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## **BOARD OF TRUSTEES MEETING MINUTES**

May, 2023

Hartsville Branch May 17, 2023

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### **OPENING OF MEETING**

- A. The meeting was called to order by President, Gene Norwood, at 5:03 p.m. A quorum was met with the following members present: Bobbie Gardner, Warren Arthur, Vernessia Patterson, Gene Norwood, and Carol Hill. The following member(s) attended remotely: JoAnn Lee.
- B. Member(s) absent: Barbara Carraway, Gail Gandy.
- C. The following visitor(s) attended and were recognized: Martha Brown, Hartsville Branch Manager; Kelly Shull, Lamar Branch Manager; and, the following members attended remotely and were recognized: Antoinette Fernandez, IT Manager; Lynn Anderson, Society Hill Branch Manager; Michelle Wallace, Darlington Branch Manager; Christy Lamb, Administrative Assistant.
- D. A motion was made by Warren Arthur, seconded by Bobbie Gardner, and carried to approve the agenda.

### **OPEN FORUM**

- A. None

### **CONSENT AGENDA**

- A. A motion was made by Bobbie Gardner, seconded by Warren Arthur, and carried to approve the March minutes.

### **FINANCIAL REPORT**

- A. At the time of this report, 78% of the Library's 2023 budget had been expended.
- B. The County's Finance Department changed its accounting software. The new format eliminated the column which recorded budget credits or adjustments. Any adjustments will appear in the original budget column as if it were there from the beginning of the fiscal year.
- C. New copier leases were negotiated after the Baker Office Machines buyout, resulting in a deficit in line 44000—Rentals and Leases. The FY 23-24 budget will reflect the new lease agreements in the 44000 budget line.
- D. The Finance Department allocated an AT&T bill for the Library's mobile hotspots to a newly implemented line 53200—Mobile/Cellular Telephone. As this line was non-existent until the recent changes in the accounting department's software, this budget line reflects a large deficit.

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

- A. The Library's 2023 Summer Reading and Learning Program (SRLP) theme is "All Together Now." Promotional materials were distributed to board members. The

reward system, badges, reading log, and prizes were explained. The Library's SRLP is open to all ages. Prizes were chosen to appeal to all ages and families.

- B. Yard signs are being explored as a means of extra recognition and promotion for the SRLP. The signs will read "A Summer Reading Superstar Lives Here."
- C. Notary services are a free service offered by the Library. A notary public has the ability to legally marry a couple. Director Jimmie Epling officiated a wedding recently at the Darlington Branch, with the couple exchanging vows and rings in the Children's Garden. Reference Assistant Tony Watkins has married several couples at the Darlington Branch Library.
- D. Passport services are no longer offered at the Library. The process is a time consuming task and the Hartsville Branch lack the staff to continue the service.

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

- A. The Friends of the Hartsville Memorial Library spring book sale brought in just over \$1,800. There were fewer books from weeding, but the Friends still turned a considerable profit.
- B. A poster created for the Headstart Field Day, featuring Give a Mouse a Cookie, elicited quite the reaction from one of the young attendees. After spotting the poster, the child cried, "There's rats!"
- C. Third graders from Thornwell toured the Library and received goody bags upon their departure.
- D. An art display was featured for Derek Smith, an artist from Bishopville, SC.
- E. If the Library receives enough interest/entries, a photography contest will be held on June 8<sup>th</sup>.
- F. As all ages are welcome to participate, the Board Members were encouraged to register and sign up for the Library's SRLP.

**COMMITTEE REPORTS**

None

**UNFINISHED BUSINESS**

**A. CAPITAL IMPROVEMENT PROJECTS UPDATE**

- B. All estimates have been sent to the Finance Department for future Darlington Branch projects.
- C. The Lamar parking lot work is complete. The project cost was \$1,250.
- D. Arborworks removed one tree and an overhanging branch at the Lamar Branch Park. The cost was \$2,100 for the removal and trimming.
- E. A tree in the Lamar Library Park with some rot on the inside may be a cause for concern in the near future. Staff and volunteers will keep an eye on its condition. Should it require removal, the issue will be revisited in FY 23-24.

**NEW BUSINESS**

- A. **FISCAL YEAR 2024 BUDGET –** The Library's request for the FY 2024 proposed budget was received approximately one hour before the start of the board meeting. There was a significant difference, \$125,000, between the requested and the budget proposed by the County Administration. The "Compensation and

Classification Survey” information was received by the County Administration and adjustments made based on the results of this survey. The requested budget submitted by Library Director Jimmie Epling accounted for a 2% cost of living increase and the county adjusted the proposed amount to a much greater degree. There was no explanation as to how this percentage increase would be allocated. The proposed budget will not be official until the June 5<sup>th</sup> County Council meeting, the next step in the process. If approved, the proposed budget will move to its 3<sup>rd</sup> reading. The Library’s budget will be somewhat more than anticipated and this increase will be in the salary lines: 11100 – REG. FT SALARIES/WAGES, 11200 – REG. PT SALARIES/WAGES.

**B. BOARD OFFICERS NOMINATIONS AND ELECTION REMINDER** – The Board voted at its March meeting to select officers at its July meeting.

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

**A. ELECTION OF BOARD OFFICERS** – The Library Board will select officers at its July meeting.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

A motion was made by Bobbie Gardner, seconded by Warren Arthur, and carried to adjourn the meeting at 5:40 p.m.

**Respectfully Submitted**

Christy Lamb, Administrative Assistant