

Minutes

Laurens County Library Board of Trustees

January 25, 2017

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

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

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

The press was notified on January 4, 2017

Minutes: The minutes of the October meeting were reviewed. Ms. Woody made a motion to approve the minutes, Ms. Power seconded the motion. 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 contains the numbers of income and expenditures for the past quarter. She asked that anyone with any questions about the report or spending to contact her. The Board Members present reviewed the report and accepted it as information.

Contact List: Ms. Szypulski distributed an updated contact list, including the reappointments made by County Council in December. She asked that everyone review and let her know of any changes in addresses or telephone numbers.

Closing Schedule: Ms. Szypulski presented the closing schedule for 2017. Ms. Woody moved that the schedule be approved as presented. Ms. Power seconded the motion. A vote was taken and the closing schedule was approved.

Legislative Day: Laurens County Library trip to the State Capitol for Legislative Day is scheduled for February 15. Mr. Cooper has said he would not be able to go that day so Ms. Szypulski said she would check to see if he could go another Wednesday in February.

Budget 2017/18: Ms. Szypulski said spending for the current budget is on schedule. After the budget was completed, libraries were notified they would be receiving \$36,738 in lottery money. Ms. Szypulski said the lottery money would be spent for the bookmobile and materials. She asked that the budget be changed to reflect that and the \$35,000 that was to go to the Bookmobile be moved into Equipment/Furniture Acquisition for a total of \$22,000, and Electronic Materials for a total of \$25,000 and the remainder going toward materials. Ms. Woody made a motion to approve requested changes in budget. Ms. Austin seconded. A vote was taken and motion passed.

Report on Clinton Library: Ms. Szypulski said that she is working with the State Library to set up a date for a listening/information gathering session on a new library in Clinton.

Directors Report: Ms. Szypulski updated the Board including information about a \$4,000 grant from of Kyler Foundation out of Toledo, Ohio.

Friends Report: Carol Gaines, incoming president, represented the Friends of the Library and gave a brief report of their activities.

The Board meeting was adjourned at 5:00 pm.

Ann R. Szypulski 1/30/17 approved by Board 4/26/17

Minutes

Laurens County Library Board of Trustees

April 26, 2017

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

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

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

The press was notified on April 10, 2017

Minutes: The minutes of the January meeting were reviewed. Ms. Woody made a motion to approve the minutes, Ms. Austin seconded the motion. 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 that spending is proceeding as needed and planned as we move toward the end of the fiscal year. She asked that anyone with any questions about the report or spending to contact her. The Board Members present reviewed the report and accepted it as information.

Policy Request – Library Grounds Smoke-Free: Ms. Szypulski said that because the library hosts a wide range of people including many children, and because of recent complaints from staff and patrons, she suggests to the Board that the entire library grounds be declared smoke and tobacco free. She said that she wasn't sure whether county council would need to be informed or to approve, but she would check on that. After brief discussion a motion was made by Ms. Woody to accept the policy of Smoke and Tobacco Free Grounds, stating that no smoking or tobacco was allowed in the buildings, vehicles or library grounds. Ms. Austin seconded the motion. A vote was taken and the motion passed. Ms. Szypulski said she would check whether approval by county council was needed and would also order and install signage.

Budget Update: Ms. Szypulski said that the proposed budget from the county is not yet available but should be soon. She said she most likely would be going before the council to ask for replacement of carpeting in Laurens.

Report on Clinton Library: Ms. Szypulski said reported that the meeting in Clinton went well and interest was shown in a new library. She said the city of Clinton seems very interested in getting a library started. However, county officials continue to stress that the county financial situation needs to be improved.

Directors Report: Ms. Szypulski reported to the Board on various happenings and ongoing projects at the library.

Friends Report: Carol Gaines, incoming president, represented the Friends of the Library and gave a brief report of their activities. The Friends Annual Meeting will feature Pam Stone and will be held Sunday, June 4.

The Board meeting was adjourned at 5:10 pm.

