



BOARD OF TRUSTEES MEETING MINUTES

May, 2021

Hartsville Branch May 19, 2021

OPENING OF MEETING

- A.** The meeting was called to order by President, Bobbie Gardner, at 5:25 p.m. A quorum was met with the following members present: Warren Arthur, Vernessia Patterson, Gene Norwood, Lynette Moody, Gail Gandy, Bobbie Gardner, JoAnn Lee.
Member(s) absent: Carolyn Marine.
- B.** The following visitor(s) attended and were recognized: Antonio Fernandez, IT Manager; Joe Rice, Hartsville Branch Manager; and, the following members attended remotely and were recognized: Michelle Wallace, Darlington Branch Manager; Charlene McDonnough, Society Hill Branch Manager; Christy Lamb, Administrative Assistant.
- C.** A motion was made by Warren Arthur, seconded by Lynette Moody, and carried to approve the agenda.

OPEN FORUM

- A.** None

CONSENT AGENDA

- A.** Approval of Minutes – A motion was made by JoAnn Lee, seconded by Lynette Moody, and carried to approve the March minutes.

FINANCIAL REPORT

- A.** No unusual expenses to note at the time of this report. 75% of the budget has been expended.
- B.** Four budget lines have exceeded their allotment:
 - a.** 43100, 43400, 45000 – Capital improvements and network infrastructure upgrades explained these overages and are paid from E-Rate funding and/or the fund balance.
 - b.** 53100 – Increased utility costs account for increased expenditures. Funds will be shifted at the end of the FY to accommodate and allocations adjusted accordingly for the coming FY.

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

- A.** A cybersecurity program was presented by IT Manager, Antonio Fernandez at the Hartsville Kiwanis on April 8th. It was well received.
- B.** The Library's Youth Services Librarians created a number of diverse in-person and digital programs for the 2021 Summer Reading and Learning Program. Much of the

digital programming is concentrated in June, as staff optimistically planned to offer in-person programming in July.

The SRLP starts June 1st and programming begins June 23rd. SRLP promotional flyers, handouts, and participation materials were distributed to the Board and the prize system explained.

- C. The Library received \$9,200 in grants from several sources to fund the Darlington County Library System's 2021 Summer Reading and Learning Program performers, materials, and activities. A detailed breakdown of funds received was provided with the Board Report.
- D. The Governor, on May 11th, issued an order making null and void any local COVID-19 mask mandates. As a result, Darlington County government lifted its mask mandate at the courthouse May 12th. The decision to drop the Library's mask mandate was discussed with County Administrator Charles Stewart and Board President Bobbie Gardner on the 12th. The Library ceased enforcement of the mask mandate on that day, as well.
- E. Several positions remain unfilled within the system due to a reduction in business and job seeker interest. Positions remain open until two to three viable applications are received. More applications are expected as COVID-19 restrictions were lifted.
- F. On two occasions, a pop-up library tent has been set up at the Pee Dee State Farmer's Market to promote the Library, upcoming programming, and offer story times. Michelle Wallace, Darlington Branch Manager, and Drew Sansbury, Darlington Branch Youth Services Librarian, staffed the pop-up library for both visits.
- G. A 2012 Dodge Durango with 250,000 miles was offered as a replacement vehicle by the County and the Library accepted.

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

- A. There is interest in vacant positions at the Hartsville Branch. One staff member interested in a position accepted another position elsewhere.
- B. The Hartsville Friends held their first book sale since fall of 2019. There was an ample supply of materials and it proved to be a huge success with \$1,752 in fundsraised.
- C. Staff are excited to have the mask mandate lifted, return to in-house programming, welcome returning/new patrons back into the building, and to begin the SRLP.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

- A. **LIBRARY POLICY MANUAL REVISION – SECOND DRAFT – LIBRARY POLICY MANUAL** – A motion was made by JoAnn Lee, seconded by Lynette Moody, and carried to approve the Library's Operations Manual. The Operations Manual will go into effect July 1st. Staff will have the months of May and June to become familiar with new policy expectations.

NEW BUSINESS

- A. LIVE BROADCAST OF BOARD MEETINGS** – The Board decided to discontinue live broadcasts of the Library Board Meetings beginning with its next meeting in July.
- B. FY 2022 BUDGET** – The Library’s fiscal year 2022 budget is pending County Council approval, with the County Administrator’s recommendation of additional funding in 43800 (First Vehicle Service). \$9,000 was added for the purchase of an outreach vehicle for a “shut-in” delivery service. The Budget does not reflect an increase in State Aid. Should the State Aid proposed appropriation be approved by the Governor, the Library may see an increase of \$15,000 in State Aid. A supplemental appropriation will be requested for the Library to spend any additional funds received.
- C. REFERENCE MANUAL FOR S.C. PUBLIC LIBRARY TRUSTEES** – A revised copy of the South Carolina State Library’s Reference Manual for Trustees was provided to Library Board Members.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

- A. ELECTION OF BOARD OFFICERS** – The Library Board will select officers at its July meeting.

EXECUTIVE SESSION

- A. DISCUSSION OF PERSONNEL MATTERS RELATED TO THE FY 2022 BUDGET**
 - a. A motion was made by Gene Norwood, seconded by Lynette Moody, and carried to approve the Library Board going into executive session at 5:56 p.m.
 - b. A motion was made by Gail Gandy, seconded by Gene Norwood, and carried to approve the Library Board exiting executive session at 6:14 p.m.
 - c. A motion was made by Gene Norwood, seconded by Lynette Moody, and carried to authorize Board President Bobbie Gardner to draft a letter to County Administrator to take action regarding a personnel matter related to the FY 2022 budget at 6:16 p.m.

ADJOURNMENT

A motion was made by Bobbie Gardner, seconded by Lynette Moody, and carried to adjourn the meeting at 6:20 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant