



BOARD OF TRUSTEES MEETING MINUTES

July 15, 2020

Society Hill Branch July 15, 2020

OPENING OF MEETING

- A.** The meeting was called to order by President, Bobbie Gardner, at 5:02 p.m. A quorum was met with the following members present: Warren Arthur, Bobbie Gardner, Gail Gandy, Gene Norwood; and, the following members attended remotely: JoAnn Lee, Lynette Moody, Vernessia Patterson.
- B.** Member(s) absent: Carolyn Marine.
- C.** The following visitors attended remotely and were recognized: Charlene McDonnough, Society Hill Branch Manager; Kelly Shull, Lamar Branch Manager; Antonio Fernandez, IT Manager; Christy Lamb, Administrative Assistant.
- D.** A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve the agenda.

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 Warren Arthur, and carried to approve the May minutes.

FINANCIAL REPORT

- A.** There are pending June invoices yet to be accounted for by the Finance Department. The year-end financial report showed 93% of the funds budgeted for Fiscal Year 2020 have been expended, with a surplus of \$107,655, at the time of this report. The excess funds will be moved to the fund balance. Gene Norwood inquired about the sum of pending invoices. An approximation of no more than \$10,000 is provided by Library Director Jimmie Epling. It is noted that any additional revenues have not been included in this report. In a recent update, the Finance Director noted the Library had received approximately \$140,000 more in revenue than projected.
- B.** Warren Arthur inquired about the pandemic's impact on county offices and the Library. There is no way to predict the economic impact of the pandemic, Library Director Jimmie Epling explained. If property taxes are affected, the Library's millage will be adversely influenced. The State Legislature delayed making a decision on the Fiscal Year 2021 budget until September, which could impact the amount of State Aid the Library receives. In light of this, the proposed budget included the same amount for State Aid as received in the FY 2019-2020. The Library may be asked to reduce its budget in months to come.

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

- A. COVID-19 testing was provided by Carolina Pines Hospital on July 14th for all county employees. The test was a throat swab. Approximately 12 Library staff members took advantage of this testing. No Library staff members, at the time of this report, have tested positive for COVID-19.
- B. Darlington County School District has yet to decide on a definitive plan for the start of the school year. September 8th is the proposed date for students to return to school and a virtual academy starting. The projected reopening date for the Library is September 8th. Conditions will be assessed and decisions will be made accordingly closer to this date.
- C. Warren Arthur asked about any issues the Library has experienced with new COVID-19 changes/restrictions. Given the measures taken by the Library, compliance has not been an issue. Masks were provided to patrons, in the event they were without one, which greatly facilitated cooperation. A total of 750 additional masks were ordered.
- D. The Hartsville Branch community room has become the site for the County's General Sessions Court.
- E. Darlington Children's Librarian, Drew Sansbury, procured free Summer Reading and Learning Program t-shirts for staff. The shirt was shown to the Library Board. The design was created by Marketing Manager, Angelica Vilberg.
- F. The Summer Reading and Learning Program was reimaged to include virtual programming and services patrons can participate in at home. A method to count the statistics for virtual services has yet to be determined.

HOST BRANCH MANAGER'S REPORT – Charlene McDonnough, Society Hill Branch Manager

- A. Staff have acclimated well to changes due to COVID-19.
- B. Materials are quarantined on a weekly rotation versus the three-day recommendation.
- C. Patrons have been returning slowly as word spreads of the Library's limited services. It has been quiet, with an average of 30-40 people per week visiting. Everyone is grateful the library is open.
- D. Patrons and staff have been cooperative about wearing masks and conforming to changes in policy.
- E. A dedicated group comes in daily for computer use, while a second group regularly frequents the parking lot to access the Wi-Fi.
- F. The planning process has begun for October's Murder Mystery event. Two different approaches for our hosting the Friends fundraiser event are being explored: a live play event or a meal-to-go experience.
- G. Youth Services Librarian Amey Allen has been working with the school to find ways to engage students enrolled during the summer. Craft kits were supplied to the school for students. The remaining kits will be counted at the end of the Summer Reading and Learning Program to determine participation numbers.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

- A. BOARD OFFICER ELECTIONS – A motion was made by Gail Gandy, seconded by Warren Arthur, and carried to approve present officer selection remain unchanged for 2nd term.
 - a. President – Bobbie Gardner
 - b. Vice President – Gene Norwood
 - c. Secretary – JoAnn Lee

NEW BUSINESS

- A. TEMPORARY POLICY - EXTENSION – A motion was made by Gene Norwood, seconded by Gail Gandy, and carried to approve an extension of the temporary addition to the Library’s Customer Behavior Policy that states “For the purpose of protecting the health and safety of Library customers and staff, customers entering all Library facilities are required to wear a face mask that covers both the customer’s nose and mouth at all times while in the facility. Those customers refusing to wear a face mask will be required to leave. The policy will be in effect until September 30, 2020, when it expires or it is adjusted by agreement between the Director and Board President or reauthorized by the Board.”
- B. DARLINGTON ROOF REPLACEMENT – A motion was made by Gail Gandy, seconded by Warren Arthur, and carried to approve the use of surplus funds in the fund balance to request bids for the removal of all layers of the roofing down to the deck and installation of a new roof at the Darlington Branch Library. Bids are expected to return the week of July 20th. The procurement process was explained to the Board.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by JoAnn Lee, seconded by Warren Arthur, and carried to adjourn the meeting at 5:46 p.m.

Respectfully Submitted by

Christy Lamb, Administrative Assistant