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## **BOARD OF TRUSTEES MEETING MINUTES**

July 17, 2019

Lamar Branch July 17, 2019

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### **OPENING OF MEETING**

- A.** The meeting was called to order by Interim President, Warren Arthur, at 5:10 p.m. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Bobbie Gardner, Gene Norwood, Lynette Moody, Vernessia Patterson, and JoAnn Lee.
- B.** Member(s) absent: Carolyn Marine.
- C.** The following visitors were present and recognized: Kelly Shull, Lamar Branch Manager; Christy Lamb, Administrative Assistant.
- D.** A motion was made by Bobbie Gardner, seconded by JoAnn Lee, and carried to approve the agenda with requested addition of Election of Officers.

### **OPEN FORUM**

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

### **CONSENT AGENDA**

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

### **FINANCIAL REPORT**

- A.** The Finance Department is closing the fiscal year 2019 books. No trial balance available at this time. It was necessary to shift funds between lines to cover various needs, which is not uncommon. The Library should finish out the year in the black. The year-end financial report (May-June) will be available at the next Board meeting.
- B.** Early June, the Society Hill Branch encountered a major plumbing problem. Due to the emergency circumstances, estimates were not sought. Anderson Plumbing was called in to do the emergency repair. Repairs led to the discovery of an additional problem, a separation between two pipes. Anderson Plumbing suggested a repair which will eliminate cutting through the floor, but will cost \$4,200. The funds came from the \$10,000 reserved in line 74400.
- C.** Public libraries will receive \$2 per capita in State Aid, with a minimum grant of \$100,000 per county. For Darlington County, the result is a \$17,000 increase in State Aid to \$137,362.
- D.** The Library sets aside funds for purchasing materials, such as books, magazines, e-books, electronic databases, etc. every year. There is a 4% increase in the materials budget this fiscal year, at \$177,000. Each location has received a 3% increase for materials. In this year's budget, funds are budgeted now for the 2020 Summer Reading and Learning Program's materials purchases

for each location equal to what they received last fiscal year. A copy of the materials budget was provided.

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

- A. The planetarium arrived June 4<sup>th</sup> and was set up for the first time on June 7<sup>th</sup>. Our plan is for an official ribbon cutting date at our Darlington Branch on Friday, August 1<sup>st</sup> at 10 a.m. for those who have reached the highest goal for the Summer Reading and Learning Program. The only branches with the space to accommodate the inflated dome are the Darlington and Hartsville Branches. Other locations, like schools, can accommodate access for other communities within the County. To increase its longevity, at least one trained staff member will accompany the unit when it is checked out. The planetarium will be stored at the Darlington Branch.
- B. E-Rate forms were submitted and the Library is qualified to receive approximately \$40,000. The consulting service fee was \$2,028.10, resulting in an excellent return on investment. We are working with the State Library to implement new technology and update dated equipment.
- C. Thirteen new computers were installed at the Darlington Branch Library upgrading the machines reserved for public use. These thirteen computers are sufficient for public use, with little to no wait to access equipment. The old units will be sent to the County for the County Administrator distribute to county departments as needed.

**HOST BRANCH MANAGER'S REPORT** – Kelly Shull, Lamar Branch Manager

- A. The town of Lamar has a new Chief of Police, Carl Scott. He is a breath of fresh air.
- B. After first-hand experience with the planetarium at the Darlington Branch, I was awestruck. The Principal at Spaulding Elementary has been contacted about hosting the planetarium. The school has the necessary space for the community of Lamar to access this entertaining and informational resource.
- C. There are many books still available in the ongoing book sale featured in the meeting room space.
- D. Major Stanley at the Prison Farm says there's more room for books at the facility. We have several boxes reserved.
- E. The Summer Reading and Learning Program has been going well. With just one more week left in the program, we're excited about the degree of participation and program attendance we've experienced this year.
- F. The Friends of the Lamar Library are holding a meeting Monday, July 22<sup>nd</sup> at 5 p.m.

**COMMITTEE REPORTS**

No committee reports.

**UNFINISHED BUSINESS**

- A. **DARLINGTON RENOVATIONS UPDATE** – After several delays, Carraway Construction began work at the Darlington Branch on June 3<sup>rd</sup>. With the exception of touch up work, the renovations are complete. The experience has not been satisfactory. Miscommunication between subcontractors led to delays and inadequate work. Windows for the office space were not measured correctly, resulting in the wrong windows being purchased and used for the space. The

window openings were not square and the resulting frame gaps were filled with caulking. The incorrectly measured windows led to the door being moved to another wall and was poorly installed. Metal studs were used, but the proper tools to deal with the medium were not utilized. The subcontractor was not properly prepared for the job as a result of poor communication on the contractor's behalf. The Library will avoid using Carraway Construction for future projects.

- B. ELECTION AND INSTALLATION OF BOARD OFFICERS** – A motion was made by JoAnn Lee, seconded by Gail Gandy, and carried to approve Bobbie Gardner as President. A motion was made by Warren Arthur, seconded by JoAnn Lee, and carried to approve Gene Norwood as Vice President. A motion was made by Gene Norwood, seconded by Bobbie Gardner, and carried to approve JoAnn Lee as Secretary.

**NEW BUSINESS**

- A. PERSONNEL UPDATE – MARKETING MANAGER POSITION** – The job description for the Marketing Manager was included with the board packet. The job has been posted on the County Website and will remain open until filled. The Marketing Manager's duties were discussed. Responsibilities will include marketing, creating publications, making social media postings, and similar such tasks.

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

None.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

A motion was made by Bobbie Gardner, seconded by Lynette Moody, and carried to adjourn the meeting at 6:14 p.m.

**Respectfully Submitted by**

Christy Lamb, Administrative Assistant