



Darlington County Library System

204 North Main Street
Darlington, South Carolina 29532
T: (843) 398-4940 F: (843) 398-4942
www.darlington-lib.org

Locations

Darlington
Hartsville
Lamar
Society Hill

BOARD OF TRUSTEES MEETING MINUTES

July, 2026

Society Hill Branch July 15, 2026

OPENING OF MEETING

- A. The meeting was called to order by Vice President, Gail Gandy, at 3:07 p.m. A quorum was met with the following members present: Gene Norwood, Carol Hill, Gail Gandy, Ken Hughes; and, the following member(s) attended remotely: Barbara Carraway.
- B. Member(s) absent: JoAnn Lee, Bobbie Gardner, Vernessia Patterson.
- C. The following visitor(s) attended and were recognized: Antoinette Fernandez, IT Manager and Lynn Collins, Society Hill Branch Manager. The following members attended remotely and were recognized: Christy Lamb, Administrative Assistant; Tracy Tuplin, Darlington Branch Manager; Martha Brown, Hartsville Branch Manager; Kelly Shull, Lamar Branch Manager.
- D. A motion was made by Gene Norwood, seconded by Barbara Carraway, and carried to approve the agenda.

OPEN FORUM

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

CONSENT AGENDA

- A. A motion was made by Gene Norwood, seconded by Barbara Carraway, and carried to approve the March minutes.

FINANCIAL REPORT

- A. The approved FY 25/26 budget was \$1,963,000 and with a revenue-to-date of \$2,233,000, the Library's revenue exceeds expenditures by \$239,000.
- B. **FY 2027 BUDGET**
 - The \$2,498,500 budget approved for the Library included \$402,500 drawn from the Library's Fund Balance (Reserve) for three planned capital improvement projects.
 - This year Darlington County will receive \$200,000 in State Aid. The amount if based on only the per capita for our population would be approximately \$173,000, which will not exceed the minimum grant. These funds will be placed in the materials budget.
- C. **FY 2027 MATERIALS BUDGET**
 - Due to the increase in circulation of e-materials, the System-Wide Purchases budget increased from \$32,000 to \$36,000.
 - The amount allocated to the Directed Funds/Professional Collection significantly increased, from \$5,000 to \$15,000, to allow for the distribution of more books to children through partnerships and special events.

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

- A. SRLP registration numbers are comparable to last year's at this time, with 1,005 registered at the time of this report. We are eager to see completion stats.
- B. The Library worked again with the Darlington County School District to include students in its Summer Reading Camp and provide resources/materials tailored for the Camp. The Library received a thank you letter for its help.
- C. The Library collaborated with the Hartsville Rotary to provide Ranger in Time books for third graders at North Hartsville, Thornwell, Bay Road, and Carolina Elementary.
- D. The Darlington Branch now has its first flagpole. When the building was first constructed, no flagpole was included in the plans. The culmination of several months of work by the Darlington Branch Friends, the Library, the County's Maintenance Department, and the Darlington Fire Department resulted in the Branch installing and dedicating a flagpole for the 250th anniversary of the United States' Declaration of Independence. The flagpole was dedicated during Darlington's Freedom Fest on Saturday, June 27th, before a group of over forty attendees and the front steps of the Darlington branch were completed just in time for the ceremony.
- E. County Council member, Angie Godbold, invited the Library to attend Dedicated Community Bank's (DCB) dedication September 3rd.

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

- A. We transitioned into June with a chicken theme and had a "Chicken Day." The Library incubated chicken eggs and played with baby chicks. Patrons came and played chicken-themed games, did chicken crafts, and met at a chicken restaurant.
- B. We welcomed a new Circulation Clerk, Kaylee Hewitt. Circulation Clerk Eliza Franklin accepted a new role as Reference Clerk.
- C. We had our highest attendance yet at BINGO with 36 participants.
- D. We saw a large spike in SRLP attendance this year with participation numbers around 70 and sign-ups at 240. There is one additional program performer scheduled, Bright Star. Then our branch will close out the program with our SRLP Wrap-Up. There will be dinosaur games, dino nuggets, snacks, and it will be an opportunity for participants to turn in their reading logs/maps.
- E. The fire alarm system was switched to Pee Dee Alarm and updated. The panel and pull stations were all replaced.

COMMITTEE REPORTS

- A. No committee reports.

EXECUTIVE SESSION

- A. None

UNFINISHED BUSINESS

A. CAPITAL IMPROVEMENT PROJECTS UPDATE

- Darlington Steps – Completed the installation of new front steps and handrails at the Darlington Branch. The cost of the project was approximately \$10,000 more than estimated, with the lowest quote being Pivot Point Construction's (Hartsville) at \$23,568.

- Library Van – The Library’s 2022 Ford Transit van wrapping is under contract with Sign Zone of Hartsville using a design created by Marketing Manager Christine Shaw-Rittmeier.
- Darlington Garage – The project is on track, as the actual bid process and renovation were planned to take place FY 26-27.

B. SCLENDS MIGRATION UPDATE

Despite encountering a few complications, the process is proceeding as planned and the Library is poised to join the SCLENDS Consortium on July 23rd. Gene Norwood inquired about the steps taken to inform/educate the public. Director Jimmie Epling explained a press release to inform the public was made, the service will remain unchanged, and patrons will not need a new card.

C. BOARD OFFICER ELECTIONS

A motion was made by Ken Hughes, seconded by Gail Gandy, to close nominations. A motion was made by Barbara Carraway, seconded by Ken Hughes, and carried to approve appointing officer positions to nominated individuals:

- President – Gene Norwood
- Vice President – Ken Hughes
- Secretary – Carol Hill

NEW BUSINESS

A. LIBRARY FLAGPOLE POLICY

With the installation and dedication of the Darlington Branch flagpole on June 27th, all four Library locations now have a flagpole. A formal flag policy is necessary to provide a legal, respectful, and consistent foundation for which flags are displayed at the Library. A motion was made by Ken Hughes, seconded by Gail Gandy, and carried to approve accepting the flagpole policy as stated:

a. Flags on Outdoor Flagpoles

- i. The Darlington County Library’s System’s flagpoles are not intended to be a public forum.
- ii. The Library does not fly flags at the request of any individual or organization.
- iii. The Library shall fly the national flag of the United States of American and the state of South Carolina flag.
- iv. The Library may fly the Darlington County flag and the Library’s flag.
- v. The Library displays the flags in accordance with the United States Code Title 4 Chapter 1 – The Flag.

B. NEW LIBRARY CARD APPLICATION

Due to parental concerns regarding their child’s access to some materials in the Library, parents are given the option to allow their minor child to only borrow materials from specific collections, namely the Juvenile and Teen (formerly known as Young Adult) collections. A motion was made by Carol Hill, seconded by Ken Hughes, and carried to approve the new library card application.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

- A. None

REQUESTS/COMMENTS – MEMBERS OF THE BOARD

- A. Gene Norwood attended the flagpole ceremony at the Darlington Branch June 27th. The ceremony was well done, the Friends did a good job, and the singer was fantastic. However, the number of library Board members present, three, disappointed Mr. Norwood. He asked the Board members make an effort to be present for library-related events/programs.
- B. Barbara Carraway asked that the Board be present for an upcoming back to school rally on Saturday, July 18th. The library plans to attend and donate items.

ADJOURNMENT

A motion was made by Ken Hughes, seconded by Gail Gandy, and carried to adjourn the meeting at 4:20 p.m.

Respectfully Submitted by

Christy Lamb, Administrative Assistant