Darlington County Library System

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Locations
Darlington
Hartsville
Lamar
Society Hill

BOARD OF TRUSTEES MEETING MINUTES

July 17, 2024

Society Hill Branch July 17, 2024

OPENING OF MEETING

A. The meeting was called to order by President, Gene Norwood, at 5:00 p.m. A quorum was met with the following members present: Vernessia Patterson, Gene Norwood, Carol Hill, Gail Gandy, Bobbie Gardner, JoAnn Lee, Ken Hughes; and the following member(s) absent: Barbara Carraway.

B. The following visitor(s) attended and were recognized: Antoinette Fernandez, IT Manager; Lynn Anderson, Society Hill Branch Manager; Tracy Tuplin, Darlington Branch Manager; Christy Lamb, Administrative Assistant.

C. A motion was made by Gail Gandy, seconded by JoAnn Lee, and carried to approve the agenda.

OPEN FORUM

A. No members of the public requested to address the Board.

CONSENT AGENDA

A. Approval of Minutes – A motion was made by Gail Gandy, seconded by JoAnn Lee, and carried to approve the May minutes.

FINANCIAL REPORT

A. The County Finance Department is in the process of "closing out" fiscal year 2024.

B. The Library upgrades its public computers on a 5-year cycle. The Darlington branch public computers are due to be upgraded. The order for new public computers has been placed and the $15,000 for the purchase will be sourced from the Library fund balance.

C. The Library ended FY 2024 with a deficit as funds for capital improvement projects were withdrawn from line 45000. The funds were not moved from the reserve balance to cover capital improvement projects due to the courthouse being overwhelmed with the newly instituted time clock/payroll system, wherein the county has attempted to switch from a paper to electronic system.

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

A. Hartsville Reference Librarian, Tracy Tuplin, was selected to become the Darlington Branch Manager. She began work on June 10th.

B. Darlington Branch Circulation Manager, Ashton Beckham, submitted her resignation. Her last day was June 24th. Darlington Reference Assistant, Crystel Byrd, was named the new Darlington Branch Circulation Manager and assumed her new position on June 24th.

C. Darlington Shelver, Haley Phipps, was named to fill the role of Darlington Branch Youth Services Librarian part time during the summer. She has done a great job seeing Darlington through the SRLP. She will be leaving July 22nd. The full time position posting continues to remain open.

D. Hartsville Circulation Manager, Angelica Jackson, resigned effective June 20th. Circulation Clerk, Casey Ludwick, was named the new Hartsville Branch Circulation Manager. She began work on July 15th.

E. The Library's 2024 Summer Reading and Learning Program kicked off with great turnouts for our programs and strong registration numbers. As of June 30th, the total number registered stood at 1,209. Each branch hosted an end of SRLP program. Hartsville and Darlington hosted World Fairs with tables featuring snacks and activities from around the world. Lamar and Society Hill provided candy and snacks from around the world for participants to enjoy a unique taste experience.

F. New Board member Ken Hughes was introduced to the Library Board. He served on the Library Board previously from 2005-2014. He replaced Warren Arthur as the District 8 representative on the Board.

HOST BRANCH MANAGER'S REPORT – Lynn Anderson, Society Hill Branch Manager

A. Summer reading in Society Hill started off great! We surpassed our 2023 registration numbers. Wednesday program attendance numbers average forty attendees.

B. For May and June, we had a Harvest Share program where people could bring extras from their farm and share with the community. I brought eggs. This is a program we want to do again next year, but move to June and July.

C. In June, we started an Armchair Travel program. The patrons loved it. We have traveled to England and Japan via short video, did an activity, and enjoyed inspired dishes. It's been a lot of fun learning some of the culture and trying new things. We will travel to Australia and Africa in July.

D. Our book club meeting for June was almost like traveling in Cuba. We read "Next Year in Havana" and had Cuban dip.

E. Board members were encouraged to try the leftover candy from the end of SRLP event "Candy Around the World."

F. The Friends held a "History Dinner" fundraiser. The food was all donated, there were thirty-five in attendance, and the Friends made approximately $500. The original speaker canceled, but Ms. Teen Society Hill was able to step in and read from a local history book about Society Hill.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

A. CAPITAL IMPROVEMENT PROJECTS UPDATE

a. Darlington Flooring – The replacement of the current flooring with carpeting and laminate flooring by The Flooring Connection of Conway at the Darlington branch will take place after Labor Day. The company's busiest time is during the summer due to the schools needing their work done when they are not in session.

b. Darlington Lighting – Since the installation was completed, it has been determined that additional lighting is needed over the Circulation Desk. The can lights in place

will be reconfigured with new lower fixtures, possibly suspended linear lights, to provide the additional lighting.

c. Darlington Exterior – The exterior of the Darlington Branch was pressure washed. The exterior columns and the building's doors and frames were also pressure washed and painted by the County in June.

B. BOARD OFFICER ELECTIONS

A motion was made by Gene Norwood, seconded by JoAnn Lee, and carried to approve the new officers for the next fiscal year. The officers are:

a. President – Bobbie Gardner
b. Vice President – Gail Gandy
c. Secretary – Ken Hughes

NEW BUSINESS

A. FY 2025 BUDGET

The Darlington County Council approved the county's FY 2025 budget at its June 3rd meeting.

a. The budget includes a 3% "cost of living" raise for all full time and part time employees. It also includes the recently approved additional "longevity" raise using the following schedule: 2% for 5 years of service, 3% for 10 years of service, 4% for 15 years of service, 5% for 20 years of service, 6% for 25 years of service. The initiation of the longevity increase does not include a retroactive cumulative rate adjustment. Those who have ten years of service will receive only the 3% increase, not a cumulative 5%.
b. The Library received an extra bump in State Aid of $7,000. These funds will go into the materials budget.
c. As the Library has at the Darlington Branch the largest collection of manga and graphic novel books in the state (we have yet to be challenged on this claim), $3,000 has again been set aside just for this collection.
d. $5,000 of the materials budget was allocated to Directed Fund for FY2025. Directed Funds are used for the professional collection and to provide for any increases in system wide expenditures.

B. COMPLYING WITH THE STATE LIBRARY'S "SOUTH CAROLINA PUBLIC LIBRARY COLLECTION DEVELOPMENT FUNDING CERTIFICATION FY 2025"

In order for a South Carolina public library to receive designated State Aid funds from the State Library (approximately $157,000 for Darlington County) this fiscal year, a public library must certify with the State Library it has in place the following:

a. A Collection Development Policy which has been approved by the local public library board.
b. A Request for Reconsideration Form, which includes reconsideration of the location of books and materials in the library.
c. A policy which clearly identifies the age at which a child can obtain a library card without parental consent that is Board approved.

Board Chair Gene Norwood and Library Director Jimmie Epling certified on June 26th the Library "is compliant with State regulations regarding Library Funding" as we understand the regulations.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

A. FUTURE CAPITAL IMPROVEMENT PROJECTS:

a. Darlington Branch – Converting the garage into a usable space.

b. Society Hill – Addition of a larger meeting room space.

B. POLICY CHANGES NEEDED FOR CLARIFICATION

EXECUTIVE SESSION

A. None.

ADJOURNMENT

A motion was made by Gene Norwood, seconded by Gail Gandy, and carried to adjourn the meeting at 5:42 p.m.

Respectfully Submitted by

Christy Lamb, Administrative Assistant