



BOARD OF TRUSTEES MEETING MINUTES

September, 2021

Darlington Branch September 15, 2021

OPENING OF MEETING

- A. The meeting was called to order by President Bobbie Gardner at 4:57 p.m. A quorum was met with the following members present: Warren Arthur, Bobbie Gardner, Gene Norwood, Vernessia Patterson, Lynette Moody; and the following member attended remotely: JoAnn Lee. Members absent: Gail Gandy, Barbara Carraway.
- B. The following visitors attended and were recognized: Kelly Shull, Lamar Branch Manager; Antonio Fernandez, IT Manager; and the following members attended remotely and were recognized: Charlene McDonnough, Society Hill Branch Manager; Martha Brown, Hartsville Branch Manager; Christy Lamb, Administrative Assistant.
- C. A motion was made by Warren Arthur, seconded by JoAnn Lee, and carried to approve the agenda.

OPEN FORUM

- A. None.

CONSENT AGENDA

- A. Approval of Minutes – A motion was made by Gene Norwood, seconded by Warren Arthur, and carried to approve the July minutes.

FINANCIAL REPORT

- A. With the fiscal year just starting, there were no significant expenditures of note at the time of this report.

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

- A. An update was provided for the purchase of a Ford Transit van for the Library's Pop-Up Library project. The Library was awarded a grant for the purchase of the van. The purchase went through the state procurement contract system and therefore did not go out for bid. IT Manager Antonio Fernandez contacted vendor Vic Bailey Ford and a van has been ordered for \$1,000 less than estimated. It will take 5 to 6 months for the van to be delivered.
- B. The 2021 Summer Reading and Learning Program was a success and a fantastic rebound from the year prior.
- C. The Library has supplemented the County's internet system with mobile hotspot connections in the past. This past month, the Finance Department called with a desperate plea for help. The Circuit Court's internet connection failed and they required a hotspot to establish a connection. The Clerk of Court inquired about the Library purchasing hotspots for their department and billing it for the monthly fee. The

Director suggested the Circuit Court contact the County Administrator to find a provider with a service that will best suit its needs and contract with the vendor directly.

- D. The Hartsville Mayoral Forum at the Center Theater featured all five mayoral candidates on October 5th. The Hartsville Chamber of Commerce requested help in broadcasting it live via its Facebook page for those who could not attend. The Library will provide technical support to the Chamber to make it possible. The Library is happy to help community organizations when they call for assistance.
- E. The Library received four applications for the open Youth Services position. The decision was made to collect more applications to increase the pool of qualified candidates. Drew Sansbury and Kristi Jeffords will assist with programming at the Lamar and Society Hill branches until the position is filled.
- F. Warren Arthur inquired about the Hartsville Branch Manager position. Martha Brown assumed the position of Hartsville Branch Manager on August 30th. Library Director Jimmie Epling and Board member Gene Norwood interviewed Mrs. Brown and determined based on her experience and the interview made the decision to offer her the position. We are eager to see her ideas come to fruition.

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

- A. Due to a death in the family, Darlington Branch Manager Michelle Wallace was not present to deliver a report. An updated report was provided in the board packet.
- B. The Director Jimmie Epling noted the programming at the Darlington Branch has been doing extremely well.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

- A. **REQUEST TO RAISE STAFF PAY –** The board packet provided a detailed update. Darlington County Council did not want to raise salaries with the uncertainty of COVID's impact on County tax revenues. We were advised against pursuing a raise for Library staff as it may negatively impact our levy through a reevaluation of need. While staff will not receive a raise this fiscal year, Darlington County Council approved Resolution No. 728 to provide "Premium Pay" to qualified employees currently employed in accordance with the Final Rule from the US Treasury for the American Rescue Plan (ARP). The "Premium Pay" each staff member received more than offset what a raise of 2% would have provided.

NEW BUSINESS

- A. **CAPITAL IMPROVEMENT PROJECTS FOR 2022 –** The Library's fund balance exceeds the minimum required by county government. The Library is in a position to consider capital improvements for the current fiscal year. A motion was made by JoAnn Lee, seconded by Gene Norwood, and carried to approve using excess funds (up to \$377,000) to pursue the capital improvement projects listed below:

- Updating the fire and security system at the Darlington and Hartsville locations
- Replacing the carpet at the Darlington location
- Updating to energy efficient light fixtures at the Darlington location

- Sealing and striping the parking lot at the Lamar location
- Refreshing the paint in the public areas at the Hartsville location

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by Warren Arthur, seconded by Gene Norwood, and carried to adjourn the meeting at 5:46 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant