Darlington County Library System

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Locations
Darlington
Hartsville
Lamar
Society Hill

BOARD OF TRUSTEES MEETING MINUTES

November, 2024

Lamar Branch November 20, 2024

OPENING OF MEETING

A. The meeting was called to order by Vice President, Gail Gandy, at 5 p.m. A quorum was met with the following members present: Gail Gandy, Gene Norwood, Vernessia Patterson, Ken Hughes, JoAnn Lee, Barbara Carraway, and Carol Hill.

B. The following visitor(s) attended and were recognized: Kelly Shull, Lamar Branch Manager; Tracy Tuplin, Darlington Branch Manager; Caitlin Whitt, Darlington Youth Services; Martha Brown, Hartsville Branch Manager; Lynn Anderson, Society Hill Branch Manager; Antoinette Fernandez, IT Manager; and, the following member(s) attended remotely and were recognized: Christy Lamb, Administrative Assistant.

C. A motion was made by Gene Norwood, seconded by Ken Hughes, and carried to approve the agenda.

OPEN FORUM

None.

CONSENT AGENDA

A. Approval of Minutes - A motion was made by JoAnn Lee, seconded by Gene Norwood, and carried to approve the September minutes.

FINANCIAL REPORT

A. A third of the way through the Fiscal Year 2025 budget, the Library is on target with expenditures at 34%.

B. With the carpeting in Darlington complete, the Library received the invoice and it was processed for payment.

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

A. Caitlin Whitt, the new Youth Services Librarian at the Darlington branch, was introduced to the Library Board.

B. Cookies with Santa programs are scheduled for each branch. The Library purchased 500 copies of "The Biggest Snowman Ever" to be distributed for this event.

C. Hartsville Branch's Gingerbread Dash 5K Run/Walk is scheduled for 8 a.m. Saturday, December 14th, the same day as their Cookies with Santa program, which will begin at 11 a.m.

D. The Library van will be in the Hartsville Christmas parade.

E. Rachel Riner, Reference Clerk at the Hartsville Branch, is very creative and made the "Where the Wild Things Are" costumes staff wore for Treats on the Streets.

F. The annual SCLA conference was attended by several staff for training.

G. Library Journal held a Director's Summit in Columbia, SC. The event was free and attended by the Director.

H. The Director will be out of the office the last week of December. He will leave the country December 22nd on an eastern Mediterranean cruise to Greece-Turkey.

HOST BRANCH MANAGER'S REPORT – The Lamar Branch Manager Kelly Shull's report included the following:

A. The Lamar Branch served as one of four early voting sites in Darlington County for the 2024 General Election. There were 1,719 votes cast at our Lamar Branch. We look forward to the opportunity again in the future.

B. Caitlin Whitt, former Lamar branch Circulation Clerk, is no longer at the Lamar Branch. She accepted the position of Youth Services Librarian at the Darlington Branch. We are happy for her and are looking to fill the vacant Circulation Clerk position.

C. Lamar's Cookies with Santa event is scheduled for December 7th. During the event, Mrs. Claus leads story time by reading books and Santa will be in the parade that follows. Christmas on Main, Lamar's annual holiday event, will take place on the same date at a later time.

D. The Lamar Branch instituted a Teacher's Mailbox. It serves as a phonics station for students, teachers and parents. The station is stocked using resources from Discus.

E. An outreach program involving reading to adults in care centers will resume in January.

F. The Lamar Branch is excited about Halloween falling on a Friday in 2025. Plans to host a Halloween Festival in the park have begun.

G. The carpeting at the Lamar branch requires cleaning. This will take place in the coming new year.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

A. CAPITAL PROJECTS UPDATE

a. The Flooring Connection work crew completed the installation of the new carpet and laminate flooring at the Darlington Branch.

b. The new lighting installed at the Darlington Branch over the circulation desk did not provide enough light for the staff. The four recessed "can lights" in the ceiling over the desk were replaced with globe lighting by Larymore Electric & Refrigeration LLC of Hartsville to match the new lighting installed. The new lighting has provided the light needed for the area.

NEW BUSINESS

A. 2025 HOLIDAY CLOSING DATES – A motion was made by Vernessia Patterson, seconded by Ken Hughes, and carried to approve the proposed 2025 closing schedule for the Library.

- New Year's Day 2025 — Wednesday, January 1st
- Martin Luther King Jr. Day — Monday, January 20th
- Library In-Service Day — Friday, March 28th

- Good Friday, Easter — Friday, March 18th – Sunday, March 20th
- Memorial Day — Saturday, May 24th – Monday, May 26th
- Independence Day — Friday, July 4th
- Labor Day — Saturday, August 30th – Monday, September 1st
- Veteran's Day — Tuesday, November 11th
- Thanksgiving Eve — Wednesday, November 26th (Close at 5 p.m.)
- Thanksgiving — Thursday, November 27th – Friday, November 28th
- Christmas — Wednesday, December 24th – Sunday, December 28th
- New Year's Day 2026 — Thursday, January 1st

B. 2025 BOARD MEETING CALENDAR – A motion was made by Gene Norwood, seconded by JoAnn Lee, and carried to approve the 2025 schedule of meeting dates for the Library, as seen below:

- January 15, 2025 (3 p.m.) — Darlington Branch
- March 19, 2025 — Society Hill Branch
- May 21, 2025 — Hartsville Branch
- July 16, 2025 — Lamar Branch
- September 17, 2025 — Darlington Branch
- November 19, 2025 (3 p.m.) — Society Hill Branch
- January 21, 2026 (3 p.m.) — Hartsville Branch

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING
None

EXECUTIVE SESSION
None

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

Respectfully Submitted
Christy Lamb, Administrative Assistant