

BOARD OF TRUSTEES MEETING MINUTES

JULY, 2014

Society Hill Branch July 16, 2014

OPENING OF REGULAR MEETING

The meeting was called to order by the Chairman Bobbi Gardner at 5:00 p.m. A quorum was met with the following members present: Warren Arthur, Bobbi Gardner, Gail Gandy, Carolyn Marine. Leslie Pemberton joined us via telephone.

Members absent were: Anne Baldwin.

The following visitors were present and recognized: Carol Hardee, Darlington Branch Manager; Audrey Tripp, Hartsville Branch Manager; Sherry Humphries, Lamar Branch Manager; and Charlene McDonough, Society Hill Branch Manager

CONSENT AGENDA

A motion was made by Warren Arthur and seconded by Gail Gandy and was carried to amend the agenda by adding the Catfish Festival and the State Aid Agreement.

A motion was made by Warren Arthur and seconded by Gail Gandy and was carried to approve the amended agenda.

A motion made by Warren Arthur and seconded by Gail Gandy and was carried to approve the June minutes.

FINANCIAL REPORT

Jimmie Epling, the Director, stated we have transitioned to a new fiscal year and we have not been permitted to start spending so the trial balance shows no expenditures at this point. The new budget has "extra" funds in building construction and computer replacement/repair because of identified needs in the coming year and Lamar's construction. The county will close out the 2013-2014 fiscal year by the end of July and next month we should have a statement on how we closed out last year's budget.

The County Council passed the Library budget without issue after the General Fund budget was settled.

DIRECTOR'S REPORT

The Director's report included the following:

1. New meeting dates for the Board of Trustees in accordance to the changed Bylaws and updated contact information for all Board members. There is still one vacancy on the Board.
2. The Director said the strategic planning is progressing. Next are phone interviews with Board members. Each member was asked to select a time and day that would work for them. This stage should be completed by July 30th.
3. 2007-2013 statistical comparison sheets were given out. We can see a declining circulation which is part of the reason for the strategic planning initiative. We need to identify how we can meet the needs of our community.

4. New computers were installed at the Darlington branch. Their units were the only ones not upgraded two years ago. The new units are running Windows 8 and are all in one units which cleared the desktops nicely.

BRANCH MANAGER'S REPORT

Charlene McDonough reported that the summer has been fun. The staff has been seeing a nice spike in users. The badge experiments are going over very well; kids and parents love them. One family has been doing all the experiments (15) from the website.

COMMITTEE REPORTS

No Committee reports.

UNFINISHED BUSINESS

A. Lamar Update – Library Director Jimmie Epling reported that County Council approved the low bid for the Lamar construction project. If the Board would like to have a public ground breaking ceremony the week before or after Labor Day is the target.

NEW BUSINESS

A. Catfish Festival – The Society Hill Branch has requested permission to close on Saturday, November 1st so that they can have a presence at the festival. Carrigan Street will be closed to the public so the parade can form there and the library parking lot will be used for parking for the event, making it difficult for patrons to use the Library for its intended purpose. A motion was made by Warren Arthur and seconded by Gail Gandy and was carried to approve the closing of the Society Hill Branch on November 1st.

B. State Aid Agreement – Library Director Jimmie Epling explained that we have already received the first check from the State Aid funds. We must now submit a form that shows the breakdown of our budget: personnel, informational resources and operating expenses. The State recommends 65-70% in personnel, 15-20% on informational resources and 10-20% operating expenses. We have lowered our personnel cost to just under 70%, and our operating expenditures are 19.5%, both within their recommended limits, however our informational resources will only be 10.65% of our budget. This is an increase from last year's 8%, but it is not high enough to meet the State Aid requirements. The Director is requesting the Trustees ask for a waiver again this year. A motion was made by Gail Gandy and seconded by Carolyn Marine and was carried to approve the submission of a waiver to the State.

C. Bylaw Changes – The Director handed out a copy of the amended bylaws and the County and State regulations as they affect the Board of Trustees.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING - None

EXECUTIVE SESSION - None

ADJOURNMENT

A motion carried to adjourn the meeting at 5:55 p.m.

Respectfully Submitted

