



BOARD OF TRUSTEES MEETING MINUTES

May, 2020

Darlington Branch May 20, 2020

OPENING OF MEETING

- A.** The meeting was called to order by President, Bobbie Gardner, at 5:01 PM. A quorum was met with the following members present: Warren Arthur, Bobbie Gardner; and, the following members attended remotely: Gail Gandy, Gene Norwood, Lynette Moody, Vernessia Patterson, JoAnn Lee.
Member(s) absent: Carolyn Marine.
- B.** The following visitors attended remotely and were recognized: Joe Rice, Hartsville Branch Manager; Charlene McDonnough, Society Hill Branch Manager; Kelly Shull, Lamar Branch Manager; Michelle Wallace, Darlington Branch Manager; Christy Lamb, Administrative Assistant.
- C.** A motion was made by Warner Arthur, seconded by Gene Norwood, and carried to approve the agenda.

OPEN FORUM

- A.** None

CONSENT AGENDA

- A.** Approval of Minutes – A motion was made by Lynette Moody, seconded by Gail Gandy, and carried to approve the January minutes. Due to the COVID-19 pandemic, no meeting was held in March/April.

FINANCIAL REPORT

- A.** The Library has expended 72% of its 2020 budget.
- B.** All employee earnings, including part time, continue to be drawn from Line 11100 – Full Time Salaries/Wages.
- C.** Line 45000 has \$5,690 encumbered for the sealing and restriping of the Darlington Branch patron parking lot.

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

- A.** Much has happened since the January board meeting. The Library closed March 17th and efforts have been made to maintain library services. The staff have done a great job in showing up, finding work, collaborating, and offering library services in safe, remote, and creative ways. These are unprecedented times and Library staff have adapted and ensured library services persevere within the community.
- B.** Twenty-Eight (28) face shields were created using the Library's 3D printers and donated to Carolina Pines Regional Medical Center. An article can be found in the April 26, 2020 edition of the Florence Morning News. Warren Arthur wore a face shield for the meeting.

HOST BRANCH MANAGER'S REPORT – Michelle Wallace, Darlington Branch Manager

- A.** Everyone has kept busy working on a lot of improvements will give the Darlington Branch a fresh look when patrons return. Improvements are:
 - a.** The parking lot was sealed and restriped and it looks amazing. Patrons will be very happy to see the difference when the Library reopens.
 - b.** Staff have been working hard on various projects. Youth Services Librarian, Drew Sansbury, upgraded the children's area with new paint on the walls, chalkboard paint on the table tops and end caps, and updated signage. The Children's Garden is also up and producing. This activity is one children can engage in while maintaining social distance when we reopen.
 - c.** Twice weekly story times are available on Facebook Live. Board members are encouraged to check out this popular service.
 - d.** An update to a long-standing project, a granite counter top will be added to the front desk. It will hopefully be underway and finished by the end of next week.
 - e.** Staff have been working hard on rearranging our collection to increase accessibility and weed outdated materials.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

- A. LIBRARY POLICY MANUAL REVISION – SECOND DRAFT –** Revisions have been temporarily shelved due to the closing of the Library. Recent issues have brought to light additional revisions that will need to be addressed: requirements due to the virus, e-cards, virtual programming, curbside pickup, etc. Many of the services started as a result of the COVID-19 pandemic will likely be continued after reopening to the public.

NEW BUSINESS

- A. FY 2021 BUDGET –** With economic impact of the COVID-19 pandemic unknown, the budget will likely change. Tax revenues may be down. The state has only passed a continuing resolution budget. The Library will receive State Aid at the same level as last year. In passing the budget, the Director asked the Board to keep in mind, reductions are probable in the coming months. A motion was made by Joann Lee, seconded by Warren Arthur, and carried to approve the FY 2021 Budget.
- B. E-RATE CATEGORY 2 FUNDS AVAILABLE FY 2021 –** As the Board did not meet in March due to the COVID-19 pandemic shutdown, it could not discuss and approve hiring the E-rate consulting firm, Communications Audit Services, at a cost to the Library of 5% of all funds received. Library Director Jimmie Epling authorized, contingent upon the expected of approval by the Board, Communications Audit Services to proceed to file the required paperwork. On May 5th, the Library was awarded \$56,564.41 in e-rate funding to upgrade its network. A motion was made by Warren Arthur, seconded by Gene Norwood, and carried to

approve payment of Communications Audit Services' invoice of \$2,828.22, 5% of funds received.

C. BOARD OFFICERS – NOMINATIONS AND ELECTION – A motion was made by Warren Arthur, seconded by Joann Lee, and carried to approve postponement of nominating/electing officers until the Board's July meeting.

D. PROPOSED LIBRARY OPERATIONAL AND CUSTOMER SERVICES REOPENING PLAN MAY 21ST THRU MID-JUNE – All employees received custom made facemasks (2 each, \$3/mask) and 2oz. bottles of hand sanitizer. Face shields were provided at each location. Sneeze guards are scheduled to be installed at each service point. Plans are to open up to the public, in a limited capacity at all four locations, Monday, June 1st. On May 21st, the foyers will be opened to the public with very limited resources for public use. Public restrooms will remain closed. In public areas of the Library, staff are required to wear face coverings/masks. Further details are available in Board Report.

E. TEMPORARY POLICY – The Director proposed to the Board the implantation of a temporary policy requiring the public wear face coverings/masks to enter the Library. Bobbie Gardner inquired about requiring gloves as well. Hand sanitizer will be available to the public upon reopening, negating the need of gloves. A motion was made by Warren Arthur, seconded by Joann Lee, and carried to approve the temporary addition to the Library's Customer Behavior Policy a policy that states "For the purpose of protecting the health and safety of Library customers and staff, customers entering the Library's facilities are required to wear a face mask that covers both the customer's nose and mouth at all times while in the facility. Those customers refusing to wear a face mask will be required to leave. This policy will be in effect until it expires July 31, 2020 unless adjusted by agreement between the Director and Board President or reauthorized by the Board."

F. COVID-19 PURCHASES – Warren Arthur suggested disposable masks be procured and made available to the public for purchase to accommodate compliance with the temporary policy change. A motion was made by Warren Arthur, seconded by Joann Lee, and carried to approve the Library Director making COVID-19 purchases of up to \$1,000, in consultation with the Board President, without Board approval.

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 5:41 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant