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## **BOARD OF TRUSTEES MEETING MINUTES**

September, 2023

Darlington Branch September 20, 2023

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### **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: Warren Arthur, Bobbie Gardner, Gene Norwood, Vernessia Patterson, Gail Gandy, Barbara Carraway, Carol Hill; and, the following member(s) attended remotely: JoAnn Lee.
- B. The following visitor(s) attended and were recognized: Michelle Wallace, Darlington Branch Manager; Kelly Shull, Lamar Branch Manager; Antoinette Fernandez, IT Manager; Christy Lamb, Administrative Assistant; Hannah McKay and Barbara Arthur; and, the following member(s) attended remotely and were recognized: Martha Brown, Hartsville Branch Manager.
- C. A motion was made by Vernessia Patterson, seconded by Gene Norwood, and carried to approve the agenda.

### **OPEN FORUM**

- A. None.

### **CONSENT AGENDA**

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

### **FINANCIAL REPORT**

- A. The Library's budget expenditure report indicates we have expended just over 17% of our budget for the first two months. Capital improvement expenditures are anticipated.

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

- A. Lamar Branch's carpet was professionally cleaned.
- B. Mold was discovered in the Darlington Branch's South Carolina Room as it was being readied to be converted into a meeting room. A mold remediation/removal quote of \$4,600 has been obtained. The County procurement policy requires a second quote be obtained.
- C. The 2023 Summer Reading and Learning Program saw 789 patrons register for the program. This is an increase from the 725 patrons who registered last year. This year 243 patrons completed the minimum requirement to enter the grand prize drawing for their age group at their branch. Last year, 163 patrons completed the program. Planning for the 2024 program, whose theme is "Adventure Begins at Your Library," will begin in January 2024.

- D. Metal awnings were recommended for over the entrances on the staff side of the Darlington Branch to prevent water leaking into the building from storm drains. The awnings were purchased and await installation by the County's maintenance staff.
- E. Bobbie Gardner inquired about the cobwebs and debris on the entrance archway of the Darlington Branch. Staff are hopeful the Fire Department will clear some of the debris when they come to hang the "Monster Face" on the building's entryway the first of October.

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

- A. The Library's cake competition on July 29<sup>th</sup> was featured on the front page of the News and Press, increasing interest in and the circulation of our cake pan collection. Due to this success, we plan on making this competition an annual event.
- B. Staff have really stepped up and helped to offer wonderful and unique programs for our children. While we continue the search for our Youth Services Librarian, story times and special programs have continued without missing a beat.
- C. Staff hosted a Marvel Comics Day that was attended by thirty plus children and their families.
- D. The Friends of the Darlington Library will be holding a book sale fundraiser September 29<sup>th</sup> - October 1<sup>st</sup>. Books, DVDs, audiobooks, and many other unique items will be available for purchase.
- E. Friday, October, 13<sup>th</sup>, at 6p.m., the Friends of the Darlington Library will host Tally Johnson at the Darlington Library for a round of Terrifying Tales.

#### **COMMITTEE REPORTS**

No committee reports.

#### **UNFINISHED BUSINESS**

##### **A. CAPITAL IMPROVEMENT PROJECT UPDATE**

- a. **DARLINGTON** – Request for proposals were put out and two contractors responded for the lighting upgrades in Darlington and two for the carpet and laminate flooring in Darlington. Bids are expected at the end of the month.
- b. **HARTSVILLE** – Hartsville's roof requires repair due to a hidden gutter design flaw which enables water to overflow into the building. Quotes and information on repair options are being obtained.

#### **NEW BUSINESS**

- A. **NATIONAL LIBRARY CARD SIGN UP MONTH PROCLAMATION** – At the time of this meeting, all five municipalities formally accepted and adopted the proclamation with three proclamations received. The proclamation was released to the newspapers, state government, and municipalities.
- B. **DARLINGTON CITY WALKING PATH** – Merry Morgan Smith, City of Darlington's Director of Planning and Economic Development, approached the Library with its latest version of a plan for a walking path that included the Darlington Branch's property. A motion was made by Bobbie Gardner, seconded by Gail Gandy, and carried to approve the Library Board reiterating its willingness to keep the discussion of a walking path behind the Darlington Branch open until further notice.

**C. AMERICAN LIBRARY ASSOCIATION PRESIDENT ISSUE** – The Board voted to not write a letter to the South Carolina State Library supporting its not renewing its institutional membership in the American Library Association due to the controversy over its current president’s political views. No – 6; Yes – 1; Abstain – 1.

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

None.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

A motion was made by Warren Arthur, seconded by Bobbie Gardner, and carried to adjourn the meeting at 6:13 p.m.

**Respectfully Submitted**

Christy Lamb, Administrative Assistant