

**Minutes**  
**Laurens County Library Board of Trustees Quarterly Meeting**  
**January 26, 2022**  
**4:30 PM, Laurens Library Meeting Room (Mixed Meeting)**

<b>Attendance</b>	In-Person: Ms. Renita Barksdale (Director), Ms. Jamie Lambert (Deputy Director), Ms. Pamela Bennett, Ms. Shirley Jefferson, Ms. Annette Senn Crawford, Ms. Pat Moberg (friends' president), Ms. Wanda Woody-Workman (chairman), Ms. Rose Blackstone,  Via Zoom call: Amy Adams & Velma Austin
<i>Meeting was called to order at 4:30 PM by Woody-Workman. Press was notified.</i>	
<b>Membership Award</b>	Award presented to former board member, Sandra Powers. Ms. Powers expressed her interest in the library's future; especially programming and the new Clinton Library.
<b>Minutes</b>	Blackstone made motion to approve last meeting minutes, Crawford seconded.
<b>Financial Report</b>	<ul style="list-style-type: none"> <li>• Roughly \$86,000 amount in library account, next check of ~\$45,000 will go to staffing costs (direct to Laurens County). Spending with children's collection will be improving/ needs improvement.</li> <li>• Last collection meeting revealed there was only a 5% use of collection budget allocated to children's collection.</li> <li>• Barksdale now has online access to library bank account</li> </ul>
<b>Laurens Building Updates</b>	<ul style="list-style-type: none"> <li>• Laurens bathrooms are under renovation. Patron incident in bathroom led to the much-needed changes/updates. All documentation has been sent to the county.</li> <li>• Children's bathrooms are finished, as well as staff bathrooms.</li> <li>• Back door repainted.</li> </ul>
<b>Student Volunteer Policy</b>	<ul style="list-style-type: none"> <li>• Honor students/ older children are looking for opportunities to volunteer at the library.</li> <li>• Barksdale and assistant Jordan Streett have come up with list of requirements</li> <li>• Woody-workman suggested references for student on volunteer application</li> <li>• Austin suggested a social media 'check' and how to report issues with patrons.</li> <li>• Adams enforced that there should be a dress code/ expectation.</li> <li>• Austin noted "rules are subject to change"/ "necessary use of cellphone/ device".</li> </ul> <p>Woody-workman made motion to accept (with additions). Bennett seconded. All in favor.</p>
<b>Update on RFID tagging</b>	Barksdale made the reports on all collections (at all locations) that have been tagged.
<b>Approval of Holiday Closing</b>	With the corrections, Jefferson made motion to approve. Blackstone/ Adams seconded.
<b>Library Budget Approval FY 2022-2023</b>	<ul style="list-style-type: none"> <li>• Must be done for county by Jan. 31<sup>st</sup>.</li> <li>• Increases for bookmobile for increase in maintenance costs, increase in telecommunications/ computer costs for replacement/ repair, book repair.</li> <li>• Overall \$180,000</li> <li>• Requesting new business manager (previously tabled) and increases for both cataloguing assistants. Updates to cataloguing assistants job descriptions.</li> <li>• Request for library vehicle for transportation</li> <li>• Request for new computers (for new Clinton location/library)</li> </ul> <p>Blackstone made motion to accept. Jefferson seconded. All in favor.</p>
<b>Update on Clinton Public Library</b>	Presentation of land plot where new Clinton library will be built. Land soil has been tested. Anderson (county council) will need to move house soon, deadline has passed.
<b>Director's Report</b>	<ul style="list-style-type: none"> <li>• New cataloging manager has been hired and is currently training at the Clinton Library.</li> <li>• New part-timer has been hired (former PC student).</li> <li>• SC-Stay Plus is setting up utility assistance program.</li> <li>• Update on telephones: 3 phones to Barksdale, Jamie Lambert, and Robert Peake</li> </ul>

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<b>Friends of the Library Report</b>	December meeting wasn't well attended, brief discussion about the annual meeting. There will be a performer. Brochure for Friends has been sent off to be redesigned. Balance: ~ \$12,500 (\$400 less since December for staff gift cards)
<i>Blackstone called the meeting to be adjourned at 5:28PM. Adam seconded. All in favor. Submitted by Jamie Lambert 10/2021.</i>	

**Minutes**  
**Laurens County Library Board of Trustees Quarterly Meeting**  
**April 27, 2022**  
**4:30 PM, Laurens Library Meeting Room (Mixed Meeting)**

