



BOARD OF TRUSTEES MEETING MINUTES

November, 2021

Society Hill Branch November 17, 2021

OPENING OF MEETING

- A.** The meeting was called to order by Vice President, Gene Norwood, at 5:00 p.m. A quorum was met with the following members present: Warren Arthur, Gene Norwood, Vernessia Patterson, Lynette Moody, Gail Gandy; and, the following member(s) attended remotely: Bobbie Gardner, JoAnn Lee, and Barbara Carraway.
- B.** Member(s) absent: none.
- C.** 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: Martha Brown, Hartsville Branch Manager; Michelle Wallace, Darlington Branch Manager.
- D.** A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve the agenda.

OPEN FORUM

None.

CONSENT AGENDA

- A.** Approval of Minutes - A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the September minutes.

FINANCIAL REPORT

- A.** The 14400-Incentive Pay budget line reflects the \$68,259.37 premium pay provided via the American Rescue Plan (APR) funds.
- B.** The 43800-First Vehicle Service budget line has \$25,068 encumbered for the purchase of a Ford Transit van. The State Library will reimburse this line upon receipt of the vehicle in March 2022 and proof of purchase provided for the issuance of grant funds.
- C.** Revenues exceeded Library expenditures in Fiscal Year 2021 by \$201,542.35 based on unaudited totals provided by the Finance Department. This amount is subject to change based on the required audit of county funds. The resulting amount will be added to the Library's reserve and used for future capital improvement projects.

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

- A.** The Library worked with the Hartsville Chamber of Commerce to provide the Hartsville community with an opportunity to meet the 2021 Hartsville mayoral candidates. Video equipment and IT services were provided by the Library, under the direction of IT Manager Antonio Fernandez, to broadcast the Mayoral Forum live

on its Facebook page. Library Director Jimmie Epling acted as time keeper. It was later posted on the Library's YouTube page.

- B. The Darlington County Library System will receive a Multilingual Collection Development Grant for \$2,000 from the State Library. The funds will be used to purchase Spanish language books, build on the Library's current Spanish language collection, and provide Spanish language programming.
- C. The design for the Library's new commemorative bicentennial library card recognizing the bicentennial of the movement to establish the first public library in Darlington County at Society Hill was shown to the Board. The cards will be given out during all of 2022 for new registrations and free replacements for all old cards. Marketing Manager, Angelica Vilberg, created the design.
- D. The Library ordered 900 copies of "The Biggest Snowman Ever" by Steven Kroll to give away at holiday programming events hosted by the Library. Lamar Branch has an event planned on December 10th, Hartsville Branch on December 11th, Society Hill Branch on December 14th, and Darlington Branch on December 17th.

HOST BRANCH MANAGER'S REPORT – The Society Hill Branch Manager Charlene McDonnough's report included the following:

- A. Branch Manager Charlene McDonnough assisted Society Hill's mayor, Tommy Bradshaw, in applying for and subsequently being awarded a grant to refurbish the interior of the "little library" in anticipation of the upcoming bicentennial celebration/events. It is anticipated this project will be complete by July 31st and a Grand Opening ceremony will be held.
- B. Programming is scheduled throughout the coming year, 2022, to celebrate the bicentennial anniversary.
- C. Historic Home Tours is a new program we're offering. Nineteen people attended our first tour of the Japonica Hall in October. The next tour will be held on January 24th at the Adam Marshall House.
- D. December 3rd will be the last day for our Adult Programming Planner/Circulation Clerk, Kathryn Gainey. The Youth Services position remains unfilled.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. **Library Notary Public Service Policy** – A motion was made by Barbara Carraway, seconded by Lynette Moody, and carried to approve the addition of a Notary Public Service policy to the Library's Operations Policy Manual. The proposed policy addition was included in the board packet for the Board's review.
- B. **Darlington Branch Staff Parking Lot Entrance** – As construction has begun for the new courthouse, the issue of access to the staff parking lot at the Darlington Branch was revisited. A new entrance was proposed for the staff parking lot, with the existing entrance closed to all traffic. An estimate of \$24,250.00 was prepared by Industrial Paving for the new driveway (138' x 14') and provided to the Board for review. Before

pursuing the project, the Library would need approval and the formal bid process followed. A motion was made by Gail Gandy, seconded by Lynette Moody, and carried to approve the Library proceeding with soliciting bids for a new Darlington Branch staff parking lot driveway.

C. 2022 Holiday Closing Dates – A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the proposed 2022 closing schedule for the Library.

- New Year’s Day Friday, January 1st – Monday, January 3rd
- Martin Luther King Jr. Day Monday, January 17th
- Library In-Service Day Friday, March 25th
- Good Friday, Easter Friday, April 15th – Sunday, April 17th
- Memorial Day Saturday, May 28th – Monday, May 30th
- Independence Day Saturday, July 2nd – Monday, July 4th
- Labor Day Saturday, September 3rd – September 5th
- Veteran’s Day Friday, November 11th
- Thanksgiving Eve Wednesday, November 23rd (Close at 5 p.m.)
- Thanksgiving Thursday, November 24th – Friday, November 25th
- Christmas Friday, December 23rd – Monday, December 26th
- New Year’s Day 2023 Sunday, January 1st – Monday, January 2nd

D. 2022 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 19, 2022 Hartsville Branch
- March 16, 2022 Lamar Branch
- May 18, 2022 Darlington Branch
- July 20, 2022 Society Hill Branch
- September 21, 2022 Hartsville Branch
- November 16, 2022 Lamar Branch
- January 18, 2023 Darlington Branch

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None

EXECUTIVE SESSION

None

ADJOURNMENT

A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to adjourn the meeting at 5:39 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant