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## **BOARD OF TRUSTEES MEETING MINUTES**

July, 2018

Society Hill Branch July 18, 2018

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Warren Arthur, at 5:01 PM. A quorum was met with the following members present: Warren Arthur, Joanne Lee, Gail Gandy, Bobbie Gardner, Jennie Peze, Vernessia Patterson.
- B.** Member(s) absent: Carolyn Marine.
- C.** The following visitors were present and recognized: Joe Rice, Hartsville Branch Manager; Charlene McDonough, Society Hill Branch Manager; Christy Lamb, Administrative Assistant.
- D.** A motion was made by Gail Gandy, seconded by Jennie Peze, 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 July minutes.

### **FINANCIAL REPORT**

- A.** The end of fiscal year financial statement is not ready, but should be prepared by September's meeting. The 2019 budget was included in Board packet. All the significant changes (\$3000 or more) were noted.
- B.** Jennie Peze inquired about spending a monetary gift. Jimmie Epling explained a supplemental appropriation from County Council is needed after receipt of funds to expend the funds.

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

- A.** A \$10,500 grant was received for a 3D Creator program that will allow us to purchase laptops and two additional 3-D printers for Darlington and Hartsville Branches. We will offer 3-D Printer classes to the public, which will include teen-oriented classes. The funds will be available in October, the first of the federal fiscal year. Classes will start in early Spring. Bobbie Gardner asked if this will consume all grant funds. Jimmie Epling explained that the grant was on the basis of a 34% match. The match portion of the grant is an in-kind contribution from the Library, which will consist of staff hours and advertising.
- B.** The bequest to the Library of \$10,000 from the estate of the late Edward P. Ashby, Jr. will be used to convert the SC Room at the Darlington Branch into a much needed, additional meeting room space. The renovated room will be named in his

honor to commemorate his generous donation. Any future contributions of this size received by the Darlington County Library System will be used for similar “naming opportunities” when possible.

**HOST BRANCH MANAGER’S REPORT – Charlene McDonnough, Society Hill Branch Manager**

- A. The Society Hill Library is fully staffed. Circulation Clerk Briana Shoen from Cheraw and Children’s Librarian Kristi Jeffords from Hartsville were trained and quickly adapted to their positions. Charlene stated she left the Society Hill Branch in their capable hands for two weeks, while on vacation, without any worries.
- B. Programming introduced by Kristi Jeffords, Children’s Librarian, has been very successful.
- C. In October, the Society Hill Library will be hosting a new Murder Mystery, “Contention at the Convention.”
- D. Everyone is enjoying the Summer Reading Program!

**COMMITTEE REPORTS**

No committee reports.

**UNFINISHED BUSINESS**

No unfinished business.

**NEW BUSINESS**

**A. PERSONNEL UPDATE**

- a. Elizabeth Davis, Darlington Branch Children’s Librarian, resigned to relocate to Maine. Lori Strickland, Hartsville Branch Children’s Librarian, resigned to accept a position as a Media Specialist at Southside Early Childhood Center. The Library needs of two full time Children’s Librarians. The Darlington position is posted. The Hartsville position will be posted for 2-3 weeks and then interviews will be held for both positions. Jimmie Epling, Michelle Wallace, Joe Rice, and a State Library member will be on the interview team. Hope to fill the position by early September.
- b. A part-time Circulation Clerk position is available in Darlington. The plan is to have this position filled by late August.
- c. Lamar Branch Manager Michelle Wallace has accepted the position of Darlington Branch Manager. She will officially assume the position on Monday, July 23<sup>rd</sup>. She will serve as Branch manager for both Lamar and Darlington in the interim (Tuesday and Thursday at Lamar; Monday, Wednesday, and Friday at Darlington).
- d. Interviewees have asked to be put in the applicant pool for Lamar Branch Manager. Allowing for a two-week delay at the courthouse for job posting and listing the position for four to six weeks, it is projected interviews will begin in September.

**B. IMAGINE THE POSSIBILITIES – STRATEGIC PLAN WORK SESSION**

- a. Andrew Burkemper (Director, Center for Leadership & Entrepreneurship, Coker College) held his final meeting with the Library Board. Three goals

were identified and the board was given the opportunity to amend/modify.  
No feedback to report.

- b. Andrew Burkemper asks the Library to keep Coker College in mind for any future collaboration. Forming and strengthening external partnerships is one of Coker College's main goals.

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

- A. Review Strategic Plan 2018-2021

### **EXECUTIVE SESSION**

None.

### **ADJOURNMENT**

A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to adjourn the meeting at 6:06 p.m.

**Respectfully Submitted on July 26, 2018**

Christy Lamb, Administrative Assistant