



BOARD OF TRUSTEES MEETING MINUTES

January, 2023

Darlington Branch January 18, 2023

OPENING OF MEETING

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

OPEN FORUM

None

CONSENT AGENDA

- A. A motion was made by Gail Gandy, seconded by JoAnn Lee, and carried to approve the November minutes.

FINANCIAL REPORT

- A. The Library's budget was adjusted to cover the additional expense of the 3% pay increase approved by County Council after the FY 2023 budget was approved in June 2022.
- B. The encumbered funds, \$25,068.00, in line 43800 should be removed in upcoming months.
- C. The cost of leasing new copiers has resulted in line 44000, Rentals and Leases, being over-budget. The budget prepared for FY 2024 will include additional funds in this line to cover the expense.

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

- A. The Library's outreach van was used in the Hartsville Christmas Parade.
- B. At an undeterminable time, the Darlington Branch's water meter was damaged by construction equipment. The meter for the adjacent school, St. John's Elementary, was improperly assigned to the Darlington Branch building. The school experienced a water leak resulting in an astronomical increase in their August reading for water usage. The Library was first contacted by the Finance Department about a high water bill. A member of the city water department staff advised the Library to anticipate an upcoming bill which would be several thousand

dollars. Staff located no leaks and our meter. The Darlington water department determined our meter was broken and the Darlington Branch had been mistakenly appointed to the St. John's Elementary school meter. A new meter will be installed when it becomes available as the department had none in inventory. The water department will bill the Darlington Branch based on an average of the year prior's usage of until the meter can be repaired.

- C. The Darlington County Coordinating Council sponsored a Community Health and Resource Fair January 18th. The Library attended and shared resources with the community and vendors. The event was lightly attended public, but the opportunity to network with other agencies proved beneficial.

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

- A. In early November, the Darlington Branch hosted Johnathan Haupt from the Pat Conroy Literary Center. It was a wonderful program with a good turnout—20 people were in attendance.
- B. The Literary Festival will return the first Saturday in March. There's been a huge increase in applicants, with 20+ applications received for the 16 slots available.
- C. The Darlington Branch will host a Law Talk, January 19th. Law Talk is a free 2-part legal discussion on varying subjects. January 19th the topic will be Consumer Debt and on February 19th it is Small Business. The first part is informational followed by an open Q&A portion. This is not free legal counsel, but is presented by an attorney. It is anticipated the program will be popular and space is limited so registration is required.
- D. Youth Service programs were scheduled to coincide with Law Talk programming so parents will have free help with children.
- E. The Library is continuing its partnership with SC State Plus. SC State Plus assists with rent, utilities, and other expenses for struggling families. The program was only available for a limited time as it's grand-funded. This has proven to be a good mutual partnership and our symbiotic relationship lessened the effect of ongoing construction on the library's visitation numbers.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. **FY 2023-24 CAPITAL IMPROVEMENT EXPENDITURES –** A motion was made by Gene Norwood, seconded by Warren Arthur, and carried to approve moving forward to secure estimates for carpeting and lighting at the Darlington Branch. These capital improvement projects will be made a priority for the FY 2024 budget.
- B. **FY 2023 BUDGET COMMITTEE –** A motion was made by Gene Norwood, seconded by Gail Gandy, and carried to approve the appointment of Gene Norwood, Bobbie Gardner, and Gail Gandy to the Budget Committee.

C. DISTRICT 1 BOARD MEMBER LYNETTE MODDY RESIGNATION AND RECOGNITION – A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the following resolution:

WHEREAS, Ms. Lynette Moody, a former Darlington County School District educator for many years, serviced her community as a Darlington County Library System Board member representing District 1 from 2019 until 2023, NOW, THEREFORE, BE IT RESOLVED, by the governing body of Darlington County Library System, to honor Ms. Lynette Moody for her dedication and service to the citizens of Darlington County as a Board of Trustees member.

Adopted in meeting duly assembled this 18th day of January 2023.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None

EXECUTIVE SESSION

None

ADJOURNMENT

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

Respectfully Submitted by

Christy Lamb, Administrative Assistant