

## DARLINGTON COUNTY LIBRARY BOARD SEPTEMBER 19, 2012 LAMAR LIBRARY

### OPENING OF REGULAR MEETING

The meeting was called to order by Chairman Ken Hughes at 5:03PM. A quorum was declared with five members present. Members present were Warren Arthur, Juanita McFarland, Elaine Reed, Bobbie Gardner, Anne Baldwin and Ken Hughes.

The following visitors were recognized: Sherrie Humphries, Lamar Branch Manager, Audrey Tripp, Hartsville Branch Manager and Charlene McDonnough, Society Hill Branch Manager.

### CONSENT AGENDA

A motion was made by Anne Baldwin to approve the agenda. Bobbie Gardner seconded the motion. Motion carried.

The minutes were approved as received.

### FINANCIAL REPORT

Jimmie Epling, the Director, stated that everything looks in order on the financial report. He also mentioned that a flurry of ordering equipment and faxes, etc., was done. There would be a moratorium on spending for now. Ken Hughes said that the report will be accepted as information.

### DIRECTOR'S REPORT

Jimmie Epling gave each board member a copy of his written report. He stated that he plans to modify the library website and will add two award winners from Darlington County. The *Friends of South Carolina Libraries* featured articles on Faye Griffin and Senator Gerald Malloy. Faye Griffin received the Outstanding Individual Award and Senator Gerald Malloy received the Outstanding Public Official Award. Staff In-Service Day will be held on Monday, October 8, 2012 at the Darlington Branch. Each board member was given a tentative schedule. All board members were encouraged to attend. It will be one half day for part-time workers, and all day for full time workers. **New Services:** He is interested in offering a Passport Application Service at the Hartsville Library. The Library will process passport applications for a fee. If it is successful, it may be offered at Darlington also. The Director has also explored instituting a credit and debit card payment through the Polaris Integrated Library System for patrons to pay fines and fees. The special PayPal account set up fee is \$250 and a monthly fee of \$60. This has been cleared by the county. **Marketing:** The Director has already made some changes to the website. He is looking at developing a logo for the library. The logo could be used on business cards and publications. The proposed logo will be brought to the Board for final approval. Anne Baldwin suggested that he contact the art classes in the high schools and make it a contest, because they have good ideas. A mascot is being developed also. The staff is encouraged to submit their ideas. The staff will vote on their favorite at the staff In-Service Day. The winning 17

concept will be developed into a library mascot and presented to the board for approval. It will be open to county residents to name the mascot. Audrey Tripp, Hartsville Branch Manager, has been invited by Sharman Poplava to be a regular monthly guest on local radio WHEZ 95.9FM's "Good morning Hartsville with Sharman Poplava." It airs live at the Village Café every Wednesday. The Library segment will be aired on the 4th Wednesday of each month. The first show is on September 26th and the Director will be the guest.

### **COMMITTEE REPORTS**

None

### **UNFINISHED BUSINESS**

The Lamar project is making progress. A set of questions was drafted for the architect selection and reviewed by the County Administrator and members of the Library's designated Building Committee in preparation for the writing of a RFG. Perry Strickland from the Finance Department will get an example of an RFG so that a draft can be made.

### **NEW BUSINESS**

Friends of the Library Week is October 21st - 27th, nationwide. The County has been contacted and Billy Baldwin is willing to present a proclamation to each friend's group prior to the County Council meeting, and proclaim October 21st - 27th Friends Week. Warren Arthur made a motion to present each friend's group a proclamation at a County Council meeting. Elaine Reed seconded the motion.

Motion carried.

The closing of the Society Hill Library during the Cat Fish Festival on November 3rd was discussed. Bobbie Gardner made a motion to close the library during the festival and Elaine Reed seconded the motion.

Motion carried. Staff can assist with the book sale.

The libraries schedule for the Christmas holiday was discussed. Anne Baldwin made a motion to close the Saturday before Christmas and reopen on Thursday. Warren Arthur seconded the motion.

Motion carried.

The Director proposed offering a limited number of discount coupons as incentives or rewards to successfully market a program or service. They can be used to forgive some amount of overdue books, or a limited number of free copies or computer printouts. These prizes can be given as prizes during Library Card Sign-up Month, National Library Week, an adult summer reading program, etc. These coupons may be offered in denominations of \$1 or \$5. The managers will compose a durable time frame for redeeming coupons.

### **LIBRARY REPORTS**

Sherrie Humphries, Lamar Branch Manager announced the Friends Bar-B-Cue dinner that will be held on Friday afternoon. The student drew pictures of what they would like in the new addition of the library. Most wanted more books. Ms. Baroody will have 18

a book signing promoting her book on September 17th. Charlene McDonnough, Society Hill Branch Manager gave students a scavenger hunt sheet that includes facts about Society Hill. The winner will ride on a float in the parade at the Cat Fish Festival. Audrey Tripp, Hartsville Branch Manager said that their book sale will be held in October. Lori is going to speak to the 10<sup>th</sup> grade English classes at Hartsville High to promote the library. The students can enter their name to win cash prizes or coupons for fines when they visit the library.

**Proposed Agenda Items**

None

A motion was made by Warren Arthur to go into Executive session. Bobbie Gardner seconded the motion. Motion carried.

Warren Arthur made a motion to end the executive session, Anne Baldwin seconded the motion.

A motion was made to adjourn the meeting at 5:59PM.

Respectfully Submitted,