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## **BOARD OF TRUSTEES MEETING MINUTES**

January, 2021

Darlington Branch January 27, 2021

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Bobbie Gardner, at 5:03 p.m. A quorum was met with the following members present: Warren Arthur, Bobbie Gardner, Gene Norwood, Gail Gandy; and the following member(s) attended remotely: Vernessia Patterson, JoAnn Lee. Member(s) absent: Carolyn Marine, Lynette Moody.
- B.** The following visitor(s) attended and were recognized: Antonio Fernandez, IT Manager; and the following members attended remotely and were recognized: Michelle Wallace, Darlington Branch Manager; Charlene McDonnough, Society Hill Branch Manager; Kelly Shull, Lamar Branch Manager; Christy Lamb, Administrative Assistant.
- C.** A motion was made by Gene Norwood, seconded by Gail Gandy, and carried to approve the agenda.

### **OPEN FORUM**

None

### **CONSENT AGENDA**

- A.** A motion was made by Gail Gandy, seconded by Vernessia Patterson, and carried to approve the November minutes.

### **FINANCIAL REPORT**

- A.** The Library is in excellent financial condition. It is expected the Library will be financially in the black for FY 2021.
- B.** Budget lines of note:
  - 1.** 45000 – A negative balance reflects the roof replacement for the Darlington Branch. The Finance Department's custom has been to withhold the transfer of funds from the Library's "Fund Balance" until the end of the fiscal year.
  - 2.** 14400 – Incentive pay for full time staff was debited before the Thanksgiving holiday.
  - 3.** 11100 – Both full and part time staff continue to be paid from the full time salary budget line.
  - 4.** 43400 – The purchase of a new unit for the Darlington Branch resulted in a deficit in the HVAC Repairs/Maintenance line. The debit was anticipated and not a cause for concern.

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

- A. Demand for the Bridgerton series by Julia Quinn peaked due to the release of the Netflix original series Bridgerton. Print copies were unavailable as the success of the series was unanticipated. The complete series was purchased for the Library in e-book and e-audiobook formats.
- B. Circulation statistics are not the only measure by which a community's engagement with their Library is determined. As libraries evolve to meet the needs of the community, library resources and engagement change. An accurate count of visitors is needed to measure to help get a full picture of library usage. An overhead unit was purchased for the Hartsville Branch, as their previous counter proved to be faulty. If the new people counter's performance meets expectations, additional units will be purchased for the other branches.
- C. The Library has a five year replacement/upgrade plan for its public computers. The public computers at the Hartsville Branch have reached their five year lifespan. The Library has received a quote for sixteen All-in-One Dell computers of \$12,614.40. The computers will be purchased for deployment in the spring. The Library will give the most of the replaced PCs to the County Administrator to distribute to other departments within the county as he sees fit. The Library will retain a small number for possible deployment to support a new initiative by the Library in the future.
- D. A faulty HVAC unit was replaced at the Darlington Branch. Three quotes were obtained and the contract was awarded to Gainey's Heating and Cooling for \$7,800. The unit was replaced the week of January 4<sup>th</sup> and was reported to be working properly at the time of this report.

**HOST BRANCH MANAGER'S REPORT – Michelle Wallace, Darlington Branch Manager:**

- A. Staff have adapted well to the COVID-19 restrictions, going above and beyond to find creative customer service solutions.
- B. The reception for virtual programming has been phenomenal. Drew Sansbury, Youth Services for the Darlington Branch Library, uploads content frequently and discovered recently her historical story times are being used as a resource by homeschool families.
- C. Staff have kept busy despite the closure with several projects, i.e. the conversion of the South Carolina Room to a meeting room space and organizing the Children's area to increase accessibility.
- D. The new roof has been installed and leaks are no longer a concern when it rains.
- E. The socially distanced, themed in-house movie night program has been successful. The event is limited due to space. Families are kept socially distanced with reserved spots, and snacks, and staff participation amp up the experience. The return to "normalcy" was nice and it's our hope to continue with similar programming into the spring.
- F. A means by which to cohesively count participation numbers in virtual programming was discussed. These statistics are fairly new and finding an effective solution to tracking participation and which metrics will be used is something even the State Library has yet to determine. The Marketing Manager tracks participation for the Library by live views and post engagement. Distribution of kits is another means to track involvement. At least 60 paint kits were distributed for the latest virtual paint program.

## **COMMITTEE REPORTS**

None

## **UNFINISHED BUSINESS**

- A. COVID-19 PANDEMIC RESPONSE UPDATE** – Information regarding the library’s response to post-holiday COVID-19 challenges was provided in the board report. The subject was opened for discussion. No additional questions were presented by the Board.
- B. TEMPORARY POLICY - EXTENSION** – A motion was made by Gene Norwood, 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 March 31, 2021, when it expires or it is adjusted by agreement between the Director and Board President or reauthorized by the Board.”
- C. LIBRARY POLICY MANUAL REVISION – THIRD DRAFT** – The latest draft of the policy manual was presented to the Board. The final revision of the Operations Manual will be presented at the March board meeting.

## **NEW BUSINESS**

- A. FY 2022 CAPITAL IMPROVEMENT EXPENDITURES** – A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve pursuing the following capital improvement projects in fiscal year 2022:
  - 1. Replacing the obsolete security and fire alarm systems at the Darlington and Hartsville Branch locations. Anticipated cost for the upgrade is \$45,000. IT Manager, Antonio Fernandez has been working with Johnson Controls to get a better estimation of the actual cost.
  - 2. Replacing the worn carpet at the Darlington Branch location. An estimated cost for new carpet at the Darlington Branch is \$55,000 to \$57,000.
  - 3. Updating the 75 light fixtures at the Darlington Branch location that are obsolete and energy inefficient. It is projected the cost of the project would be about \$43,500.
- B. FY 2022 BUDGET COMMITTEE** – A motion was made by Gail Gandy, seconded by Warren Arthur, and carried to approve the appointment of Gene Norwood and JoAnn Lee to the Budget Committee.

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

None

## **EXECUTIVE SESSION**

- A. Personnel and Budget Issues**
  - 1. A motion was made by Warren Arthur, seconded by Gene Norwood, and carried to approve the Library Board going into executive session at 5:55 p.m.

2. A motion was made by Gail Gandy, seconded by Gene Norwood, and carried to approve the Library Board exiting executive session at 7:04 p.m.
3. A motion was made by Gail Gandy, seconded by Gene Norwood, and carried to approve the recommended changes made by the Director regarding the Youth Services Department at the Darlington County Library System.

**ADJOURNMENT**

A motion was made by Gail Gandy, seconded by Gene Norwood, and carried to adjourn the meeting at 7:07 p.m.

**Respectfully Submitted by**

Christy Lamb, Administrative Assistant