



BOARD OF TRUSTEES MEETING MINUTES

March 2022

Lamar Branch March 16, 2022

OPENING OF MEETING

- A.** The meeting was called to order by President, Bobbie Gardner, at 5:01 p.m. A quorum was met with the following members present: Bobbie Gardner, Warren Arthur, Vernessia Patterson, Gene Norwood, Lynette Moody, Gail Gandy; and, the following member(s) attended remotely: JoAnn Lee.
- B.** Member(s) absent: Gail Gandy, Barbara Carraway.
- C.** The following visitor(s) attended and were recognized: Antonio Fernandez, IT Manager; Charlene McDonnough, Society Hill Branch Manager; Michelle Wallace, Darlington Branch Manager; Kelly Shull, Lamar Branch Manager; and, the following members attended remotely and were recognized: Martha Brown, Hartsville Branch Manager; Christy Lamb, Administrative Assistant.
- D.** A motion was made by Warren Arthur, seconded by Vernessia Patterson, and carried to approve the agenda.

EXECUTIVE SESSION

- A.** FY 2023 BUDGET - PERSONNEL ISSUES
 - a. A motion was made by Warren Arthur, seconded by Gene Norwood, and carried to approve the Library Board going into executive session at 5:04 p.m.
 - b. A motion was made by Vernessia Patterson, seconded by Gene Norwood, and carried to approve the Library Board exiting executive session at 5:17 p.m.

OPEN FORUM

- A.** None.

CONSENT AGENDA

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

FINANCIAL REPORT

- A.** With 57% of the budget expended, we are in line with expenditures from last year. A surplus is anticipated. Surplus funds will be used to update the Darlington Branch's lighting and carpeting and to reseal/paint the Lamar Branch parking lot.
- B.** The outreach van remains delayed. This purchase may be postponed to next fiscal year due to supply issues.
- C.** Lines 43800 and 45000 indicate encumbrances that have over-expended the allotted budget. These encumbrances are for capital improvements and overages will come out of the fund balance.

- D. Line 34200 indicates an over-expended balance. Funds for a prepaid 3-year subscription service to DNS-Palo Alto firewall via e-rate funding remain encumbered and explain the overage.

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

- A. The State Library created a one-page infographic identifying certain data points for each county public library in the state. Darlington County Library System compared favorably to the Florence County Library System. The Florence County Library System has over twice the population and budget, yet Darlington County Library System outperformed with higher circulation numbers and program numbers/attendance.
- B. Four candidates were interviewed for the two open Youth Services Librarian positions, Darlington and Lamar/Society Hill.
- C. A planning calendar was created for the 2022 Summer Reading and Learning Program to help the staff track tasks, funding sources, upcoming events, etc. The calendar will facilitate the transition of the new Youth Services Librarians into their positions.

HOST BRANCH MANAGER'S REPORT – Kelly Shull, Lamar Branch Manager:

- A. There's a lot happening at the Lamar Branch.
 - a. The Pokémon Club has been a huge hit for all ages.
 - b. Book Club was reinstated with a good response.
 - c. The Youth Service candidates were all wonderful and staff are excited and hopeful for a decision to be made by the end of the month.
 - d. Cabinet work is happening in the small meeting room.
 - e. The Monday following the Egg Scramble Jamboree, the Lamar Library will hold a huge book sale.

COMMITTEE REPORTS

- A. None

UNFINISHED BUSINESS

A. CAPITAL IMPROVEMENT PROJECTS UPDATE

- a. Only one company bid on the project to update the security and fire alarm systems at the Darlington and Hartsville Branches. Safeway Signaling won the bid for \$99,159. Due to supply chain issues, the project may be delayed up to nine months.
- b. There were 3 bids for the Darlington Branch staff parking/driveway construction project: Kirven Construction (\$53,859), Industrial Paving (\$59,250), and J.F. Contractors (\$117,533). Kirven Construction was awarded the bid and plan to start the project mid-April, weather permitting.
- c. The Hartsville Branch public area interior painting project was awarded to Mitchell's Painting for \$11,815. The paint colors recommended by Ms. Susan Moore, an interior designer with Matthew J. Interiors, will be refined.

NEW BUSINESS

A. FY 2023 BUDGET - The proposed FY2023 budget included:

- a. A 3% raise for all full and part time staff.
- b. Funds were added to line 34200 for the “MyLibro” app.
- c. The upgrade of public computers at the Lamar and Society Hill branches.
- d. Additional funds in line 43800 for anticipated expenses associated with an outreach vehicle.
- e. \$150,000, the amount approved in State Aid by the House Ways and Means Committee for Darlington County, was included in line 64100.

A motion was made by Warren Arthur, seconded by Lynette Moody, and carried to approve the proposed Fiscal Year 2023 Budget for the Library pending County Council approval.

B. BOARD OFFICERS – NOMINATIONS AND ELECTION

According to Board bylaws, the Board must elect new officers in July. A motion was made by Vernessia Patterson, seconded by Gene Norwood, and carried to approve forgoing the formation of a Nominating Committee. The Board will appoint new officers at their July meeting.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

- A. None.

EXECUTIVE SESSION

- A. None.

ADJOURNMENT

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

Respectfully Submitted by

Christy Lamb, Administrative Assistant