

**Lancaster County Library**

**Board Meeting Minutes**

**Date: Tuesday, July 25, 2023**

**Time: 6:30 PM**

**Location: Del Webb Branch of the Lancaster County Library  
7641 Charlotte Highway  
Indian Land, SC 29707**

**Members Present:**

Debby Hegler  
Phyllis Jarvis  
Revery Johnson  
George Kirlin  
Anne Murphy  
Maryetta Taylor  
Dr. Jim Timmons

**Members Absent:**

Dr. Deborah Cureton

**Staff Present:**

April Williams, Director  
Nancy Berry, Deputy Director

**Call To Order:** 6:37 PM by George Kirlin, Chair

**Public Comments:** none

**Approval of Agenda:**

Motion to accept – Dr. Timmons; 2<sup>nd</sup> R. Johnson; motion carried.

**Approval of Minutes:**

Corrections made for minor changes in grammar and spelling  
Motion to accept as amended- P. Jarvis; 2<sup>nd</sup> Dr. Timmons; motion carried

**Reports:**

Librarian's Report

- Migration to SirsiDynix – there have been some glitches, but they are working things out
- New part-time employee- Rylee Jenkins; has decided to return to school and is no longer with the library
- Arras Foundation Interns-Tour the building (June 16<sup>th</sup>)- group toured the Main Library; they were interested in how the public meeting room process was conducted by the library system; A. Williams gave them the process used and responded to questions.
- United Way Celebration of Community (July 12)- the library system was recognized for providing for VITA to use the facilities to assist clients in tax preparation.

- PCI Webinar- Librarian training (June 14<sup>th</sup>)- A. Williams conducted training for librarians from multiple states
- First Steps—speak to staff about library services (July 27<sup>th</sup>)
- Hope’s Day of Action (June 21)- A. Williams volunteered at HOPE; she stated that it was a great experience.
- Department Head Meeting (July 19)
  - Strategic Planning-
  - Full-time employee raises- 6.5% raise approved by County Council
- Meeting with Dennis Marstall (July 20)
  - Voting at Del Webb- A. Williams and N. Berry met with D. Marstall about use of Del Webb Branch as a voting site; they related the issues that arose during the last time this occurred so that changes could be made to address those issues. After 2023, the voting site will be moving to the recreation building in Indian Land.
- APLA Board Meeting (July 21)- attended by A. Williams; she obtained copies of the SC Code of Laws- Public Libraries for the board members
- Fundraising Meeting with County Administrator (July 24)
- COW Meeting- July 19 -this was attended by A. Williams, P. Jarvis and G. Kirlin; one issue of interest to this board was that of the guidelines for naming a building after someone. The County Council is discussing the process.

During the report, R. Johnson posed the question of how the library system’s programs for adults are publicized; he feels that people on the far north end of the Panhandle are not aware of all the libraries have to offer. A. Williams is going to meet with him to discuss the possibilities of expanding those efforts to reach more patrons. Several options were offered by other board members, including contacts with the Indian Land Rotary and Chamber of Commerce.

**Deputy Director’s Report:**

- N. Berry stated that A. Williams had covered most of the points already
- About 1,500 were registered for the Summer Reading Program; a complete report will be given in September
- A. Murphy commended N. Berry and her staff for all that they are doing to assist patrons in learning the new system.
- Circulation report included in the packet is not accurate since the new system is still causing issues with gathering that information.

**Financial Report:**

- Presented in the packet
- G. Kirlin inquired about the utilities line item; how is it actually handled; A. Williams clarified this.
- A. Williams also discussed possible changes to certain lines in the upcoming year regarding the digital services where use is expanding rapidly.

**Discussion of Old Business:**

-G. Kirlin asked about the Podcast studio use; A. Williams reported that usage was down now. That may change as we move into Fall.

**New Business:**

- G. Kirlin presented an overview of the funding processes for the library system.
- Background provided on the budget:
  - 80%/\$1,118,000 comes from the county
  - 16-17%/\$216,250 comes from the state
  - 2%/\$33,000 comes from fines and fees
  - 1%/\$12,000 comes from donations and gifts
  - 79% goes to personnel, benefits, and utilities
  - 21% goes to resources and programs

The remainder of the presentation dealt with the types of capital and operational needs & wants of our libraries in the county. G. Kirlin did an excellent job of outlining where the funds come from and the changes that will be upcoming in a few years. This led to a great discussion among the members and staff regarding how we can start planning to ensure that the libraries are included in the whole process by the County Council.

The next steps include getting a comprehensive list from the librarians for the capital and operational/program needs and wants by September so that the board can begin planning.

- A. Murphy informed us of the 250<sup>th</sup> Celebration Committee that she has been asked to join as the library representative that will be planning festivities in 2026. She also issued an invitation to the board for others interested so that we could participate as well. This item needs to be included as Old Business for discussion in September.

**Next Meeting:** September 26, 2023; Main Library in Lancaster

**Adjourn: 8:15 PM** Motion A, Murphy; 2<sup>nd</sup> R. Johnson; Motion carried and adjourned.