



BOARD OF TRUSTEES MEETING MINUTES

March 2024

Lamar Branch March 27, 2024

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

FINANCIAL REPORT

- A.** At two-thirds of its way through the fiscal year, the Library has expended just over 76% of its budget. Although a slightly higher percentage than years prior, the Library is in good financial shape. The budget is skewed due to capital improvement funding presenting as encumbrances in the 45000 –BLD /CONST/REN/REP SVCS line.

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

- A.** The Branch Manager position in Darlington remains open. A new Youth Services Librarian for the Hartsville Branch has been hired. Her start date is delayed due to her need to fulfill her teaching contract at Butler Academy.
- B.** Every month, 40-50 Welcome Baby Bags are carefully prepared and hand-delivered to Carolina Pines Regional Medical Center's Labor and Delivery Department. A Welcome Baby Bag was brought to show the board members.
- C.** The April calendar created by Marketing Manager, Christine Shaw-Rittmeier, was distributed to the board members for review.

- D. Marketing Manager, Christine Shaw-Rittmeier, visited the Darlington Branch Library with her grandmother and noted a handrail to grip would have been helpful when using the ramp. With the help of the County Maintenance Department's Jason Francis, a custom-made handrail was obtained and installed in March for \$1,200.
- E. The Library partnered with the Hartsville Rotary to purchase 325 books to be distributed to 3rd grader students attending schools in the Hartsville area. The Library received 140 bonus books with the purchase. These books will be used as future prizes.
- F. The Lamar Library will become an early voting site for the primary and general elections.
- G. South Carolina has become the 29th state to adopt the Constitutional Carry Law. Current signage notes "NO CONCEALED WEAPONS ALLOWED." The new regulations require the signage to read "NO CONCEALABLE WEAPONS ALLOWED." New signage was ordered to replace the existing signage. Warren Arthur inquired about the difference between concealed and concealable weapons and noted the wording could present an opportunity for challenges.
- H. The Darlington County Library System has joined the Hartsville Chamber of Commerce. The Hartsville Chamber of Commerce had its annual "State of Education Breakfast" on March 5th. Board President Gene Norwood and several members of the Library staff attended. It is important the Library is represented and seen.

HOST BRANCH MANAGER'S REPORT – Kelly Schull, Lamar Branch Manager

- A. The Lamar Branch will be an early voting site. This is an opportunity to show the Library's relevance to the community. A dedicated space will be provided when the time comes.
- B. The Lamar Branch will host a blood drive with The Blood Connection (TBC) May 30th.
- C. Runt, the Library rabbit, recently celebrated its first birthday.
- D. The Knit Wits were tasked with crocheting fidget toys for a nursing home. They will be used to assist with calming dementia and Alzheimer's patients.
- E. No concealable weapons allowed in the library. If a patron brings a weapon in, staff can ask the patron to leave as the Library is a government building. The concealable weapons sign states they cannot come inside with their weapon. Lamar's Chief of Police will offer a public informational program on the new "open carry" legislation in the future and the Board is invited to attend.

COMMITTEE REPORTS

- A. The Budget Committee meeting was held before the March 27th Board Meeting. Highlights and recommendations presented to the Board at its March 27th meeting were as follows:
 - i. Traditionally, new public computers are included in the regular budget. Moving forward, it will be requested the funds for these upgrades be sourced from the Library fund balance, its surplus. The approximate cost of the new computers this fiscal year is projected to be about \$15,000. At the time of this meeting, the County Administrator and Finance Director were receptive of this change.

- ii. A 2% cost-of-living adjustment was anticipated in the projected 2025 budget. County Administration has approved a 3% cost-of-living increase to adjust for inflation.
- iii. The County Administrator and Finance Director approved the recommendation that one Branch Manager be designated “Senior” Branch Manager with an increase in salary. There will be additional duties for this branch manager to perform that will justify an increase in salary. The salary increase will remain within the pay range for a Branch Manager. JoAnn Lee inquired as to how the position will be assigned. The Director Jimmie Epling will make the decision regarding the appointment of the Senior Branch Manager position.

UNFINISHED BUSINESS

A. CAPITAL IMPROVEMENT PROJECTS UPDATE

- i. Darlington Branch Interior Lighting – Work began at the Darlington branch. Board members were invited to come see. The fixtures are notably smaller with a 10-year life on the bulbs. The contractor will come tomorrow, March 28th to assess the work/fixtures. Work was stopped because the globe lights are not rendering enough lumens. The output is a noticeable decrease in what previously existed.
- ii. Darlington Branch Carpeting – Materials for the flooring have been ordered. It is estimated it will be approximately 4 weeks before work starts. This estimation puts the project beginning end of April—first of May.

NEW BUSINESS

A. FY 2025 BUDGET – Based on information received from the Finance Department and the State Library, the Library’s projected budget is \$1,760,000 for expenditures. The County Administrator and Finance Director have not requested the Library budget. When this request occurs, changes are possible. A motion was made by Gene Norwood, seconded by Bobbie Gardner, and carried to approve the tentative budget submitted for FY 2025.

B. BOARD MEMBER TERMS – A board member may serve an unlimited number of four year terms. A member’s term expires at the end of the fiscal year, June 30th. Member terms expiring on June 30th:

Carol Hill	District 1	Unexpired Term
Joann Kelley Lee	District 5	1st Full Term
Warren Arthur	District 7	3rd Full Term

C. 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.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

A. None.

EXECUTIVE SESSION

A. None.

ADJOURNMENT

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

Respectfully Submitted by

Christy Lamb, Administrative Assistant