<b>Attendance</b>	In-Person: Ms. Renita Barksdale (Director), Ms. Jamie Lambert (Deputy Director), Ms. Pamela Bennett, Ms. Shirley Jefferson, Ms. Annette Senn Crawford, Ms. Pat Moberg (Friends' President), Ms. Wanda Woody-Workman (chairman), Ms. Rose Blackstone  Via Zoom call: Ms. Velma Austin
<i>Meeting was called to order at 4:30 PM by Woody-Workman. Press was notified.</i>	
<b>Minutes - January</b>	Blackstone made a motion to accept minutes. Jefferson seconded. All present approved.
<b>Change of Board Meeting Times</b>	Jefferson made motion to make change to meeting agenda; future library board meetings will be changed to 3:30PM. Crawford seconded. All members present approved.
<b>Financial Report</b>	Library in good standing financially. Barksdale gave brief overview of CPA report. End of fiscal year the library account should be approximately 50K.
<b>Laurens Building Updates</b>	Building has issues with plumbing. The cost to code the pipes will be 50k. County will pay 25k of the cost to update plumbing, has requested library pay other half.
<b>Extend Library Hours at Laurens</b>	Library open until 7PM at Laurens on Tuesdays and Thursdays going forward. Bennett made motion, Blackstone seconded. All present approved.
<b>Personnel Discussion</b>	<ul style="list-style-type: none"> <li>• Two part-timers at Clinton are leaving/ will be leaving by June 22, 2022.</li> <li>• Caitlin Bellinger has decided to resign by May 20, 2022.</li> </ul>
<b>Summer Reading Program</b>	Overview of theme and rules about the program, as well as prizes.
<b>Updates on Clinton Library</b>	<ul style="list-style-type: none"> <li>• Potential of 100k donations already proposed for new building.</li> <li>• Meeting about trees on lot on Monday, April 25, 2022 to plan what trees to keep or not.</li> </ul>
<b>Director's Report</b>	<ul style="list-style-type: none"> <li>• Local Heroes Story Time (Paw Patrol) at Clinton went well.</li> <li>• Anime/ Cosplay day at Laurens went well.</li> <li>• Laurens Middle School came for tours, had 60 new sign-ups.</li> <li>• TechEDU is doing well with appointments</li> <li>• Question about Bridging the Gap (Calvin Whitmire)</li> <li>• Question about local kids science/ STEM clubs</li> </ul>
<b>Friends of the Library Report</b>	<ul style="list-style-type: none"> <li>• Annual meeting in March with in-character presentation.</li> <li>• Treasurer said there was 13K in account.</li> <li>• Bookmobile will be at garden event at Joe Adair Science Center; May 14, 2022 – 9AM to Noon</li> <li>• Used Book Sale (April 21-23, 2022) was a success, earned over \$1100.</li> <li>• Barksdale questioned about mailing out newsletters due to postage cost increase.</li> </ul>
<i>Bennett called the meeting to be adjourned at 5:23PM. Crawford seconded. All approved. Submitted by Jamie Lambert 4/27/2022.</i>	

**Minutes**  
**Laurens County Library Board of Trustees Quarterly Meeting**  
**July 27, 2022**  
**3:30 PM, Laurens Library Meeting Room (Mixed Meeting)**

