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## **BOARD OF TRUSTEES MEETING MINUTES**

**JULY, 2015**

Lamar Branch July 15, 2015

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### **OPENING OF REGULAR MEETING**

The meeting was called to order by Chairman, Bobbie Gardner, at 5:07 PM. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Bobbie Gardner, Elaine Reed. Members absent were: Carolyn Marine, Anne Baldwin, Leslie Pemberton.

The following visitors were present and recognized: Gwen Robinson, Darlington Branch Manager; Sherry Humphries, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; and Christy Lamb, Administrative Assistant.

A motion was made by Elaine Reed and seconded by Warren Arthur and was carried to approve the agenda.

### **CONSENT AGENDA**

A motion was made by Elaine Reed and seconded by Gail Gandy and was carried to approve the May minutes.

### **FINANCIAL REPORT**

Jimmie Epling, Library Director, provided no financial statement due to procedural delays in the Finance Department at the Courthouse. There is a need for a new network server. We planned to purchase a new server in Fiscal Year 2016. The server failed, but we were able to avert a crisis with a \$750 software update for an older server formerly used for our circulation system. The additional funds provided by the state through an excess of unclaimed lottery winnings will become available in September after the County Council approves the third reading of the supplemental funding. These additional funds are earmarked for the purchase of a replacement server in October.

### **DIRECTOR'S REPORT**

The Director's report included the following:

- A. Tracy Tuplin, formerly a Reference Clerk at the Hartsville Memorial Library, filled the open Technical Services Manager position left behind by now Darlington Branch Manager, Gwen Robinson. Kathleen Harris and Keisha Davis filled two open clerk positions at the Hartsville Memorial Library. Open positions for Children's Librarian and Circulation Clerk have been filled at the Lamar Library.
- B. 2014-2015 statistics reflect a 12,000 item increase from last year. Videos comprise the majority of these numbers. Darlington County Library System saw a slight decrease in paperback exchange, an increase of 1,000 participants in the children's programs, a significant improvement in the teen programs, and a big positive change in Darlington's

numbers for Family Movie Night. This growth can be attributed to the positive changes happening throughout the system: renovations, staff, rearranging, and painting.

- C. Bobbie Gardner inquired about the decline in Darlington's May statistics. Mr. Epling explained the significant circulation loss associated with closing for three days due to renovations. Ms. Gardner is pleased to see, even with the 1,000+ loss in circulated materials for the Darlington Branch, there is still an overall increase in circulation for the 2 month period of May-June.
- D. Warren Arthur mentioned the overall decrease in Society Hill's circulation numbers as opposed to last year. Extra money is in the budget for materials; some of these funds have been reserved for Society Hill to boost their collection. Society Hill Branch Manager, Charlene McDonnough, attributes a portion of the circulation loss to changes in the demographic. Director, Jimmie Epling, agrees and also attributes the decline to changes at Rosenwald School—attendance has dropped considerably since the school reassigned the higher grades to another institution. New materials will be purchased in an attempt to revitalize interest in the Library, appealing to this new demographic. Declines in population, due to the plant closing and school renovations sending students to Darlington, have not fettered the town, it continues to strive to rebuild the economy in Society Hill; therefore, we, too, will continue to build and change the Library's collection as needed to meet changing demands.
- E. Bobbie Gardner wanted to ensure Lamar is not neglected as this surplus of material funds is divvied. Library Director, Jimmie Epling, clarified that these funding allotments are only temporary. After one year, the situations at both Darlington and Society Hill will be reassessed to see if the increase in materials budgeting has positively affected circulation/participation numbers. If not, we'll adjust funding accordingly and consider a new approach.
- F. Allocation of funding is still loosely based on circulation, with the exception that additional funding coming into the materials budget is being distributed on an annual case-by-case evaluation based on need. No funds are lost; each branch is receiving more funding for materials for the coming fiscal year, 2015-2016 than had been allocated in the fiscal year prior.
- G. Council members inquired about upcoming visitors. Library Director, Jimmie Epling, said the State Library visitors are still on schedule to visit July 16, 2015. The itinerary will begin in Lamar and Mr. Epling, Library Director, will escort them to other branches within the system if time allows. The national LSTA grant administrator for our region is required to adhere to a strict schedule without allowance for deviation. This representative will be at the Hartsville Branch for about an hour before going to the Florence County Library. However, if given the opportunity, Mr. Jimmie Epling assured the Board he will enlighten our visitors by sharing the unique ways in which Darlington County Library System utilizes funds to augment Summer Reading Programs.

## **BRANCH MANAGER'S REPORT**

Sherry Humphries gave the report on Lamar. It has been an unusual couple of months in Lamar. Lamar Library was down two employees at one point, in addition to our Circulation Clerk, Rose Stevens, being out on family leave. Pam Cummings, former Children's Librarian, retired and we now have a new Children's Librarian, Michelle Wallace—formerly a Circulation Clerk in Society Hill. Michelle is discovering she, in fact, has a lot of Lamar

connections and these relations are key to networking in a small community—like Lamar. She is tech savvy and her skills will be a great commodity to the community. Robyn Copher is our new Circulation Clerk. She was hired to replace Laurie Douglas, who moved to Indiana.

Children's Programs are flourishing. The Mason's donated 6 bicycles to be given away. A Back-to-School Bash will be held Aug. 12<sup>th</sup> and the bicycles will be awarded at that time. The Mason's also generously donated 4 cases of soft drinks and have offered to assist with anything else should the need arise. They are great supporters of literacy and the Library in Lamar. Circulation has improved.

### **COMMITTEE REPORTS**

No Committee reports.

### **UNFINISHED BUSINESS**

A. LAMAR UPDATE – One additional/final bill has been received for Lamar. This bill included administrative fees for copies of the drafts/plans and bidding fees.

### **NEW BUSINESS**

- A. ELECTION AND INSTALLATION OF BOARD OFFICERS – A motion was made by Warren Arthur and seconded by Gail Gandy and was carried to approve Bobbie Gardner retaining Presidency, Leslie Pemberton retaining Vice Presidency, and Elaine Reed retaining the Secretary Position.
- B. CORNERSTONE RESOLUTION – Jimmie Epling, Library Director, suggested a resolution to acknowledge the great lengths made by Cornerstone Baptist Church with the renovations, repairs, and painting done at the Darlington Branch. Cornerstone Baptist Church literally transformed the inside of the building. They, by far, exceeded my expectations. An Open House is being held Saturday, July 25<sup>th</sup>, at the Darlington County Library from 12-2PM. This is an opportunity to encourage the public to come in and see the many changes. The Friends of Darlington Library are giving away 100 hot dogs to the first 100 guests. We would like to use this occasion to formally recognize all the good work Cornerstone Baptist Church has done for the Darlington Branch. A motion was made by Warren Arthur, seconded by Gail Gandy, and carried over without opposition, to approve the resolution to formally recognize Cornerstone Baptist Church and its contribution of time, energy, and expertise to renovate the interior of the Darlington Branch.

**PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING – None**

**EXECUTIVE SESSION – None**

### **ADJOURNMENT**

A motion was made by Bobbi Gardner, seconded by Elaine Reed, and carried to adjourn the meeting at 5:55 PM.

**Respectfully Submitted**  
Christy Lamb