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## **BOARD OF TRUSTEES MEETING MINUTES**

July, 2017

Lamar Branch July 19, 2017

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Warren Arthur, at 5:10 p.m. A quorum was met with the following members present: Warren Arthur, Joanne Lee, Gail Gandy, Bobbie Gardner, and Leslie Pemberton.  
Member(s) absent: Carolyn Marine, Jennie Peze, Vernessia Patterson.
- B.** The following visitors were present and recognized: Antonio Fernandez, IT Manager; Charlene McDonough, Society Hill Branch Manager; Gwen Robinson, Darlington Branch Manager; Michelle Wallace, Lamar Branch Manager; and Christy Lamb, Administrative Assistant.
- C.** A motion was made by Gail Gandy, seconded by Bobbie Gardner, and carried to approve the agenda.

### **OPEN FORUM**

- A.** No members of the public requested to address the Board.

### **CONSENT AGENDA**

- A.** Approval of Minutes – A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the May minutes.

### **FINANCIAL REPORT**

- A.** It is July, the final invoices from FY2017 are being received and paid. The Library is beginning FY2018.
- B.** Replacing Hartsville Library's HVAC is underway, with work beginning next week.
- C.** Patching the roof at the Darlington Library is no longer a viable option. The plan is to replace the roof with funds reserved/forwarded from FY2017.
- D.** All staff, full and part time, received a 2.5% raise. This has increased our personnel expenses. For staff, this will offset the required 1% increase in their state retirement contribution.
- E.** The budget this year includes an 89000 "Contingency Account" line. As explained by the Finance Department, the budget was calculated based on a 2.5% increase in the state retirement. The Legislature passed only an increase of 1%. The excess 1.5% was allocated to line 89000. We will be using line 89000 to pay quarterly sales tax.
- F.** Circulation is no longer the only measure for the allocation of library funds in the 2018 Proposed Materials Budget. Leslie Pemberton requests a re-evaluation of how funds are used. She dislikes the use of funds for videos and would prefer more monies be spent on ordering books/materials. The last strategic plan was done 3 years ago. A plan will be made to revisit the distribution of funding in an effort to

find more creative ways to get people to read. While we've seen an increase in visitors, overall circulation is stagnant. Library services and the demographic are changing.

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

- A. A button maker was purchased for system use. The cost per button to us is six cents. We will visit the idea of offering this service to the public at a later date. Should we do so, the price of 25 cents per button has been suggested. The Hartsville Branch has a button maker purchased by the Friends of the Hartsville Memorial Library. Leslie Pemberton suggests, should adequate funds remain towards the end of this FY, a button maker be purchased for each branch.
- B. The Library has gone through nearly all of the promotional wooden nickels. Some have been removed from circulation because of signs of wear. An additional 4,000 have been ordered.
- C. Through IT Manager Antonio Fernandez's work we have discovered that over time newer technology was layered over older technology resulting in needless clutter, redundancy, complexity, and inefficiencies. He has removed many of these unnecessary components and is doing a great job.

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

- A. The Summer Reading Program has begun. We're excited for this busy part of the year. It's been a good year for the Lamar Library, with a noticeable increase in numbers. We added a paid performer in the middle of our Summer Reading Program and this prevented the slump in the number of participants that usually occurs midway through the program. A total of 50 children and 20 adults attended the paid program with Porkchop Productions. The Lamar Library is partnering with the Mason's to offer awesome prizes for the Building Challenge with Legos/Lincoln Logs. The Lamar Library will be hosting an end of the summer Back to School Bash.
- B. In May, we had a new hire, Octavia Mack, and she is fitting right in.
- C. An electronic people counter has been installed and we've discovered that we have grossly underestimated the number of visitors.
- D. The Friends of the Lamar Library funded new surveillance cameras, which IT manager, Antonio Fernandez, wasted no time installing. The cameras are fully operational.

**COMMITTEE REPORTS**

No committee reports.

**UNFINISHED BUSINESS**

No unfinished business.

**NEW BUSINESS**

**A. INTRODUCTION OF NEW BOARD MEMBERS**

Library Director, Jimmie Epling, introduced and welcomed Mrs. Joanne Lee to the Library Board. President Warren Arthur, chastised Jimmie Epling for not making the introduction at the beginning of the Library Board Meeting.

**B. SCHEDULE OF CHARGES – 3D PRINTING**

Unclaimed lottery funds made it possible for the Darlington County Library System to purchase two Lulzbot Mini 3D printers and a Creality CR-10 3D Desktop DIY printer. We will deploy the Lulzbot 3D printers at our Darlington and Hartsville Branches in early August for customer use. This service will be open to the public by appointment only. No one will be left unsupervised with the printers. The proposed schedule of charges for use of the Library’s 3D printers is as follows:

- \$1 minimum per print job
- 10 cents per gram of weight over 10 grams
- \$1 per hour of print time over four hours

Leslie Pemberton expressed concerns that patrons would use these machines to print guns. Antonio Fernandez addressed her concerns. With no one having access to the machine without supervision, such jobs would be impossible. Warren Arthur questioned the mission of the library regarding the use of 3D printers. He fears the appeal of the devices to businesses as marketing tools could be an approach in the wrong direction. Jimmie Epling explains the printers are just another tool the library is offering to the public.

A motion was made by Leslie Pemberton, seconded by Bobbie Gardner, and carried to approve the proposed schedule of charges for 3D printing.

**PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

None.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to adjourn the meeting at 6:05 p.m.

**Respectfully Submitted**

Christy Lamb, Administrative Assistant