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## **BOARD OF TRUSTEES MEETING MINUTES**

November, 2022

Lamar Branch November 16, 2022

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Gene Norwood, at 5:02 p.m. A quorum was met with the following members present: Warren Arthur, Gene Norwood, Vernessia Patterson, Gail Gandy, Bobbie Gardner; and, the following member(s) attended remotely: JoAnn Lee, Barbara Carraway.
- B.** Member(s) absent: Lynette Moody.
- C.** The following visitor(s) attended and were recognized: Kelly Shull, Lamar Branch Manager; and, the following member(s) attended remotely and were recognized: Michelle Wallace, Darlington Branch Manager; Christy Lamb, Administrative Assistant.
- D.** A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the agenda.

### **OPEN FORUM**

None.

### **CONSENT AGENDA**

- A.** Approval of Minutes - A motion was made by Gail Gandy, seconded by Bobbie Gardner, and carried to approve the September minutes.

### **FINANCIAL REPORT**

- A.** Public computers at the Society Hill and Lamar branches will be replaced the first of the year, 2023.
- B.** Halloween decorations/animatronics were purchased at a substantial discount (50%) from Spirit Halloween for the Library.
- C.** The Library has expended approximately one third of its budget.
- D.** An encumbrance for \$25,068 in line 43800, reserved for the purchase of a Ford Transit van, should be gone before the next board meeting in January.

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

- A.** The Darlington County government announced on October 26<sup>th</sup> a "Compensation and Classification Study" will be conducted to determine if the compensation for all county jobs is competitive with other counties similar to ours. The process will have several phases. The first phase of this study began today, November 16<sup>th</sup>. The outcome of the Employee Wage Compensation and Classification Study will have an impact on the Library budget if adopted.

- B. Construction has had an impact on traffic at the Darlington Branch. Signs have been posted that the Library is open. While this has affected the library, it has not been detrimental.
- C. At the Darlington Branch, Thursday, October 27<sup>th</sup>, a man entered the Library with two L-shaped metal poles—fleeing an altercation at a nearby daycare. The police came in moments behind him. A local reporter falsely reported the detail of the incident. Darlington staff handled the incident wonderfully. Tony Watkins, Reference Assistant, was unfazed and tried to talk the man down. Kisha Gurley, Circulation Clerk, got former Library Director, Sue Rainey, to safety. It took 5-10 minutes for police to defuse and de-escalate the situation. The man was tackled, restrained, and taken into police custody. At the time of the incident, Branch Manager, Michelle Wallace, was representing the Library at Scare on the Square.

**HOST BRANCH MANAGER’S REPORT** – The Lamar Branch Manager Kelly Shull’s report included the following:

- A. Staff In-Service Day was excellent and thoroughly enjoyed by all staff able to attend.
- B. A photo of the plaque for the Mrs. Ethel Jane Reynolds Memorial Park dedication ceremony, scheduled for December 4<sup>th</sup>, was shown to the Library Board.
- C. Ann Beasley, Youth Services for the Lamar/Society Branch, has done a great job with programming. There has been a lot of response from the community and children. A popcorn machine was purchased to ease the toll of movie night programming refreshment preparations.
- D. The county prison farm has been noticeably absent regarding park maintenance. Volunteers have been filling in to maintain and prepare the park for the upcoming dedication ceremony. A call will be made to follow-up with County Maintenance and the Prison Farm.
- E. Christmas on Main is scheduled for December 23<sup>rd</sup>. The Lamar Library park will be used for pictures with Santa. A professional photographer will be there and arrangements have been made for volunteers to play Mr. and Mrs. Claus.
- F. Multiple Christmas programs are in the works and staff look forward to receiving a crowd for the upcoming Saturday Morning Cereal Social, November 19<sup>th</sup>.

## **COMMITTEE REPORTS**

No committee reports.

## **UNFINISHED BUSINESS**

### **A. CAPITAL PROJECTS UPDATE**

- a. Darlington Branch staff parking lot driveway is almost done. Kirven Construction did not do a good job of sealing and the gate has yet to be installed. Payment will not be issued until all work is complete.
- b. The bulk of the work is done for the new security and fire alarm system at both the Darlington and Hartsville Branches. Safeway Security will return soon to wrap up and complete any remaining cosmetic work.

### **B. MRS. ETHEL JANE REYNOLDS MEMORIAL PARK**

- a. A dedication ceremony is set for Sunday, December 4<sup>th</sup> at 3 p.m. A plaque was ordered by the Friends to be installed in the park. The Board Members were extended an invitation to the dedication ceremony.

**C. FORD TRANSIT POP UP LIBRARY AND OUTREACH VAN HAS ARRIVED**

- a. Due to the insurance company pausing policies—as a result of Hurricane Nicole—pick up of the Ford Transit van was delayed. It was re-scheduled for Tuesday, November 22<sup>nd</sup>.

**NEW BUSINESS**

**A. 2023 HOLIDAY CLOSING DATES** – A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the proposed 2023 closing schedule for the Library.

- New Year’s Day 2023                      Sunday, December 31<sup>st</sup>–Monday, January 2<sup>nd</sup>
- Martin Luther King Jr. Day              Monday, January 16<sup>th</sup>
- Library In-Service Day                    Friday, March 31<sup>st</sup>
- Good Friday, Easter                        Friday, April 7<sup>th</sup>–Sunday, April 9<sup>th</sup>
- Memorial Day                                Saturday, May 27<sup>th</sup>–Monday, May 29<sup>th</sup>
- Independence Day                         Tuesday, July 4<sup>th</sup>
- Labor Day                                      Saturday, September 2<sup>nd</sup>–Monday, September 4<sup>th</sup>
- Veteran’s Day                                Friday, November 10<sup>th</sup>
- Thanksgiving Eve                         Wednesday, November 22<sup>nd</sup> (Close at 5 p.m.)
- Thanksgiving                                Thursday, November 23<sup>rd</sup>–Friday, November 24<sup>th</sup>
- Christmas                                     Friday, December 22<sup>nd</sup>–Monday, December 26<sup>th</sup>
- New Year’s Day 2024                      Monday, January 1<sup>st</sup>

**B. 2023 BOARD MEETING CALENDAR** – A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the 2023 schedule of meeting dates for the Library, as seen below:

- January 18, 2023                            Darlington Branch
- March 15, 2023                              Society Hill Branch
- May 17, 2023                                 Hartsville Branch
- July 19, 2023                                 Lamar Branch
- September 20, 2023                        Darlington Branch
- November 15, 2023                        Society Hill Branch
- January 17, 2024                            Hartsville Branch

**PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

None

**EXECUTIVE SESSION**

**A. DISCUSSION OF PENDING EMPLOYEE AND BUDGET ISSUES**

- a. A motion was made by Gene Norwood, seconded by Bobbie Gardner, and carried to approve the Library Board going into executive session at 5:33 p.m.
- b. A motion was made by JoAnn Lee, seconded by Gail Gandy, and carried to approve the Library Board exiting executive session at 5:40 p.m.

**ADJOURNMENT**

A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to adjourn the meeting at 5:42 p.m.

**Respectfully Submitted**  
Christy Lamb, Administrative Assistant