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## **BOARD OF TRUSTEES MEETING MINUTES**

November, 2020

Lamar Branch November 18, 2020

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### **OPENING OF MEETING**

- A. The meeting was called to order by President, Bobbie Gardner, at 5:09 p.m. A quorum was met with the following members present: Warren Arthur, Bobbie Gardner, Gene Norwood; and the following member(s) attended remotely: Vernessia Patterson, JoAnn Lee.
- B. Member(s) absent: Carolyn Marine, Lynette Moody, Gail Gandy.
- C. The following visitor(s) attended and were recognized: Antonio Fernandez, IT Manager; and, the following members attended remotely and were recognized: Charlene McDonnough, Society Hill Branch Manager; Kelly Shull, Lamar Branch Manager; Christy Lamb, Administrative Assistant.
- D. A motion was made by Warren Arthur, seconded by Gene Norwood, and carried to approve the agenda.

### **OPEN FORUM**

None.

### **CONSENT AGENDA**

- A. Approval of Minutes - A motion was made by JoAnn Lee, seconded by Gene Norwood, and carried to approve the September minutes.

### **FINANCIAL REPORT**

- A. The 45000 line—Building Construction/Renovation/Repair Services—shows an encumbrance of \$57,960 for the Darlington Branch roof replacement. At the end of the fiscal year, the Finance Department will draw from the fund balance to cover any budget deficit this expense may incur.
- B. According to an initial quote, the cost to install automatic opening doors for those with mobility limitations at the Darlington Branch will be about \$5,900. A second quote is required before proceeding.

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

- A. Marketing Manager Angel Vilberg organized the Library's first system-wide virtual Halloween costume contest. The program was a success with many great entries.
- B. The Darlington Branch hosted the first in-house program since February. Families reserved a space to attend a socially-distanced showing of the movie "Hocus Pocus." Darlington staff dressed as the Sanderson sisters from the film and attendees were encouraged to come in costume. Five families have already reserved spaces for a second movie night November 20<sup>th</sup>.

**HOST BRANCH MANAGER’S REPORT** – The Lamar Branch Manager Kelly Shull’s report included the following:

- A. Operations are picking back up and children/families are coming in again.
- B. We hope to resume in-person programming (i.e. movie night, book club, etc.) at the first of the year.
- C. CareSouth continues to provide COVID testing in the parking lot.
- D. The discovery of “The First 100 Year History of Lamar” inspired efforts to continue the record. Attempts to recover details from 1975 to present have begun.
- E. Custodian Azalee Blyther has retired. The position is open and listed on the County’s website.

### **COMMITTEE REPORTS**

No committee reports.

### **UNFINISHED BUSINESS**

- A. **LIBRARY POLICY MANUAL** – A print copy of the operational policy manual draft was distributed to the Board Members in attendance. A print copy will be mailed to those who are attending remotely or are absent. Members are requested to review it for a vote in January.
- B. **TEMPORARY POLICY - EXTENSION** – A motion was made by Warren Arthur, seconded by Gene Norwood, 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 January 31, 2021, when it expires or it is adjusted by agreement between the Director and Board President or reauthorized by the Board.”

### **NEW BUSINESS**

- A. **Library Policy Manual Revision**
- B. **Macmillan Boycott**
- C. **2021 HOLIDAY CLOSING DATES** – A motion was made by Warren Arthur, seconded by Gene Norwood, and carried to approve the proposed 2021 closing schedule for the Library.
  - New Year’s Day                      Friday, January 1<sup>st</sup>
  - Martin Luther King Jr. Day        Monday, January 18<sup>th</sup>
  - Library In-Service Day            Friday, March 26<sup>th</sup>
  - Good Friday, Easter                Friday, April 2<sup>nd</sup> – Sunday, April 4<sup>th</sup>
  - Memorial Day                        Saturday, May 29<sup>th</sup> – Monday, May 31<sup>st</sup>
  - Independence Day                 Saturday, July 3<sup>rd</sup> – Monday, July 5<sup>th</sup>
  - Labor Day                              Saturday, September 4<sup>th</sup> – September 6<sup>th</sup>
  - Veteran’s Day                        Thursday, November 11<sup>th</sup>
  - Thanksgiving Eve                 Wednesday, November 24<sup>th</sup> (Close at 5 p.m.)
  - Thanksgiving                        Thursday, November 25<sup>th</sup> – Friday, November 26<sup>th</sup>
  - Christmas                             Friday, December 24<sup>th</sup> – Monday, December 27<sup>th</sup>

- New Year's Day 2020 Monday, January 3<sup>rd</sup>

**D. 2021 BOARD MEETING CALENDAR** – A motion was made by Warren Arthur, seconded by Gene Norwood, and carried to approve the 2021 schedule of meeting dates for the Library Board.

- January 20, 2021 Darlington Branch
- March 17, 2021 Society Hill Branch
- May 19, 2021 Hartsville Branch
- July 21, 2021 Lamar Branch
- September 15, 2021 Darlington Branch
- November 17, 2021 Society Hill Branch
- January 19, 2022 Hartsville Branch

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

**A. LIBRARY POLICY MANUAL** – The Board is asked to review provided print copies of the operational policy manual draft. Additional revisions occurring in the coming months will be added and a final draft submitted for approval at the January Board meeting.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

A motion was made by Warren Arthur, seconded by Gene Norwood, and carried to adjourn the meeting at 5:32 p.m.

**Respectfully Submitted**

Christy Lamb, Administrative Assistant