



---

## **BOARD OF TRUSTEES MEETING MINUTES**

September, 2020

Hartsville Branch September 16, 2020

---

### **OPENING OF MEETING**

- A.** The meeting was called to order by President Bobbie Gardner at 5:01 p.m. A quorum was met with the following members present: Warren Arthur, Bobbie Gardner, Gail Gandy, Gene Norwood, JoAnn Lee; and, the following member(s) attended remotely: Vernessia Patterson.  
Member(s) absent: Carolyn Marine, Lynette Moody.
- B.** The following visitor(s) attended and were recognized: Joe Rice, Hartsville Branch Manager; Antonio Fernandez, IT Manager; and, the following members attended remotely and were recognized: Charlene McDonnough, Society Hill Branch Manager; Michelle Wallace, Darlington Branch Manager; Christy Lamb, Administrative Assistant.
- C.** A motion was made by JoAnn Lee, seconded by Gail Gandy, and carried to approve the agenda.

### **OPEN FORUM**

- A.** None.

### **CONSENT AGENDA**

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

### **FINANCIAL REPORT**

- A.** The pre-COVID State Aid increase to \$2.50 per capita is unlikely to occur due to the anticipated needs by state government because of the pandemic. The current projection is libraries will receive in State Aid is last year's \$2.25 per capita. The materials budget was created using the FY 2020 amount of \$137,000 in anticipation State Aid would not be increased.

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

- A.** Over 230 children signed up for the 2020 Summer Reading and Learning Program. Staff were pleased with participation numbers considering the late start and need to reimagine programming in a virtual format to create a contactless, engaging experience.
- B.** The Library joined with SiMT, Florence-Darlington Technical College, CareSouth Carolina, and Darlington County School District Adult Education in a grant proposal for Rural Libraries and Health Innovations. It was decided after an interview process and grant review with the granting agency, that the equipment requested could not be funded. The grant will be rewritten to include expectations and limitations.

- C. An additional date was added for the Society Hill branch to host COVID-19 testing, October 8<sup>th</sup>. The Library, in collaboration with DHEC and CareSouth Carolina, provided testing at three locations: Darlington Branch, Lamar Branch, and Society Hill Branch.
- D. October should mark the end of General Sessions Court being held at the Hartsville Branch. A ruling passed requiring all court proceedings be held in one building was made by the court system. A larger facility is required to house all court functions.

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

- A. Staff have adapted well to operational changes and found it easier being open. Precautions are being taken to protect staff and patrons.
- B. A huge collection of new books had amassed since being closed. Efforts were taken to display all new materials patrons may have missed. Patrons are able to check out 30 books again versus the limit of 5 with curbside services.
- C. The Friends of the Hartsville Memorial Library meeting will be held on Sept. 17<sup>th</sup> to discuss the October book sale.
- D. The Hartsville Branch was not a host of COVID-19 testing because the parking lot is a city lot and not Library property as per other branches within the system.

**COMMITTEE REPORTS**

No committee reports.

**UNFINISHED BUSINESS**

No unfinished business.

**NEW BUSINESS**

- A. **TEMPORARY POLICY - EXTENSION** – A motion was made by Gail Gandy, seconded by JoAnn Lee, 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 November 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 Gene Norwood, seconded by Gail Gandy, and carried to approve proceeding with a contract with the lowest bidder, Gardner Roofing, for the replacement of the Darlington roof areas noted at the July board meeting.
- C. **LIBRARY AS A DAYCARE CENTER** – A motion was made by Gail Gandy, seconded by JoAnn Lee, and carried to approve the Library Board going on record as not supporting the Library becoming a "Community Learning Center" for the Darlington County School District or a "Virtual Learning Camp" daycare center for the County.

**PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

None.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

A motion was made by Gene Norwood, seconded by Gail Gandy, and carried to adjourn the meeting at 5:45 p.m.

**Respectfully Submitted**

Christy Lamb, Administrative Assistant