



BOARD OF TRUSTEES MEETING MINUTES

May, 2019

Hartsville Branch May 15, 2019

OPENING OF MEETING

- A.** The meeting was called to order by President, Warren Arthur, at 5:11 p.m.. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Carolyn Marine, Gene Norwood, Lynette Moody, Vernessia Patterson, JoAnn Lee. Member(s) absent: Bobbie Gardner.
- B.** The following visitors were present and recognized: Joe Rice, Hartsville Branch Manager; Christy Lamb, Administrative Assistant.
- C.** A motion was made by Gail Gandy, seconded by Carolyn Marine, and carried to approve the agenda with requested changes.

OPEN FORUM

- A.** None

CONSENT AGENDA

- A.** Approval of Minutes – A motion was made by Carolyn Marine, seconded by Lynette Moody, and carried to approve the March minutes.

FINANCIAL REPORT

- A.** The Library's budget is in good shape. It was necessary to move funds between budget lines, but this is normal at this time in the fiscal year.
- B.** The Darlington Branch had a roof leak on the eastern side of the building. It will cost \$950 to repair.
- C.** County Council approved the supplemental appropriation for the lottery funds received.
- D.** The procurement process has begun for new public computers at the Darlington Branch. The Library has established a 5-year cycle in upgrading its public computers. The Hartsville Branch's public computers are due for an upgrade in 2021.
- E.** Encumbrances in the 45000 budget line, Building Construction/Renovation/Repair Services, exceed the budgeted allocation. This is a result of the capital improvement projects at the Hartsville and Darlington branches and is funded from our fund balance reserve.

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

- A.** Go2Guys Flooring began the carpeting at the Hartsville Branch on May 6th. The Hartsville Branch remained open throughout the process with limited services. The finished product is exceptional, with hardly any visible seams. The lack of a pattern in the carpeting really helped in this regard. The cost for this capital improvement

was approximately \$75,000 and was done with minimal disruption. Some of the furniture was not returned to their original locations, which created a more open and inviting atmosphere. This is especially notable in the Children's Room. The Hartsville Branch will be painted in the future to carry on the aesthetic improvements.

- B.** Carpeting at the Hartsville Branch created an opportunity to reallocate furniture, workspaces, and material collections. This created space to better provide for the Library's changing needs and was well received. However, the Friends of the Hartsville Memorial Branch Library's storage was impacted by these changes. Their concerns have been heard and plans have been devised to optimize space in the Friends' Room to better suit their needs.
- C.** The Darlington Branch will be the next focus for capital improvements with new carpeting and energy efficient lighting upgrades.
- D.** May 20th at 7 p.m., I will be the guest speaker at the Lamar Friends Meeting. "Off to See the Elephant! The Life of a Civil War Soldier" will be open to all interested and discuss the weapons, food, uniforms, and personal items of soldiers from both the North and South.
- E.** A generous donation, in the amount of \$24,000, from The Sonoco Foundation, along with \$16,000 in State Lottery funds have enabled the Library to purchase a portable planetarium—the Darlington Discovery Dome Planetarium. The purchasing process has begun. When it was discovered the original provider was located in Israel and references noted the company's product was fair, an alternate vendor was chosen. The portable planetarium will now be coming from a company based out of Jacksonville, FL with product support, software upgrades, and stellar reviews.
- F.** June 12th marks the beginning of the Summer Reading & Learning Program. Customized Summer Reading bags and coloring sheets with event information were distributed to the Library Board. Four telescopes have been purchased so that each branch has a grand prize for the Summer Reading Program. Along with many interesting programs and events, the Library procured a Star Wars Land Speeder—a battery-operated car—for children to ride around in.
- G.** Major Mitch Stanley is the new Director at the Darlington County Prison Farm. Prisoners have a better chance at reform when transitioning from an extremely regimented life by going from prison to prison farm to release. He is working to improve the living conditions for the inmates at the Prison Farm. He has requested help in setting up a library at the Prison Farm. In addition to the books for the prisoners, a request was made for children's books so that they may be available during family visitation.
- H.** On April 16th, the Library participated in Coker College's Career Connections Day. Bookmarks highlighting the resources the Library provides were distributed at the event and to the Library Board.
- I.** The 3D Designer classes will begin the first week of June. Classes focusing on businesses will be offered at the Hartsville Branch and classes targeting individuals will be offered at both the Hartsville and Darlington Branches. Due to limited resources, the class size is restricted to 10 participants.

HOST BRANCH MANAGER'S REPORT – Joe Rice, Hartsville Branch Manager

- A. It was noted Carol Beasley, a Library Page at the Hartsville Branch, lost her husband, 'Tub' Beasley. Visitation was held that evening from 5-7 p.m.
- B. Everyone is glad to have the carpet installation behind them. The staff really pulled together to make the transition seamless.
- C. The Hartsville Chamber of Commerce's latest Leadership Hartsville class concluded its tour of Hartsville for the day with a visit to the Library on the 15th. Approximately 20 up-and-coming business leaders participated and were provided information about the Library's many resources.
- D. The Hartsville Branch Library hosted a Hartsville Chamber of Commerce Connections at Breakfast on May 1st that showcased the Library's collections, programs, and services.
- E. Children's Librarian, Kristi Jeffords has started a bi-weekly program in collaboration with the Governor's School. Students from the Governor's School meet with children and read together, one-on-one. The program is entitled Reading Buddies and reception has been positive.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

- A. **FY 2020 BUDGET UPDATE** – The County Administrator and Finance Director made some changes to the Library's proposed FY2020 budget that required discussion. Library Director Jimmie Epling met with them on April 15th to work out the necessary changes. The new part-time Marketing Manager position was restored to the budget after moving funds from 43400—HVAC Repairs and Maintenance and 62200—Electricity. The FY2020 budget should pass its second reading before County Council as no new spending is required.
- B. **OFFICER NOMINATIONS** – A motion was made by Joann Lee, seconded by Gail Gandy, and carried to approve Warren Arthur serving as Interim President until July 17th at which time new officers will be elected.

NEW BUSINESS

- A. **DOUGLAS LEE BUSH MEETING ROOM** – Many ideas were discussed to commemorate the naming of the Douglas Lee Bush Meeting Room. A motion was made by Gene Norwood, seconded by Lynette Moody, and carried to approve a 12"x18" memorial plaque. The plaque text will read as follows:
 - i. **Douglas Lee Bush Memorial Meeting Room**
Dedicated by the Darlington County Library System and the Friends of the Hartsville Memorial Branch Library in memory of Douglas Lee Bush's support and many hours of work to promote the Hartsville Memorial Branch Library.
- B. **2019 TECHNOLOGY PLAN** – Every year, the State Library requires each public library to submit a "Technology Plan" for the coming fiscal year. A motion was

made by Joann Lee, seconded by Gail Gandy, and carried to approve the proposed “Technology Plan” for the Darlington County Library System. The “Technology Plan” for the Library includes:

- i. **Goal 1:** Improve Patron Based Services
- ii. **Goal 2:** Broaden Information Provided to Users
- iii. **Goal 3:** Offer a Useful Computer Experience

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by Gene Norwood, seconded by Lynette Moody, and carried to adjourn the meeting at 6:19 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant