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## **BOARD OF TRUSTEES MEETING MINUTES**

January, 2024

Hartsville Branch January 17, 2024

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Gene Norwood, at 5:04 p.m. A quorum was met with the following members present: Bobbie Gardner (via mobile), Warren Arthur, Gene Norwood, Vernessia Patterson, Barbara Carraway, JoAnn Lee (via mobile), and Carol Hill. Member(s) absent: Gail Gandy.
- B.** The following visitor(s) attended and were recognized: Antoinette Fernandez, IT Manager; Kelly Shull, Lamar Branch Manager; Lynn Anderson, Society Hill Branch Manager; Martha Brown, Hartsville Branch Manager; Christine Shaw-Rittmeier, Marketing Manager; and, the following member(s) attended remotely and were recognized: Christy Lamb, Administrative Assistant; Ashton Beckham, Circulation Manager Darlington Branch.
- C.** A motion was made by Barbara Carraway, seconded by Gene Norwood, and carried to approve the agenda.

### **OPEN FORUM**

None

### **CONSENT AGENDA**

- A.** A motion was made by Bobbie Gardner, seconded by Barbara Carraway, and carried to approve the November minutes.

### **FINANCIAL REPORT**

- A.** County government requires a “fund balance” reserve of 35% of the budget to be maintained in case of emergency or slow tax collections. The Library’s fund balance, surplus, as of June 30, 2023, was \$1,989,317. Based on the current \$1,718,815 budget, the fund balance represents about 115% of fiscal year 2024’s budget. The funds needed for capital improvements are present.
- B.** Midway through the 2024 fiscal year, the Library has expended 45% of its original budget. Select budget lines are skewed due to fund balance transfers and encumbrances for pending capital improvements.
- C.** The State Library requested an increase in the per capita State Aid for public libraries from \$2.25 to \$3. Using the 2020 census total, the Library received the \$150,000 State Aid minimum grant for the last two years (using \$2.25 per capita the amount received would have been \$141,536). If State Aid increases to \$3 per capita, the Library will receive \$188,715 based on its population.

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

- A. An “Annual Report” of the Library’s 2023 statistics (a one-page summary of numbers for the Library including: visits, programs, circulation, etc.) was given to the board members. The statistics show an increase from last year, indicating a slow return to pre-COVID numbers for the Library. The circulation of E-materials increased by 10%.
- B. The Hartsville Chamber of Commerce’s Leadership of Hartsville visited the Hartsville Branch. Thirty members of the class attended. Those attending were informed about Library’s resources, given a tour of the facility, and were introduced to “The Very Hungry Caterpillar.”
- C. A 3D printer with a larger bed was purchased. Dragons will be printed and used as SRLP prizes. The filament is relatively inexpensive, the process is time-consuming.
- D. Marketing Manager Christine Shaw-Rittmeier was introduced to the Board. She began work on December 4<sup>th</sup>. We are very happy to have her join the Library’s staff.
- E. Michelle Wallace resigned her position as Darlington Branch Manager. Her last day was Thursday, December 21<sup>st</sup>. Hartsville Branch Manager, Martha Brown, and I will fill the role of Branch Manager until the position is filled. The earliest the position may be filled may be early March.

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

- A. The Hartsville Branch is currently without a Youth Services Librarian. Kristi Jeffords, formerly the Youth Services Librarian at the Hartsville Branch, is now the Youth Services Librarian at the Darlington Branch. Angel Jackson, Circulation Manager, has hosted the majority of story times, with Haley Phipps, Darlington Branch Page, filling in as needed. The Friends of the Hartsville Library have offered to help with story time rotation.
- B. Friday, January 19<sup>th</sup>, is National Popcorn Day. Popcorn will be served at the Hartsville Branch all day. Board members were encouraged to attend.

**COMMITTEE REPORTS**

None

**UNFINISHED BUSINESS**

**A. FY 2023-24 CAPITAL IMPROVEMENT EXPENDITURES**

- a. **Darlington Branch Flooring Project** – The flooring contractor is ready to begin work. To avoid the new floor incurring premature damage, the order of installation planned will be the lighting project, followed by flooring project. Due to the delays encountered with the lighting project, the flooring contract is under review. To avoid an impending price increase, the order of installations may change.
- b. **Darlington Branch Lighting Project** – Safeway Signaling, the lowest bidder, has not started work on the Darlington Branch lighting project. Fixtures are due the first of February. Communication with this contractor has been slow.
- c. **Hartsville Branch Roof and Gutter Project** – The gutters were not covered. Instead, the gutters were filled with acrylic sealant. This change was made when the contractor discovered it would cost more than quoted to cover the gutters. The estimate was adjusted to reflect this change. The Library will be billed \$100,000 for the acrylic sealant and \$30,000 was removed due to the change. There is a 15-year warranty for the work.

**NEW BUSINESS**

**A. FY 2025 BUDGET COMMITTEE** – A motion was made by Gene Norwood, seconded by Barbara Carraway, and carried to approve the appointment of Gene Norwood, Bobbie Gardner, and Joann Lee to the Budget Committee.

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

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

A motion was made by Gene Norwood, seconded by Barbara Carraway, and carried to adjourn the meeting at 6:01 p.m.

**Respectfully Submitted by**

Christy Lamb, Administrative Assistant