

## Minutes

### Laurens County Library Board of Trustees

January 23, 2019

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. Carol Gaines, Ms. Ann Szypulski

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

The press was notified on January 4, 2019.

**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 first half of the fiscal year. The report was accepted as information.

**Report on the Laurens Building:** Bill Wilson and Alan Robertson from the Laurens County Public Works Department discussed steps they were planning to alleviate moisture problems in the library. This is in preparation for installation of new flooring. The main improvement will be a drainage ditch across the back of the property.

**Presentation to County Council:** Ms. Szypulski said she was scheduled to make a presentation to County Council as part of a long range growth plan on February 26, 2019. She discussed previous presentations to build an Agricultural Center and a Career Center. She said she would try to inspire county council to support a new Clinton library as well as remodeling Laurens and making plans for the northern part of the county.

**Legislative Day 2019:** Legislative Day for Laurens County is scheduled for March 20. The request this year is \$2.25 per capita for state aid and \$2 million in lottery money for public libraries. Ms. Szypulski asked for volunteers to go to Columbia and said she would get back in touch with board members toward the end of February or beginning of March.

**Directors Report:** Ms. Szypulski discussed items in the Director's Report, including the increase in children and caregivers attending Wednesday morning story time.

**Friends Report:** Carol Gaines discussed the Friends of the Library activities.

The meeting was adjourned at 5:15 pm.

Submitted by Ann R. Szypulski 1/31/19 approved 4/24/19

## Minutes

### Laurens County Library Board of Trustees

April 24, 2019

4:30 pm, Meeting 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. Carol Gaines, Ms. Ann Szypulski, Guests: Jeffrey Wheeler, Zach Wheeler, David Pitts

The meeting was called to order at 4:35 pm

The press was notified on April 10, 2019.

**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.

**Presentation:** Jeffrey Wheeler of Wheeler and Wheeler made a presentation concerning the possibility of redeveloping historic buildings in downtown Clinton for a library. He said that the work done was preliminary and showed the possibility of remodeling the Industrial Supply building. Mr. Wheeler answered questions from the board and from country councilman David Pitts.

**Financial Report:** Ms. Szypulski presented the financial report as prepared by accountant Mike Fortune. The report was accepted as information.

**Sales Tax Referendum:** Ms. Szypulski reported that the county council approved a penny sales tax referendum. It is scheduled to take place with the general election in November 2020. A committee will be appointed to decide which projects are placed on the referendum. Ms. Szypulski said a presentation to the committee will probably take place between July and October and the library should be prepared with a presentation of plans and costs. Ms. Szypulski suggested that an ad hoc advisory committee be formed to present some options to the library board at the July meeting. Dr. Womack, Ms. Woody and Ms. Gaines agreed to be on the committee.

**2019/20 Budget request:** Ms. Szypulski said the library's county appropriation budget was approved as part of a consent package at the April 23 county council meeting. She said that she will request \$40,000 for carpet when capital requests are considered.

**Directors Report:** Ms. Szypulski discussed items in the Director's Report, including plans for summer reading programs for all ages.

**Friends Report:** Carol Gaines discussed the Friends of the Library activities.

The meeting was adjourned at 6:00 pm.

Submitted by Ann R. Szypulski 4/29/19

## Minutes

### Laurens County Library Board of Trustees

July 31, 2019

4:30 pm, Meeting 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-Workman, Ms. Carol Gaines, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm

The press was notified on July 8, 2019.

**Minutes:** The minutes of the April meeting were reviewed. Ms. Woody-Workman 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. The report includes spending for the 18/19 fiscal year. The report was accepted as information.

**2019/20 Budget and State Library Forms:** Ms. Szypulski presented the budget for the 1019/20 fiscal year. She pointed out that it included money for painting part of the interior of the Laurens Library. Ms. Szypulski shared the materials budget with the board, also. The Board reviewed the budget. Ms. Jefferson made a motion to accept the Operating Budget for FY 19/20. Ms. Woody-Woman seconded. A vote was taken and the budget was approved.

The board reviewed the form *State Aid Agreement and Library Budget Form*. Ms. Szypulski pointed out that the percentage of the budget for personnel fell short of the standard 65-70% even though library employees received a cost of living adjustment and some employees received additional salary through reclassification. Ms. Woody-Workman made a motion that the State Aid Agreement and Library Budget Form be approved as is and a waiver requested from the State Library. Ms. Jefferson seconded the motion. A vote was taken and the motion was passed.

The board reviewed the Annual Report of Lottery Expenditures. Ms. Power made a motion that the report be approved as completed. Ms. Crawford seconded the motion. A vote was taken and the report was approved.

**Technology Plan:** Ms. Szypulski presented and reviewed the Technology Plan for July 1 2019 through June 2021.

**Directors Report:** Ms. Szypulski presented the Directors Report.

**Friends of the Library:** Carol Gaines reported that the Friends of the Library Board will be meeting next week. Also, a memorial plaque has been ordered for the benches that were purchased in memory of Elaine Martin.

The meeting was adjourned at 5:30 pm.

Submitted by Ann R. Szypulski 4/29/19

Approved 10/23/19

## Minutes

### Laurens County Library Board of Trustees

October 23, 2019

### 4:30 pm, Meeting 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. Ann Szypulski

The meeting was called to order at 4:30 pm

**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:** The financial report was presented as prepared by accountant Mike Fortune. The report was accepted as information.

**Teleconference with John Chratska of Everylibrary:** John Chratska explained the purpose of Everylibrary and discussed some of the challenges that libraries often face when requesting funding. Ms. Szypulski and Board members talked about some of the specific challenges in Laurens County. Mr. Chratska talked about the importance of partnerships and of promoting prosperity and pride in the community. He said he would be available for more conversations as needed.

**Closing Schedule:** The Closing Schedule for 2020 was presented. Ms. Szypulski said it followed a pattern similar to past years except that Staff Day is not yet determined. She said she would designate a staff day later in the year. Ms. Jefferson made a motion to approve the Closing Schedule for 2020. Ms. Crawford seconded. A vote was taken and approved.

**Laurens Building Update:** The Board members agreed that the new lighting was a very good improvement. Ms. Szypulski said it should save money on the power bill, also. She said that the HVAC replacement work was scheduled to start this week and would take two to three months overall. She said that the library would not have to be closed, but there would be some disruptions.

**Long Range Capital Needs:** Ms. Szypulski presented the long range capital needs as presented to the county administrator. The Board reviewed and Ms. Blackstone made a motion the plan be approved. Ms. Power seconded. A vote was taken and the plan approved.

**Director's Report:** Ms. Szypulski presented the Directors Report and asked that she be contacted with any questions.

**Friends of the Library:** Ms. Szypulski said Ms. Gaines was travelling. The Friends of the Library have been very helpful. The new membership drive with tote bags begins on November 1.

The meeting adjourned at 5:50 pm.

Submitted by Ann R. Szypulski 10/24/19 approved 1/22/20