session to discuss personnel issues.
- B. A motion was made by JoAnn Lee, seconded by Bobbie Gardner, and carried to exit into Executive Session at 7:05 p.m. No action was taken.

ADJOURNMENT

A motion was made by JoAnn Lee, seconded by Gail Gandy, and carried to adjourn the meeting at 7:07 p.m.

Respectfully Submitted

Charlene McDonnough, Society Hill Branch Manager