



BOARD OF TRUSTEES MEETING MINUTES

March 2023

Society Hill Branch March 15, 2023

OPENING OF MEETING

- A. The meeting was called to order by President, Gene Norwood, at 5 p.m. A quorum was met with the following members present: Bobbie Gardner, Warren Arthur, Gene Norwood, Vernessia Patterson, Gail Gandy, JoAnn Lee, Carol Hill, and Barbara Carraway.
- B. Member(s) absent: None.
- C. The following visitor(s) attended and were recognized: Antoinette Fernandez, IT Manager; Lynn Anderson, Society Hill Branch Manager; and, the following staff attended remotely and were recognized: Christy Lamb, Administrative Assistant; Michelle Wallace, Darlington Branch Manager; Martha Brown, Hartsville Branch Manager.
- D. A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the agenda.

OPEN FORUM

- A. None.

CONSENT AGENDA

- A. Approval of Minutes – A motion was made by Gail Gandy, seconded by Vernessia Patterson, and carried to approve the January minutes.

FINANCIAL REPORT

- A. At two-thirds of its way through the fiscal year, the Library has expended 61% of its budget.
- B. Society Hill's HVAC unit requires replacing. The anticipated cost is approximately \$5,000. It will not impact the Library's budget as one HVAC unit replacement is budgeted in each fiscal year.

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 2023 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.
- D. The Library Director, will depart April 14th and return April 29th for a scheduled European river cruise vacation. He is confident the Branch Managers are able to handle any issues in his absence and will be accessible should the need arise.

HOST BRANCH MANAGER'S REPORT – Lynn Anderson, Society Hill Branch Manager

- A. Monday Night programming is doing well. BINGO is in high demand. Patrons enjoy the program so much they've requested it be held weekly versus its current twice a month.
- B. Children's programming has seen an increase in interest with a total of 85 parents and children attending last month.
- C. Landscaping was recently done by the prison farm with staff and patrons pleased with their work.
- D. Saturday, March 11th, the Library hosted mini-golf with positive reception and participation numbers.
- E. The Society Hill Library will participate in the Taste of Society Hill, April 22nd.

COMMITTEE REPORTS

- A. None

UNFINISHED BUSINESS

A. CAPITAL IMPROVEMENT PROJECTS UPDATE

An approximate \$1.8 million is in the Library Fund. The County requests the Library keep 33-34% of its operating budget in the Fund Balance; however, the Library Director prefers to keep a larger sum, 50%, approximately \$800,000. \$100,000 was added to the Fund Balance last FY, therefore funds are available to pursue the capital improvement projects approved for FY 2024:

- i. Darlington Branch Interior Lighting -- \$45,000 was the anticipated estimate to update Darlington Branch to energy efficient lighting. Two estimates were obtained that are within expectations: \$37,000 and \$33,000 with Duke Energy incentives.
- ii. Darlington Branch Carpeting – Floor Boys provided an estimated cost of \$66,000, which was within the expected range.

NEW BUSINESS

- A. **FY 2024 BUDGET** – In fiscal year 2022, the Library's actual revenue was \$1,807,253. The projected revenue was \$1,754,954. The Library's expenditures for the year were \$1,489,780. The County audit for the fiscal year ending June 30, 2022 showed the Library with an increase in its fund balance of \$317,473 for a total of \$1,896,695. For fiscal year 2023, the Library's budget will be based on \$1,700,000 in expenditures. The County Administrator and Finance Director have not requested the Library budget. When this request occurs, changes are

anticipated. A motion was made by Warren Arthur, seconded by Barbara Carraway, and carried to approve the tentative budget submitted for FY 2024.

- B. **ELECTION OF BOARD OFFICERS** – According to Board bylaws, the Board must elect new officers in July. A motion was made by Bobbie Gardner, 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.
- C. **DISTRICT 1 BOARD MEMBER APPOINTMENT** – The Darlington County Council at its March 6th meeting approved District 1 Council Member Angie Godbold’s nomination of Mrs. Carol Hill to the Board. The Library Board welcomed Mrs. Carol Hill as she was in attendance at this March 15th Library Board meeting.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

- A. None.

EXECUTIVE SESSION

- A. None.

ADJOURNMENT

A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to adjourn the meeting at 5:39 p.m.

Respectfully Submitted by

Christy Lamb, Administrative Assistant