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## **BOARD OF TRUSTEES MEETING MINUTES**

March 2020

Society Hill Branch March 17, 2021

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Bobbie Gardner, at 5:04 p.m. A quorum was met with the following members present: Warren Arthur, Vernessia Patterson, Gene Norwood, Lynette Moody, Gail Gandy; and, the following member(s) attended remotely: Bobbie Gardner and JoAnn Lee.  
Member(s) absent: Carolyn Marine.
- B.** The following visitor(s) attended and were recognized: Antonio Fernandez, IT Manager; Charlene McDonnough, Society Hill Branch Manager; and, the following members attended remotely and were recognized: Michelle Wallace, Darlington Branch Manager; Joe Rice, Hartsville Branch Manager; Christy Lamb, Administrative Assistant.
- C.** A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve the agenda.

### **OPEN FORUM**

- A.** Bobbie Gardner requested page numbers be added as a reference resource for agenda items. Adjustments will be made accordingly on the May Library Board Agenda.

### **CONSENT AGENDA**

- A.** Approval of Minutes – A motion was made by Lynette Moody, seconded by Warren Arthur, and carried to approve the January minutes.

### **FINANCIAL REPORT**

- A.** The closing out the third quarter with 59% of the budget expended is atypical and, in part, due to limitations and closings that result from the COVID-19 pandemic.
- B.** Budget lines of note:
  - a. 11100 & 11200 – Both full and part time staff continue to be paid from the full time salary budget line.
  - b. 52000 – Insurance will be paid in a lump sum later in the fiscal year.

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

- A.** All public computers, sixteen (16) in total, were replaced at the Hartsville Branch. A replacement cycle of 5 years has been implemented and it was Hartsville's time in the rotation. There will be no computer replacements in 2022. The Lamar and Society Hill Branch's public computers will be replaced in 2023, with Darlington following in 2024.

- B. The Library's county-assigned car is an aging Ford Crown Victoria. It is the Library's hope to trade the used computers for a newer county vehicle. The Director's intentions are to hold the PCs hostage until trade terms can be met. Granted negotiations go smoothly, the Library will generously turn over twelve computers to the County Administrator to be distributed, at his discretion, to those departments in need of newer computers.
- C. IT network cabling was upgraded at all four branches of the Darlington County Library System. There was no cost to the Library for this upgrade. E-Rate funding from both federal and state government funded the project.
- D. Large gatherings are still considered unsafe, therefore, Staff In-Service Day was cancelled for this year.
- E. Hartsville Chamber of Commerce's Annual Leadership Hartsville meeting was hosted at the Hartsville Library. This marked another year for the Annual Leadership Hartsville event to visit the Library.
- F. A youth services calendar was distributed showcasing all upcoming youth services programs—both virtual and in-house.

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

- A. The Society Hill Branch took advantage of the recent closing to move shelving and furniture. These changes will enable the branch to safely host socially distanced programming.
- B. The Society Hill Library Friends group held their first fundraiser in over a year and sold 49 plates with corn beef, cabbage, and potatoes.
- C. Staff have kept busy despite the closure and are excited to see returning/new patrons. The slow lift of restrictions (i.e. reopening the public bathrooms) has been a welcome change for all.

**COMMITTEE REPORTS**

None

**UNFINISHED BUSINESS**

- A. **LIBRARY POLICY MANUAL REVISION** – Additional pages regarding *Grant and Gift Solicitation* were distributed to the Board for review. The Board will be asked at its May meeting to approve the final draft of the Operations Manual. If approved, it will go into effect July 1<sup>st</sup>.

**NEW BUSINESS**

- A. **COVID-19 Restrictions Eased March 1<sup>st</sup>** – Restrictions in place due to COVID-19 concerns were reduced on March 1<sup>st</sup> at all of our libraries.
  - a. Public restrooms reopened.
  - b. Two (2) hour per customer time limit extended to four (4) hours.
  - c. Customer seating increased, while maintaining social distancing spacing.
 It is projected that with the continued downward trend in COVID-19 infections, hospitalizations, and deaths, coupled with the increased availability of vaccines, our quarantine of materials will be reduced to 24 hours on April 1<sup>st</sup>.

- B. FY 2022 BUDGET** – The total budget increased by about \$17,000 for Fiscal Year 2022 and included a 2% raise for all employees. A motion was made by Lynette Moody, seconded by Gail Gandy, and carried to approve the proposed Fiscal Year 2022 Budget for the Library pending County Council approval.
- C. BOARD OFFICERS – NOMINATIONS AND ELECTION** – According to Board bylaws, the Board must elect new officers in July. Opting to forgo the formation of a Nominating Committee, the Board will appoint new officers at their July meeting.
- D. TEMPORARY POLICY - EXTENSION** – A motion was made by JoAnn Lee, seconded by Lynette Moody, 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 May 31, 2021, when it expires or it is adjusted by agreement between the Director and Board President or reauthorized by the Board.”

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

An Executive Session to discuss personnel issues related to the Fiscal Year 2022 budget.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

A motion was made by Bobbie Gardner, seconded by Lynette Moody, and carried to adjourn the meeting at 6:01 p.m.

**Respectfully Submitted by**

Christy Lamb, Administrative Assistant