<b>Attendance</b>	In-Person: Ms. Renita Barksdale (Director), Ms. Jamie Lambert (Deputy Director), Ms. Pamela Bennett, Ms. Shirley Jefferson, Ms. Annette Senn Crawford, Ms. Pat Moberg (FOL President), Ms. Wanda Woody-Workman (chairman), Ms. Rose Blackstone  Via Zoom call: Ms. Velma Austin
<i>Meeting was called to order at 3:30PM by Woody-Workman. Press was notified.</i>	
<b>Minutes</b>	Crawford approved, Blackstone seconded. All in favor.
<b>Financial Report</b>	<ul style="list-style-type: none"> <li>• Ended in June 2022 with 28,000 due to last minute bookmobile repair.</li> <li>• State funding has been increased to 152000 a year (fiscal).</li> <li>• Knowledge City will not be renewed next year, due to lack of home use.</li> <li>• Will be requesting from Higgs (County Administrator) for special consideration regarding plumbing costs (to fix Laurens Building).</li> </ul>
<b>Approval of Budget for FY 22-23</b>	<ul style="list-style-type: none"> <li>• Presentation of projected expenditures. Inclusion of material budget for 2022-23.</li> <li>• Suggestion of changing Hoopla limits to cull cost. Woody-Workman made motion to limit checkouts to five, Bennett seconded. All in favor.</li> <li>• Flipster will be renewed one more year.</li> <li>• Blackstone made motion to accept budget, Jefferson seconded. All in favor.</li> </ul>
<b>Laurens Building Updates</b>	<ul style="list-style-type: none"> <li>• Front doors have been updated.</li> <li>• Bookmobile has been repaired (generator).</li> </ul>
<b>Update on Board Member</b>	Ms. Amy Adams has resigned from the board. Barksdale received message through text. She will inform the county council.
<b>Summer Reading Activities</b>	With all ages included, we've had over 600 participants. Parents and kids are happy with the results this year and ease of instructions.
<b>Internet Policy Approval</b>	Woody-workman made motion to approve with provision that future changes could be added as amendments. Jefferson seconded, all approved.
<b>Donation Form Approval</b>	Jefferson made motion to approved, Woody-workman seconded. All approved.
<b>Reconsideration Form Approval</b>	Woody-workman made motion to accept form. Austin seconded. All approved.
<b>Director's Report</b>	<ul style="list-style-type: none"> <li>• Will be interviewing two candidates for children's librarian position.</li> <li>• Holds policy change: Barksdale suggested moving to a week, Bennett suggested 4, all decided 4 days.</li> </ul>
<b>Friends of the Library Report</b>	<ul style="list-style-type: none"> <li>• Current balance ~7000.</li> <li>• Are discussing membership due increase and membership drive</li> <li>• Fundraiser for fall is in question</li> <li>• Joe Adair Center Fall Festival – November 5<sup>th</sup></li> <li>• Barksdale questioned: About emailing out newsletters instead. Moberg said she liked the idea, but give the members a choice of paper or email.</li> <li>• Push FOL bags with new people/patrons -limit of individual sign-up or higher amount.</li> </ul>
<i>Woody-Workman called the meeting to be adjourned at 4:51PM. Crawford seconded. All approved.</i>	
<i>Submitted by Jamie Lambert 7/27/2022.</i>	

**Minutes**  
**Laurens County Library Board of Trustees Quarterly Meeting**  
**October 26, 2022**  
**3:30 PM, Laurens Library Meeting Room (Mixed Meeting)**

<b>Attendance</b>	In-Person: Ms. Renita Barksdale (Director), Ms. Jamie Lambert (Deputy Director), Ms. Pamela Bennett, Ms. Pat Moberg (Friends' President), Ms. Wanda Woody-Workman (chairman)  Via Zoom call: Pam Bennett
<i>Meeting was called to order at 3:30 PM by Woody-Workman. Press was notified.</i>	
<b>Minutes – July Meeting</b>	Woody-Workman made a motion to accept minutes. Austin seconded. All present approved.
<b>Financial Report</b>	<ul style="list-style-type: none"> <li>• \$23,000 In checking at this time, waiting for State Aid.</li> <li>• We were at \$29,000 in July before bills.</li> <li>• We were at \$32K in August</li> <li>• We dropped to \$18K in September.</li> </ul>
<b>Laurens Building Updates</b>	<ul style="list-style-type: none"> <li>• We have received new computers for circulation, with two extra computers (Chrome) for assistants/ staff members coming.</li> <li>• USC Union will be using the meeting room for computer access. The new setup will be mobile so there will still be access for library events in the library. This will happen next fiscal year.</li> <li>• The story time room will be extended and improved for programming.</li> <li>• There has been a request for library staff (if needed) to have extra funding from USC Union.</li> <li>• The tree on the library lawn has been removed. This is the start for a veteran's park/ fountain installation. Safety and financial concerns have been raised to the county.</li> <li>• New sign coming after veteran's installment</li> </ul>
<b>Update on RFID tagging</b>	We have finished tagging. There will be gates for security and a new self check-out system.
<b>Collection Development</b>	Just want to recheck and make sure it's still relevant. Woody-Workman made motion to approve. Austin second. All present approved.
<b>Updates on Clinton Library</b>	Question about columns being removed
<b>Director's Report</b>	We have promoted Jordan Streett to Youth Services Coordinator. We are seeking assistant position to aid her. We are also seeking a part-time library assistant for Laurens and an administrative assistant for Renita Barksdale. We are also seeking a new collection development librarian.
<b>Friends of the Library Report</b>	<ul style="list-style-type: none"> <li>• Committee has sent out a letter to members to renew. Currently 52 on Friends roster. Group will try to boost member numbers.</li> <li>• They will attend Joe Adair fall event</li> <li>• Currently have ~\$8600 in account.</li> </ul>
<i>Woody-Workman called the meeting to be adjourned at 4:23PM. Austin seconded. All approved.</i>	
<i>Submitted by Jamie Lambert 10/26/2022.</i>	