



BOARD OF TRUSTEES MEETING MINUTES

September, 2018

Hartsville Branch September 19, 2018

OPENING OF MEETING

- A.** The meeting was called to order by President Warren Arthur at 5:07 p.m. A quorum was met with the following members present: Warren Arthur, Joanne Lee, Gail Gandy, Bobbie Gardner (via phone), Gene Norwood, Vernessia Patterson. Member(s) absent: Carolyn Marine, Jennie Peze.
- B.** The following visitors were present and recognized: Joe Rice, Hartsville Branch Manager; Kristi Jeffords, Hartsville Branch Children's Librarian; Charlene McDonough, Society Hill Branch Manager; Kelly Shull, Lamar Branch Manager; Michelle Wallace, Darlington Branch Manager; Christy Lamb, Administrative Assistant.
- C.** A motion was made by Gail Gandy, seconded by Joanne Lee, and carried to approve the agenda.

OPEN FORUM

None

CONSENT AGENDA

- A.** Approval of Minutes – A motion was made by Gail Gandy, seconded by Joanne Lee, and carried to approve the July minutes.

FINANCIAL REPORT

- A.** The library budget is where we expect it to be 2 months into the fiscal year.
- B.** The Darlington Branch public computers will be replaced this fiscal year. Fourteen computers will be replaced using a state contracted vendor. The Finance Department requires quotes for purchases over \$500. It is estimated the replacement computers will cost approximately \$500-\$600 each for a total of \$8,000-\$9,000. The old computers will go to the County Administrator to distribute among county offices based the greatest need. Given the Historical Commission is considered a partner of the Darlington County Library System, first choice of the available units is reserved for that department.
- C.** A credit of \$18,766.69 was applied to line 45000 (BLDG/CONST/REN/REP SVCS) for renovations at the Hartsville Branch, which consist of a wall separating the children's and adult areas, two small meeting rooms, and a Director's office.
- D.** Approximately \$80,000 remains of the approved funds withdrawn from the Library's reserve. This will be applied to carpeting for the entire Hartsville Branch. If any funds remain, it will be used at the Darlington Branch.
- E.** The Annual Financial Report for fiscal year ending June 30, 2017 reflects the library is in good shape financially. We did very well with a surplus of \$260,000, which will

go into the library reserve. The Library's reserve balance at the end of the fiscal year was \$861,744. Library Board President Warren Arthur explained the tax millage and county council roles in regards to the Library's budget.

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

- A. Recent personnel changes include: Kelly Shull as Lamar Branch Manager, Michelle Wallace as Darlington Branch Manager, Kristi Jeffords as Hartsville Branch Children's Librarian, Amey Allen as Society Hill Branch Children's Librarian, Katie Jo Daniska as Darlington Branch Children's Librarian, Taylor Schultz as Darlington Branch Reference Clerk, Diana Salehi as Hartsville Branch Reference Clerk, and Ciarra Farrier and Angelica Vilburg as Darlington Branch Circulation Clerks. Only one position remains to be filled, the Lamar Branch Children's Librarian.
- B. The Darlington County Library System closed Wednesday, September 12th and reopened on Tuesday, September 18th due to Hurricane Florence. Damages to the branches were minimal, with a leak in the Hartsville Branch, water in the garage at the Darlington Branch, and a fallen tree in the staff parking area at the Society Hill Branch. The Lamar Branch escaped damages.
- C. Darlington held a month long book sale in August. In an effort to clear out the garage, patrons received a great deal at \$1 per bag, regardless of the size of bag.

HOST BRANCH MANAGER'S REPORT – Joe Rice, Hartsville Branch Manager

- A. Kristi Jeffords was introduced to the Library Board. She is replacing Lori Strickland as Children's Librarian at the Hartsville Branch. Kristi is super excited about the book club and Lego club. The goal is to get children into the Library and reading. Reading with Rosie is a new program that will be offered monthly on the 4th Saturday. Children can sign up for time slots (15-20 minutes) to read to Rosie, a therapy dog. Four of the available six slots are filled.
- B. Construction is complete on the children's room partition, with only finishing work remaining. The construction process was painless and feedback has been positive regarding the partition.
- C. We are co-hosting the Connections Before Hours event again this year, October 11th from 7:30 – 9 a.m., along with the Friends of the Hartsville Branch Library and the Hartsville Chamber of Commerce.
- D. Joe took the opportunity to welcome the Library Board's newest member, Mr. Gene Norwood.
- E. A reminder was given to mark your calendar that the Friends of the Hartsville Branch Library are having a Book Sale Thursday, Oct. 18, through Sunday, Oct. 21.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

- A. **STRATEGIC PLAN 2018-2021**

a. Due to extensive personnel changes, further development to the strategic plan for 2018-2021 has been placed on a temporary hold.

B. EDWARD P. ASHBY, JR. MEETING ROOM

a. A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the use of \$10,000 bequeathed from the estate of the late Edward P. Ashby, Jr. to renovate the South Carolina Room at the Darlington Branch to become a meeting room, changing the name of the room from the South Carolina Room to the Edward P. Ashby, Jr. Meeting Room in his honor.

b. The collection housed in the South Carolina Room will be relocated to the reference, fiction, and nonfiction areas of the Darlington Branch.

C. CHILD SAFETY AT THE LIBRARY

a. A motion was made by Joanne Lee, seconded by Gail Gandy, and carried to approve revising all policies related to children being in the Library to remove any reference to an age limit at which a child must be accompanied by an adult.

b. The removal of the age reference will allow staff to focus on addressing unacceptable behavior and identifying a child who is in a “potentially harmful” situation.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

A. Review Strategic Plan 2018-2021

EXECUTIVE SESSION

None

ADJOURNMENT

A motion was made by Joanne Lee, seconded by Bobbie Gardner, and carried to adjourn the meeting at 5:55 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant