



BOARD OF TRUSTEES MEETING MINUTES

September, 2022

Hartsville Branch September 21, 2022

OPENING OF MEETING

- A. The meeting was called to order by President Gene Norwood at 5:05 p.m. A quorum was met with the following members present: Warren Arthur, Bobbie Gardner, Gene Norwood, Vernessia Patterson, Gail Gandy, Barbara Carraway; and, the following member(s) attended remotely: JoAnn Lee.
- B. Member(s) absent: Lynette Moody.
- C. The following visitor(s) attended and were recognized: Martha Brown, Hartsville Branch Manager; Kelly Shull, Lamar Branch Manager; and, the following member(s) attended remotely and were recognized: Christy Lamb, Administrative Assistant.
- D. A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve the agenda.

OPEN FORUM

- A. None.

CONSENT AGENDA

- A. A motion was made by Gail Gandy, seconded by Barbara Carraway, and carried to approve the July minutes.

FINANCIAL REPORT

- A. An update was provided for the Ford Transit van. The van is currently in Spain. It is unknown at this time when it will be delivered to the VIC Bailey Ford dealership in Spartanburg. Library staff will pick up the van at the dealership. The funds for the van's purchase remain encumbered in line 43800 – First Vehicle Service.
- B. Darlington County Council at its August 15th meeting voted to increase the pay of all employees an additional 3%. Each employee has received a 6% increase in pay in this fiscal year. The Library's budget will not be adversely affected by this increase.

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

- A. A wood carved book clock with a custom engraved plaque was presented to Society Hill Branch Manager Charlene McDonnough at her retirement celebration on September 9th. Her last day of work was September 15th.
- B. Lynn Anderson, Circulation Manager at the Hartsville Branch, has been performing scheduling and other duties at the Society Hill Branch. Five applications have been received for the open Society Hill Branch Manager position.
- C. The Library was represented at the Florence Power Comicon on Saturday, Sept. 10th. Lamar/Society Youth Services Librarian Ann Beasley and Director Jimmie Epling

staffed the Library's booth. Darlington Branch Manager, Michelle Wallace picked out items for the table and created bookmarks for the event.

- D. Staff In-Service Day, scheduled for October 10th, will begin at Locked Inn Escape Rooms. Reservations were made February 2020 and delayed due to COVID restrictions. A casual, less orthodox tone is anticipated for the upcoming in-service day.

HOST BRANCH MANAGER'S REPORT – Martha Brown, Hartsville Branch Manager

- A. The Friends of the Hartsville Memorial Library Book Sale begins October 13th for Friends of the Library and October 14th – 16th for the public. The Friends of the Hartsville Memorial Library's newsletter includes an application to join the Friends.
- B. December 8th and 15th the Hartsville Branch will host winter crafting events.
- C. In lieu of Cookies with Santa, the Hartsville Branch will participate in the Hartsville Christmas parade. Staff are hopeful doing so will attract more community attention and involvement.
- D. A DIY gift wrapping room will be set up adjacent to the Doug Bush meeting room.
- E. The Hartsville Branch will be present at the Hartsville Treats on the Streets event happening October 27th.
- F. Barbara Carraway suggested the Hartsville Library attend the Screen on the Green event to promote the Library services/programming.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

- A. **CAPITAL IMPROVEMENT PROJECT UPDATE** – Progress has been made on the Darlington Branch staff parking lot, Darlington Branch security system, and Hartsville Branch security system. These projects remain incomplete and the work continues.

NEW BUSINESS

- A. **MRS. ETHEL JANE REYNOLDS MEMORIAL PARK** – The Friends of the Lamar Library approved at its August 22nd meeting a request to the Library Board that the Lamar Library's park be named in honor of Mrs. Ethel Jane Reynolds who passed away on June 7th at the age of 88. A memorial has been scheduled for December 4th at 4 p.m. Invitations will be distributed to the Library Board upon receipt. A motion was made by Barbara Carraway, seconded by Bobbie Gardner, and carried to approve the naming of the Lamar Library park in Mrs. Ethel Jane Reynold's honor in recognition of her 50 years of tireless dedication and work for the Library, its park, and the community.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by Gail Gandy, seconded by Bobbie Gardner, and carried to adjourn the meeting at 5:35 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant