



BOARD OF TRUSTEES MEETING MINUTES

Special Called Meeting

November, 2023

Hartsville Branch November 1, 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: Warren Arthur, Gene Norwood, Vernessia Patterson, Gail Gandy, Bobbie Gardner, JoAnn Lee, Barbara Carraway, and Carol Hill.
- B. The following visitor(s) attended and were recognized: Kelly Shull, Lamar Branch Manager; Michelle Wallace, Darlington Branch Manager; Martha Brown, Hartsville Branch Manager; Lynn Anderson, Society Hill Branch Manager; Antoinette Fernandez, IT Manager; and, the following visitor(s) attended remotely and were recognized: Christy Lamb, Administrative Assistant.
- C. A motion was made by Vernessia Patterson, 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 Vernessia Patterson, and carried to approve the September minutes.

FINANCIAL REPORT

- A. There was no financial report as the required information was not available from the County Finance Department.

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

- A. Kristi Jeffords, Youth Services Librarian at the Hartsville Branch, will be moving to the Darlington Branch. This change will be effective December 1st, resulting in a new opening for a Youth Services Librarian at the Hartsville Branch.
- B. The Director will be speaking at the Hartsville Kiwanis meeting on November 2nd, highlighting library events and programming.
- C. Coordinated the South Carolina Library Association (SCLA) Annual Conference for the 2nd consecutive year, having served as the coordinator in 2017, 2022, and 2023.
- D. Halloween programs for the four branches were well attended.
- E. The book sale at the Darlington and Hartsville Branches yielded \$742 and \$1,759.98 respectively for their Friends groups.
- F. Mold was discovered as the former South Carolina Room at the Darlington Branch was being converted to a meeting room. The room was closed and quotes for the

mold remediation were obtained and the area secured. When removal and remediation are complete the room will be painted.

HOST BRANCH MANAGER'S REPORT – The Society Hill Branch Manager Lynn Anderson's report included the following:

- A. September was National Library Card Sign-Up Month. Society Hill Library patrons were entered into a drawing for a \$10 gift card by showing their library card.
- B. Programs of note:
 - a. September 11th was Muffins and Memories for Grandparent's Day. This will be a repeat program, as people are able to share memories and bring their loved ones as well.
 - b. There was a lot of participation in the National Pen Pal Project.
 - c. The final Law Talk program was held. It covered the topics of social security and disability.
 - d. BINGO has been a big hit with patrons.
 - e. Approximately 40 people came to the library's Trunk or Treat program.
- C. The Society Hill branch has a lot planned for November and December.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

- A. **CAPITAL PROJECTS UPDATE** – The total cost of for the capital improvement projects will total \$330,182.
 - a. The lowest bid for the Darlington Branch carpet/flooring project, \$66,213.27, came from The Flooring Connection of Conway, SC.
 - b. The lowest bid for the Darlington Branch lighting project, \$131,033 (interior \$120,737; exterior \$10,296), came from Safeway Signaling Ltd. Co. of Blythewood, SC.
 - c. The lowest bid for the Hartsville Branch roof acrylic seal coating (\$99,935) and gutter modification (\$33,000) came from Frizzel Construction Co. (dba Summit BSR Roofing) of Mount Holly, NC.
 - d. County Council must approve expenditures of this size for any county department. To reassure County Council members that no library location is being slighted with this request for funding, County Administrator Charles Stewart asked the Board to formally approve the expenditures for these projects. A motion was made by Gene Norwood, seconded by Bobbie Gardner, and carried to approve capital improvement expenditures of \$330,182 from the Library Fund Balance. The vote was: yeas – seven: nays – one (Warren Arthur).

NEW BUSINESS

- A. **2025 HOLIDAY CLOSING DATES** – A motion was made by Gene Norwood, seconded by JoAnn Lee, and carried to approve the proposed 2025 closing schedule for the Library.
 - New Year's Day 2024 Monday, January 1st
 - Martin Luther King Jr. Day Monday, January 15th

- Library In-Service Day Friday, March 22nd
- Good Friday, Easter Friday, March 29th – Sunday, March 31st
- Memorial Day Saturday, May 25th – Monday, May 27th
- Independence Day Thursday, July 4th
- Labor Day Saturday, August 31st – Monday, September 2nd
- Veteran’s Day Monday, November 11th
- Thanksgiving Eve Wednesday, November 27th (Close at 5 p.m.)
- Thanksgiving Thursday, November 28th – Friday, November 29th
- Christmas Tuesday, December 24th – Thursday, December 26th
- New Year’s Day 2025 Wednesday, January 1st

B. 2024 BOARD MEETING CALENDAR – A motion was made by Gene Norwood, seconded by Barbara Carraway, and carried to approve the 2024 schedule of meeting dates for the Library, as seen below:

- January 17, 2024 Hartsville Branch
- March 20, 2024 Lamar Branch
- May 15, 2024 Darlington Branch
- July 17, 2024 Society Hill Branch
- September 18, 2024 Hartsville Branch
- November 20, 2024 Lamar Branch
- January 15, 2025 Darlington Branch

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

None

EXECUTIVE SESSION

None

ADJOURNMENT

A motion was made by Barbara Carraway, seconded by Gail Gandy, and carried to adjourn the meeting at 5:32 p.m.

Respectfully Submitted

Christy Lamb, Administrative Assistant