



BOARD OF TRUSTEES MEETING MINUTES

September, 2019

Darlington Branch September 18, 2019

OPENING OF MEETING

- A. The meeting was called to order by President, Bobbie Gardner, at 5:07 p.m. A quorum was met with the following members present: Warren Arthur, Gail Gandy, Bobbie Gardner, Gene Norwood, Lynette Moody, Vernessia Patterson, JoAnn Lee. Member(s) absent: Carolyn Marine.
- B. The following visitors were present and recognized: Charlene McDonnough, Society Hill Branch Manager; Kelly Shull, Lamar Branch Manager; Michelle Wallace, Darlington Branch Manager; Christy Lamb, Administrative Assistant.
- C. A motion was made by Warner Arthur, seconded by Gene Norwood, and carried to approve the agenda.

OPEN FORUM

- A. Charlene McDonnough, Society Hill Branch Manager, informed the Board that Society Hill Library's 5th Annual Murder Mystery will be held on October 19th from 5:30-8:30 p.m. "Death by Chocolate" is an interactive murder mystery and there are 18 parts available. Dinner is included with the ticket price.

CONSENT AGENDA

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

FINANCIAL REPORT

- A. The 2019 Fiscal Year summary will be provided at the November 20th Board Meeting.
- B. The Library's budget expenditure report from the County's Finance Department did not include part time staff expenditures. Estimating a part time staff expenditure of \$55,000, based on expenditures at this time in fiscal year 2019, overall budget expenditures would be 0.04% below that of this time last year.
- C. The 45000 Building Construction/Renovation/Repair Services budget line includes funds brought into the fiscal year 2019-20 budget from our Fund Balance for the Darlington Branch renovations.
- D. The encumbrances in budget lines 64000 and 64100 represent our use of quarterly purchase orders for vendors when acquiring books and materials for the Library's collection. This is why expenditure percentages appear higher than expected at this point in the fiscal year.
- E. In 2018, the Library saw an increase of \$115,000 in the fund balance. It has since decreased due to capital improvements. The county prefers the Library maintain a fund balance of 35% of the budget which is about three months of operating

expenses. Library Director Jimmie Epling prefers to retain a fund balance that is equivalent of approximately six months of operating expenses. Given the current fund balance, the Library is in a position to do more renovating in the future. This means the fund balance will not grow. Future renovations may include capital improvement projects like updating Darlington's antiquated lighting and flooring

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

- A.** Progress in filling the new Marketing Manager position is going slowly. Applications have been received and there are good candidates among them.
- B.** The 3D Designer classes at the Hartsville Branch Library, made possible by a generous grant from the Institute of Museum and Library Services and the South Carolina State Library, went very well. The teen classes saw a good turnout resulting in unique print ideas/projects. Bobbie Gardner commented on the revenue generated by the Library's 3D print service. The Director explains the revenue the Board sees reported is the work of Tony Watkins, Reference Assistant, at the Darlington Branch. The Hartsville Branch is doing well. There is currently no reporting of revenue from the 3D print service at other locations.
- C.** Due to Hurricane Dorian and in an abundance of caution, the Darlington County Library System, amongst other Darlington County offices, closed for a single day, September 5th.
- D.** Power Comicon, the Florence area comic convention, is to be held Saturday, September 21st. The Darlington County Library System will be attending for the 6th consecutive year. Library staff are presented with the opportunity to attend and staff the Library's booth. Doing so in costume is encouraged, though not required. A Star Wars landspeeder is shown to the Board as it will be incorporated into the Library's display at the convention.
- E.** The Darlington Discovery Dome Planetarium was set up for Library Board members to visit after the board meeting adjourned. Joann Lee and Gene Norwood attended the ribbon cutting event for the Hartsville and Darlington branches, respectively.
- F.** The Library qualified to receive \$40,562 from E-Rate funding. In the next few weeks the funds will be available and the process of upgrading equipment and wiring installation will begin. The procurement was slow and arduous, but well worth the time and nominal consulting service fee.
- G.** Banned Books Week, an annual event celebrating the freedom to read, is September 22-28th. "I Read Banned Books" buttons will be created using the Library's button makers. Several designs were created, staff and the board members are encouraged to vote for their preference. The most popular design will be free to patrons to promote Banned Books Week.
- H.** The Library has chosen a dragon for its mascot. The mascot costume design was narrowed down to nine choices, with examples, and presented to the Board. The Library will hold a naming contest after a mascot costume design is chosen. Sample names are provided for reference. It is estimated the costume will cost \$1,000-1,500. The mascot will attend schools, parades, and be present at featured library events to promote the Darlington County Library System. The "Darlington Dragon" was suggested by Darlington Branch Manager Michelle Wallace. Library