Ann R. Szypulski 4/28/17

Minutes

Laurens County Library Board of Trustees

July 26, 2017

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

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

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

The press was notified on July 10, 2017.

Minutes: The minutes of the April meeting were reviewed. Ms. Power made a motion to approve the minutes, Ms. Jefferson seconded the motion. 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 that this report contains information about all of the spending and revenue in FY2017. She said that spending generally went as planned. She asked that anyone with any questions about the report or spending to contact her. The Board Members present reviewed the report and accepted it as information.

Operating budget and delayed county budget for FY 2017/18: Ms. Szypulski discussed the budget for 2017/18. She said that approval of the county budget has been delayed so that she is not able to present a firm and official budget for the library at this time. She presented an operating budget to be in effect until the budget can be approved, after the final reading and approval of the county budget. A motion was made by Ms. Jefferson to approve the operating budget until the October board meeting. Ms. Woody seconded the motion. A vote was taken and the motion was approved.

SC Works Report: Ms. Szypulski reported that Ann Skinner of the Upper Savannah Council of Governments had notified her that SC Works would be moving from their office in the library. She gave three months notice so the last payment would be for October. Ms. Szypulski said she expected this would affect the library's visitor count. She will look for another suitable agency to occupy that space, or will work on developing a community use for the space.

Time and Day for Upcoming Board Meetings: Ms. Szypulski and the Board discussed the day and time of meetings. The consensus was to have the meetings on the fourth Wednesday of the month following end of a quarter and the meetings will begin at 4:30.

Directors Report: Ms. Szypulski reported to the Board on various happenings and ongoing projects at the library. She said the library is having a party for viewing the eclipse and has been handing out the eclipse glasses.

Friends Report: Carol Gaines, incoming president, represented the Friends of the Library and gave a brief report of their activities. The Friends will fund refreshments for the Eclipse party.

The Board meeting was adjourned at 5:00 pm.

Ann R. Szypulski 8/2/17

Minutes

Laurens County Library Board of Trustees

October 25, 2017

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. Rose Blackstone, Ms. Sandra Power, Ms. Jamie Lambert, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm. Ms. Szypulski introduced Jamie Lambert, who was promoted to Deputy Director/Clinton manager.

The press was notified on October 9, 2017.

Minutes: The minutes of the July meeting were reviewed. Ms. Power's name was added as in attendance. A motion was made to approve the amended minutes. 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 that the report looks slightly different because the accountant is noting prepaid expenses as requested by the auditors. The financial report was accepted as information

Budget for 2017/18: Ms. Szypulski reminded Board Members that at the last meet an operating budget was approved but the final budget could not be approved because Laurens County Council had not approved a budget for the county. The county budget was approved in August so Ms. Szypulski presented the library budget for 2017/18 to the Board for approval. After a brief discussion a motion was made by Ms. Woody to approve the library budget as presented. The motion was seconded by Ms. Blackstone. A vote was taken and the motion was approved.

State Aid Agreement and Library Budget Form: The State Aid Agreement and Library Budget form for Laurens County Library was presented. Ms. Szypulski said that the numbers are slightly different because gifts and donations are not included in the Local Funds category. A motion was made by Ms. Woody to approve the Form. A vote was taken and the Form was approved as completed and Dr. Womack signed as Library Board Chair. Ms. Szypulski noted that the percentage for personnel was 63% instead of the required 65-70%. She said that personnel funds budgeted was done slightly different this year with closer attention to part time salaries. A waiver will be requested of the State Library for this variance. The Board accepted this as information.

Closing Schedule for 2018: Ms. Szypulski presented the library closing schedule for 2018. She said that one difference is that the library will be closed on the Saturday before Martin Luther King holiday. A vote was taken and the closing schedule was approved as presented.

Directors Report: Ms. Szypulski reported to the Board on various happenings and ongoing projects at the library.

Friends Report: Carol Gaines, incoming president, represented the Friends of the Library and gave a brief report of their activities.

The Board meeting was adjourned at 5:00 pm. The next Board meeting will be January 31, 2018.

Ann R. Szypulski 10/27/17