



BOARD OF TRUSTEES MEETING MINUTES

July 27, 2022

Society Hill Branch July 27, 2022

OPENING OF MEETING

- A. The meeting was called to order by President, Bobbie Gardner, at 5:00 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; and the following member(s) absent: Barbara Carraway.
- B. The following visitor(s) attended and were recognized: Charlene McDonnough, Society Hill Branch Manager; Kelly Shull, Lamar Branch Manager; Ann Beasley, Lamar/Society Hill Youth Services; and, the following staff attended remotely and were recognized: Martha Brown, Hartsville Branch Manager; Christy Lamb, Administrative Assistant.
- C. A motion was made by JoAnn Lee, seconded by Lynette Moody, and carried to approve the agenda.

OPEN FORUM

- A. No members of the public requested to address the Board.

CONSENT AGENDA

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

FINANCIAL REPORT

- A. As the fiscal year closes, a surplus is anticipated of up to \$175,000. Surplus funds will be carried into FY2023 and used for capital improvement projects, such as new lighting and carpeting proposed for the Darlington Branch. Current capital improvement projects will be completed before undertaking new ones.
- B. The upcoming FY2023 budget for the library was approved at \$1,634,000. State Aid increased from \$2 to \$2.25 per capita, with a guaranteed minimum State Aid grant of \$150,000 for public libraries. Darlington County received the minimum State Aid grant as its population declined from 2010 to 2020. The budget included a 3% cost-of-living increase for all full and part time county employees.
- C. Encumbered funds, in the amount of \$25,068.00, in line 43800-First Vehicle Service, are intended for the Ford Transit van purchased September 2021. Anticipated delivery is November 2022. Funds, in the amount of \$153,268.35, are reserved in line 45000-Building/Construction/Renovation/Repair Services for the employee parking lot/driveway at the Darlington Branch and upgraded security system at the Darlington and Hartsville Branch.

- D. Public libraries, through the State Library, received lottery funding for the first time in four years. The Library has until the end of FY 2023 to spend this funding windfall of \$15,075.48. The funds will be used to expand the Library's e-content collection.

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

- A. Last year, the Library received \$29,000 in American Rescue Plan Act grant funds from the State Library for the purchase of a Ford Transit van. As a condition of the grant, the funds were to be expended by late summer of this year. Due to delays acquiring the van, the grant was revised to allow for the purchase of computers for the Lamar and Society Hill Branch. The funds reserved in the FY2023 budget for the purchase of public computers will be used to purchase to the van. The van will act as a mobile library, serve as an outreach vehicle in servicing the shut-in community, and will be used as a pop-up library, as needed.
- B. The 2022 Summer Reading and Learning Program was very successful with strong registration and in-person program participation back to pre-COVID numbers. The last major program happened the day of the board meeting. An immersive underwater program using the planetarium was scheduled for three showings on Thursday, July 27th, at the Darlington Branch.
- C. The lock for the Society Hill Branch front door required repair. As it is part of the door handle, it had to be removed and taken in for repairs. A DIY fix involving zip ties and duct tape was applied to the orifice of the door, but failed to withstand routine usage. Without a handle, the handicap button is currently the only means by which the door functions. If the handle is irreparable, a new door will be purchased as the custom lock is part of the door.
- D. Technical issues with MyLibro have been resolved and the app is now functional with our consortium.
- E. The Library will attend the Florence Comic Con happening September 10th. Staff often attend in costume with the Library Director (Jimmie Epling) going as a Jedi, Lamar Branch Manager (Kelly Shull) went as Wonder Woman, and the Darlington Branch Manager (Michelle Wallace) won a costume contest dressed as a member of KISS.
- F. The State Aid Agreement and Library Budget Form for the Library was completed and has been signed by Library Board President, Bobbie Gardner.
- G. A retirement celebration for Society Hill Branch Manager, Charlene McDonnough, is scheduled for Friday, September 9th. It will be a drop-in event to honor Mrs. McDonnough and an opportunity for friends, patrons, and staff to say goodbye as we wish her well on future endeavors. The Board Members are welcome to attend.

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

- A. Charlene will not be present for the next board meeting. Her last day will be September 16th as she is moving to Arkansas.
- B. Ann Beasley, Youth Services Librarian for the Lamar and Society Hill Branches was introduced to the Library Board. Ann said she is excited, glad to a part of the team, and loves the job. She works at the Lamar Branch Monday, Tuesday, and Friday, and at the Society Hill Branch Wednesday and Thursday.

- C. The Society Hill Library will hold its final Murder Mystery on September 10th at 5:30 p.m.
- D. The Library Board assisted in the selection process for Society Hill's tiny canvas painting contest entries. Charlene revealed the tiny canvas winners to the Board, each winner will receive a \$50 gift card.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

- A. BOARD OFFICER ELECTIONS – A motion was made by Warren Arthur, seconded by Bobbie Gardner, and carried to approve Gene Norwood as President/Chair. A motion was made by Bobbie Gardner, seconded by Gene Norwood, and carried to approve JoAnn Lee as Vice Chair/Vice President. A motion was made by Gene Norwood, seconded by Bobbie Gardner, and carried to approve Gail Gandy as Secretary.

NEW BUSINESS

- A. None

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

- A. ETHEL JANE REYNOLDS MEMORIAL – Ethel Jane Reynolds, an avid library patron and park supporter of the Lamar Library, recently passed away. A proposal for a memorial in her honor will presented to the Board at its next meeting.

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to adjourn the meeting at 5:54 p.m.

Respectfully Submitted by

Christy Lamb, Administrative Assistant