Director Jimmie Epling said the name is memorable because it has a resonance that “kind of rolls off the tongue.”

- I. An update is provided on passport services resuming at the Hartsville Branch after an inquiry from President, Bobbie Gardner. New staff have been trained and appointments are being made. Passport services resumed at the Hartsville Branch September 9th. Training is provided by the Federal Government and is therefore concise. Instructions and attention to detail need to be exact for trained staff to provide the most reliable service.

HOST BRANCH MANAGER’S REPORT – Michelle Wallace, Darlington Branch Manager

- A. The Summer Reading and Learning Program ended in July. Mad Science South was the SRLP wrap up program. They were an excellent choice as a closing performer with entertainment needs being met and an educational value to the program. The Library worked to refocus Summer Reading to Summer Reading and Learning, so there are some informative take aways for participants.
- B. The Potluck Club theme for July was a Moon Landing Party to celebrate the 50th Anniversary of the Moon Landing. NASA Ambassador, Ken Bailey, was to be a guest speaker for the event. Unfortunately, he fell ill the day before and was unable to attend. Corey Wallace, husband of Michelle Wallace, a “nerd” and NASA aficionado, volunteered to speak. He brought a lot of his personal collection and collected information about the first moon landing. While Michelle may be a little bias, this was one of her favorite programs and his presence was well received by all in attendance.
- C. Lots and lots of boxes of books are sitting ready for the House of Hope. A major weeding project took place in the non-fiction area. Sorting through the books, removing outdated materials, and bringing in new updated books to keep Darlington Branch’s collection new/current has proven to be quite the endeavor. A lot of the books have gone to the garage for an upcoming book sale. The non-fiction area of the Library looks clean and nice now. As a result, more people are visiting the area.
- D. Bobbie Gardner inquired about the Darlington Branch’s status on accepting donations. Michelle Wallace explains that the Darlington Branch had to place a temporary hold on accepting donations after receiving two generous donations in an abundance of 20+ boxes. An announcement will be made at the Book Sale, held during the Sweet Potato Festival, that the Darlington Branch will be opening its doors once again to donations.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

- A. **DOUGLAS LEE BUSH MEETING ROOM DEDICATION** – The new Douglas Lee Bush Meeting Room will be dedicated in his memory on Saturday, October 19th, at 11a.m. The dedication will include the unveiling of a plaque in his memory. The bronze plaque is 18” x 12” with a leatherette and brushed surface finish. As the

Board is one of the two groups dedicating the room to Doug Bush's memory, a member—to be named later—will speak on behalf of the Board.

- B. NEW LIBRARY WEBSITE EXPENDITURE** – The Library launched its website in mid-2007. Since its inception, the website management software was not upgraded. The Library's busy "flea market table" webpage look is very different from the simpler, cleaner designs companies aspire to today. Cost estimates to having the Library's homepage professionally upgraded have ranged as high as \$20,000. A proposal from SiteCrew, the company responsible for Fairfield County's new website, was submitted in the amount of \$4,650. Warren Arthur inquired if the IT Manager could handle the task versus outsourcing. The Director explained the development requires a knowledge of the coding and a knack for design. The funding source used for the project will be the Library's fund balance because of the size of the expenditure. A motion is made by Warren Arthur, seconded by Lynette Moody, and carried to approve expending \$4,650 with SiteCrew to update the Darlington County Library System website.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

EXECUTIVE SESSION

None

ADJOURNMENT

A motion was made by Joann Lee, seconded by Gail Gandy, and carried to adjourn the meeting at 5:50 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant