



BOARD OF TRUSTEES MEETING MINUTES

September, 2015

Darlington Branch September 16, 2015

OPENING OF MEETING

- A. The meeting was called to order by Chairman, Bobbie Gardner, at 5:09 PM. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Bobbie Gardner, Elaine Reed, Anne Baldwin, Leslie Pemberton.
- B. Members absent: Carolyn Marine.
- C. The following visitors were present and recognized: Gwen Robinson, Darlington Branch Manager; Sherry Humphries, Lamar Branch Manager; Charlene McDonough, Society Hill Branch Manager; Audrey Tripp, Hartsville Branch Manager; and Christy Lamb, Administrative Assistant.
- D. A motion was made by Anne Baldwin and seconded by Elaine Reed and was carried to approve the agenda.

CONSENT AGENDA

Director, Jimmie Epling, noted a necessary change in the July 2015 Minutes: Director's Report—section E.—3rd sentence should read, "...the situations at both Darlington and Society Hill..." A motion was made by Warren Arthur and seconded by Elaine and was carried to approve the July minutes with the aforementioned correction.

FINANCIAL REPORT

- A. Director Jimmie Epling noted budget line 43400 HVAC Repairs/ Maintenance is down to 49% due to the purchase of a replacement HVAC unit for the Hartsville Memorial Library. Encumbrances in line 45000 Bldg/Const/Ren/Rep Svcs have reduced available funds to 42%, the largest of which is for a Book Return at the Darlington Branch. Line 88500 Encumbrances—Previous Fiscal Year has \$23,124.25 of carryover funds, a portion of which was reserved for the Book Return. The invoice will be deducted from the 88500 line. Encumbrances assume a large portion of 61100 Brdg, CIng, Chem Supplies (56%) and 61600 Office Supplies is at (52%). These encumbrances are a result of open purchase orders that allow the Library to order freely without inconveniencing the Finance Department with a large number of individual purchases that are oft times associated with these lines. Quarterly purchase orders cause the periodic rapid depletion of line 64000 Books & Periodicals, which is down to 48%, and 64100 State Aid Materials, 64200 Childs Materials/Programs, both of which have upwards of 80% remaining.
- B. We will receive \$23,770.63 from the State in unclaimed lottery funds. This is in addition to the \$23,000 we received. These funds will be placed in line 64100 State Aid. The remaining funds from line 64000 Books and Periodicals may be shifted to other lines as needed.

- C. Sherman Dibble, former Materials Manager and interim Finance Director, has accepted the position of Finance Director.

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

- A. A recently published Attorney General's opinion states, "...because the library system involves a statewide function and is 'controlled' by the Board, it is not a department within county council's control. Thus, in the county-administrator form of government, the county does not have the authority to force the Library Board of Trustees to report to the administrator (Section 4-9-35 July 28, 2014)." There is no indication who requested the opinion.
- B. The local Head Start asked for a formal agreement with the Library for the services we provide. We received a memorandum of agreement to review. The staff reviewed it and a few revisions were made. The County Administrator allowed us to have the County Attorney, Jim Cox, evaluate the agreement.
- C. Greenville Public Library offered two free microfilm readers to any interested libraries. The Darlington County Library has been without a reader, so this allowed us to restore a service within the community. Mr. Arrington, County Administrator, was able to retrieve the readers while on business in Greenville. They are used readers and it was necessary to purchase two bulbs for these machines.
- D. Author Beverly Spears held a book signing at the Hartsville Branch on July 28th. This was one of the most successful author talks we have held, with 48 people attending. Anne Baldwin inquired if we will be hosting Mrs. Spears at any other branches. Mr. Epling explained she does not have any scheduled book signings with the other branches, but he is in hopes of hosting her again at a later date.
- E. A Boy Scout approached the Friends of the Hartsville Memorial Library three years ago about a project the Library might need. The Hartsville Branch decided the story time seating that the Friends had authorized purchasing through a furniture representative might be the perfect project for him. Stadium seating for the children's story time area was delivered to the Hartsville Branch in August. Though it took some time for completion, the Hartsville Branch paid only \$600 for materials verses \$5,000 noted in the quote received three years prior. During story time, the children are able to see the book and pictures much better now.
- F. First Steps has a new Welcome Baby Bag. On one side is the Darlington County Library System logo and on the other Carolina Pines. Every child born at Carolina Pines receives one of these bags. Enclosed is a library card sign-up sheet and a book provided by the Library.
- G. During the August County Council meeting, the library presentation given by director Jimmie Epling was one of the positive events of the night. As a result, the Library made it on the front page of the News & Press. Packets and bookmarks were distributed at the meeting promoting the many things offered at the Library.
- H. Darlington County Library System staff attended the Florence Comic Con again this year. Approximately 200 bookmarks, similar to those distributed at the County Council meeting, were distributed. On our Facebook page, you can find pictures of the booth (posters created by Administrative Assistant Christy Lamb) and the nearly 100 mini-Read posters that were created from photographs of the visitors of our booth and their favorite book.

- I. October 12th is Staff In-Service Day. The Library Board members are welcome to attend.

HOST BRANCH MANAGER'S REPORT – The Darlington Branch Manager Gwen Robinson's report included the following:

- A. A Children's Garden is in the works. A privacy fence will enclose this space. We have received several donations already. One sizeable donation of honorable mention was \$1,000.00 from Orlando Hudson. The Boy Scouts may be a viable resource towards the completion of this project, as well.
- B. Black Creeks Arts Council has suggested there may be grant money available for a sculpture in the accent circle at the entrance of the Library.
- C. Several leaks have sprouted in various spots throughout the building. County Maintenance attributes the problem to debris clogging the gutters. The gutters were cleared and the County's Roads and Bridges Department will remove several trees close to the building in an effort to eliminate similar problems in the future. Recently, during a storm, a tree fell just barely missing the HVAC units and the building. Sandra Atkinson, a Lamar staff member, was outside when this happened. Needless to say, she was terribly upset.
- D. October 9th and 10th, during the Sweet Potato Festival, the Darlington Branch Friends will hold their annual Friends of the Library Book Sale. Also, Hartsville's Friends of the Library book sale will be held October 9th – 11th.
- E. Anne Baldwin requested a sign be placed by the new library drop box to prevent patrons parking in front of the book return and fire zone. Gwen Robinson, Darlington Branch Manager, explained that an officer patrols the parking lot and has issued tickets for this exact offense several times.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

LAMAR UPDATE –Funds are available in the event we must pay a remaining balance of \$1,200 owed to MKA Mechanical, a local company. The general contractor did not pay all the subcontractors. All outstanding balances were forwarded to the bonding agent. MKA Mechanical, a local business, was one of those subcontractors. There has been no information on whether MKA Mechanical has received payment since the bonding agent was contacted about responsibility. Warren Arthur expressed his concern over paying MKA Mechanical. He stated, "The purpose of paying for a bond is to assure it's paid for." He requested the Board be consulted before paying out any funds.

NEW BUSINESS

POLICY MANUAL – The table of contents was distributed. Instead of revising the policy manual piecemeal, Library Director Jimmie Epling has opted to restructure the policy manual as a whole. Considering the extent of the revision, he requested direction on how the Board would like to go about approving the revised policy manual. The Board prefers receiving small sections versus the whole policy manual. Anne Baldwin inquired if a background check is required of volunteers at the Library. She pointed out that this is a

requirement of all volunteers at schools and a majority of churches. Mr. Epling, Library Director, explained there is no policy in existence at this time. This is one of the issues that will be visited during the revision. Bobbie Gardner would like the County Attorney, Jim Cox, to assess the issue of background checks for volunteers and the liability of the Library in the event of an incident. Mr. Epling estimated it will take approximately a year to write the revised library policy manual.

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 6:11 PM.

Respectfully Submitted

Christy Lamb, Administrative Assistant