

Minutes

Laurens County Library Board of Trustees

January 31, 2018

4:30 pm, Board Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Velma Austin, Ms. Annette Senn Crawford, Ms. Wanda Woody, Ms. Carol Gaines, Ms. Shirley Jefferson, Ms. Sandra Power, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm.

The press was notified on January 8, 2018.

Minutes: The minutes of the October meeting were reviewed. Ms. Woody made a motion to accept the minutes and Ms. Power seconded. A vote was taken and the motion was approved.

Financial Report: Ms. Szypulski presented the financial report as prepared by Accountant Mike Fortune. She said spending was on track for the year.

Legislative Day: Ms. Szypulski reminded Board Members that Legislative Day is scheduled for next Wednesday. Several Board Members expressed interest in going. Ms. Szypulski will contact them the day before to make arrangements.

Long term capital expenditures: Ms. Szypulski reported that she was asked by the county administrator to provide information about long term capital expenditures for the library. The Library Board reviewed the list and accepted as information.

2018 Budget request: Ms. Szypulski said that the county budget is due and she has been working on the Library requests. There are no increases or decreases in the budget line items. However, for the third year carpet for the Laurens Library will be requested.

Directors Report: Ms. Szypulski discussed items in the Director's Report.

Friends Report: Carol Gaines reported that the Friends of the Library have begun working on the annual program for April or May. She also reported that the Friends have purchased an outdoor media drop for the Clinton Library. They are also helping toward working on a memorial for Elaine Martin.

Ann R. Szypulski

Minutes

Laurens County Library Board of Trustees

April 25, 2018

4:30 pm, Board Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Shirley Jefferson, Ms. Sandra Power, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm.

The press was notified on April 9, 2018.

Minutes: The minutes of the January meeting were reviewed. Ms. Power made a motion to accept the minutes and Ms. Jefferson seconded. A vote was taken and the motion was approved.

Financial Report: Ms. Szypulski presented the financial report as prepared by Accountant Mike Fortune. She said income and spending was as expected; spending on Electronic Resources was slightly over budget, but within the spending limits for materials. The financial report was accepted as information.

Budget: Ms. Szypulski reported that she has not yet gone before County Council for the budget session yet but budget as requested is recommended. It is still unclear on carpeting, which is a capital improvement expense. She urged board members to look at the complete county budget package at www.laurenscounty.us/budgetmanagement/. Long term planning for the library is included in the budget package as well as mentioning capital sales tax as a possible source of funding for a new Clinton Library. Ms. Szypulski said after county council passes the budget she will be able to complete the library budget and have it ready for the July Board meeting.

Organizational Chart: Ms. Szypulski presented the updated organizational chart for the library and discussed how it was affected by the position restructuring. Most full time library employees got pay adjustments upward and no one had their pay reduced.

United Way: Ms. Szypulski reported that United Way was considering the space in the Laurens Library that SC Works had occupied.

Directors Report: Ms. Szypulski discussed items in the Director's Report.

Friends Report: Carol Gaines was unable to attend, but Ms. Szypulski reported that the Friends Annual Meeting will be June 10 and Jonathan Haupt from the Pat Conroy Literary Center will be speaking. She also said that she, Carol and Pat Moberg attended a very informative meeting of the State Friends of the Library.

Submitted by Ann R. Szypulski 4/26/18

Minutes

Laurens County Library Board of Trustees

July 25, 2018

4:30 pm, Board Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Shirley Jefferson, Ms. Sandra Power, Ms. Annette Senn Crawford, Ms. Rose Blackstone, Ms. Velma Austin, Ms. Wanda Woody, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm.

The press was notified on July 2, 2018.

Minutes: The minutes of the January meeting were reviewed. Ms. Woody made a motion to accept the minutes and Ms. Power seconded. A vote was taken and the motion was approved.

Financial Report: Ms. Szypulski presented the financial report as prepared by Accountant Mike Fortune. She said the report included the total expenditures for the year. The report was accepted as information.

Budget for 2018/19: Ms. Szypulski presented the budget for the new fiscal year. She said that it incorporated the reduced county budget for materials but she said that with State Aid, the amount is still sufficient. She said she also budgeted for some equipment and furniture that would be necessary if carpet were approved in the county budget. Ms. Woody made a motion to accept the budget as presented; the motion was seconded by Ms. Jefferson. A vote was taken and the motion was approved.

Ms. Szypulski also presented the form *State Aid Agreement and Library Budget Form* that is required by the State Library. She explained the percentages and said she was pleased that she would not have to ask for a waiver this year. Ms. Jefferson made a motion that the State Aid Agreement and Library Budget Form would be approved. Ms. Woody seconded the motion. A vote was taken and the motion was approved.

Fee Schedule: Ms. Szypulski presented a fee schedule. She said most of the fees had been approved previously by the Board but this consolidated it into one document to be approved. A discussion was held concerning the costs of items, including faxing. Ms. Woody made a motion to approve the schedule with the change of the cost of faxing to \$1.00 for the first page and \$.50 for each additional page. Ms. Jefferson seconded the motion. A vote was taken and the fee schedule was approved. The new fees will go into effect on September 1, 2018.

Directors Report: Ms. Szypulski discussed items in the Director's Report.

Friends Report: Carol Gaines discussed how the Friends of the Library are funding items for the library and also reported on attending the statewide FOL meeting at the Five Forks Branch of the Greenville Library.

The meeting was adjourned at 5:10 pm.

Submitted by Ann R. Szypulski 7/26/18

Minutes

Laurens County Library Board of Trustees

October 24, 2018

4:30 pm, Board Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Shirley Jefferson, Ms. Sandra Power, Ms. Annette Senn Crawford, Ms. Rose Blackstone, Ms. Velma Austin, Ms. Carol Gaines, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm.

The press was notified on October 9, 2018.

Minutes: The minutes of the July meeting were reviewed. Ms. Power made a motion to accept the minutes and Ms. Blackstone seconded. A vote was taken and the motion was approved.

Financial Report: Ms. Szypulski presented the financial report as prepared by Accountant Mike Fortune. She said the summary looked different because it was prepared including total liabilities and equity as recommended by the auditors. The report was accepted as information.

Genealogy Research Charges: Ms. Szypulski said she has been evaluating how remote requests for genealogy information are handled. After doing research on what other libraries are doing, she recommends that the library charge \$10.00 flat fee for requests such as looking up obituaries or other specific information. She also requested that charges for scanning be changed to \$.15 per page. Ms. Power made a motion that the library fee schedule be changed to include a \$10.00 research fee and that scanning be changed to \$.15 per page. Ms. Jefferson seconded the motion. A vote was taken and the change was approved.

Long Term Capital Plan: Ms. Szypulski presented the Long Term Capital Plan that she submitted to county administration. She asked that the Board look at the Plan next July to update at that time.

Closing Schedule 2019: Ms. Szypulski presented the closing schedule for 2019. She said it followed previous year patterns. Ms. Austin moved that the schedule be approved; Ms. Crawford seconded. A vote was taken and the schedule was approved.

Directors Report: Ms. Szypulski discussed items in the Director's Report, including possibility of a penny sales tax referendum that would include the Clinton Library.

Friends Report: Carol Gaines discussed how the Friends of the Library are funding items for the library, including a new refrigerator for Clinton and also reported on attending the statewide FOL meeting at the Five Forks Branch of the Greenville Library.

The meeting was adjourned at 5:15 pm.

Submitted by Ann R. Szypulski 10/25/18