



BOARD OF TRUSTEES MEETING MINUTES

November, 2025

Society Hill Branch November 19, 2025

OPENING OF MEETING

- A. The meeting was called to order by Vice President, Gail Gandy, at 2:59 p.m. A quorum was met with the following members present: Gail Gandy, Gene Norwood, Vernessia Patterson, Ken Hughes, Carol Hill; and, the following member(s) attended remotely: Bobbie Gardner, JoAnn Lee, Barbara Carraway.
- B. Member(s) absent: None.
- C. The following visitor(s) attended and were recognized: Lynn Anderson, Society Hill Branch Manager; Antoinette Fernandez, IT Manager; and, the following member(s) attended remotely and were recognized: Christy Lamb, Administrative Assistant; Kelly Shull, Lamar Branch Manager; Tracy Tuplin, Darlington Branch Manager; Martha Brown, Hartsville Branch Manager.
- D. A motion was made by Ken Hughes, seconded by Gene Norwood, and carried to approve the agenda.

OPEN FORUM

None.

CONSENT AGENDA

- A. Approval of Minutes - A motion was made by Carol Hill, seconded by Gene Norwood, and carried to approve the September minutes with the following amendment: strike JoAnn Lee absent; JoAnn Lee was present, attending remotely, at the September 17, 2025 board meeting.

FINANCIAL REPORT

- A. As Fiscal Year 2026 reaches its first third, less than one-third of the allocated budget has been expended. Some expenditures, such as "Incentive Pay," "Insurance", and "Tort" (insurance), will be debited later in the fiscal year.
- B. Expenditures in 53700-Postage are high due to a deposit made in September for the DCLS's account with the consortium's notice service for missing/overdue material(s).

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

- A. The Director and six staff members attended the 2025 South Carolina Library Association Conference in Columbia, SC, held October 28–30.
- B. The Darlington Branch Friends elected new officers, approved event funding, and scheduled their next meeting.
- C. The Hartsville Kiwanis Club began a children's book donation program for the Hartsville Branch. At the time of this report, 33 books have been donated to the branch in the name of the guest speaker at the club's weekly meeting.

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

- A. Excited for upcoming winter programming, including a Cookie Swap and Noon Year's Eve event.
- B. A planned History Walk was canceled due to a scheduled speaker not appearing.
- C. Two new employees, Eliza Franklin and Lily Byrd, have joined the branch team and are adjusting well.
- D. A safety concern regarding insufficient parking lot lighting was reported and has contacted the power company to address the issue.
- E. Developing new programming aimed at increasing circulation and improving reporting metrics.
- F. Due to its popularity at fall events, cornhole will return in the spring as a tournament, and a Spring Concert is also planned.

COMMITTEE REPORTS

No committee reports.

EXECUTIVE SESSION

None

UNFINISHED BUSINESS

A. CAPITAL PROJECT UPDATE –

Darlington Branch Library Garage Renovation – Sumter architect Jill Fox visited the Darlington Branch with Barry Odom, Darlington County Finance Department Procurement Officer, to begin the garage renovation project. Based on a survey of the blueprints and drainage grate in front of the garage door, it appears there are no serious issues that will prevent renovation.

- B. **JOINING SCLENDS CONSORTIUM** – The benefits of joining SCLENDS were discussed. An annual savings of \$14,400 for the Library, access to a combined collection of about 3.4 million items, and access to $\frac{3}{4}$ of public libraries across the state, including all counties contiguous to Darlington County were highlighted. A motion was made by Ken Hughes, seconded by Vernessia Patterson, and carried to approve moving forward with Darlington County Library System joining the other Palmetto Consortium libraries in merging with the SCLENDS libraries in 2026.

NEW BUSINESS

- A. **2026 HOLIDAY CLOSING DATES** – A motion was made by Carol Hill, seconded by Ken Hughes, and carried to approve the proposed 2026 closing schedule for the Library.

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| • New Year's Day 2026 | Thursday, January 1 st |
| • Martin Luther King Jr. Day | Monday, January 19 th |
| • Library In-Service Day | Friday, March 27 th |
| • Good Friday, Easter | Friday, April 3 rd – Sunday, April 5 th |
| • Memorial Day | Saturday, May 23 rd – Monday, May 25 th |
| • Independence Day | Friday, July 3 rd – Sunday, July 5 th |

- B. 2026 BOARD MEETING CALENDAR** – A motion was made by Vernessia Patterson, seconded by Carol Hill, and carried to approve the 2026 schedule of meeting dates for the Library, as seen below:

- ## PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

EXECUTIVE SESSION

REQUESTS/COMMENTS – MEMBERS OF THE BOARD

ADJOURNMENT

Respectfully Submitted

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