

**Jasper County Library
Board of Trustees Meeting
January 16, 2024**

Present:

Julie Mikols, Chair
Stuart Shatz, Vice-Chair
Sandi Vito, Secretary (Remote)
Julie Aloisio
Daniel Gemmell
Glenice Watts
William Weaver

Staff:

Carolyn Fortson, Regional Director
Darlene Thomas-Burroughs, Hardeeville Branch Manager
Marcia Cleland, Pratt Branch Manager

Guests:

Roxanne Enman, President, Friends of Pratt Library

- **Minutes:** October 23, 2023 Minutes Approved Unanimously
- **Hardeeville Library Report by Darlene Thomas-Burroughs, Branch Manager**
 - Early Voting will be held at the library on:
 - i. Jan 22nd – Feb 2nd – Democratic Presidential Primary.
 - ii. Feb 12th – Feb 22nd – Republican Presidential Primary.
 - Volunteer Income Tax Assistance will be held Feb 6th- April 9th
 - Maintenance is scheduled for the breakroom door.
 - During the previous quarter, the following events were held:
 - i. Storytime
 - ii. Movie Matinee
 - iii. Creative Arts
 - iv. Grey Puppet Seals
 - v. Healthy Choice Parent Club hosted an event
 - vi. Lighthouse Empowerment hosted an event
 - Utilization for the prior quarter:

	Oct	Nov.	Dec	Total
Directives/Questions	23	18	61	103
Computer Use	429	302	266	997
New Cards Issued	45	28	43	116
Patrons	779	641	578	1,998
Reference Questions	667	572	509	1,748

- Vice-Chair Stu Shatz volunteered to organize an Elder Law event, “How to protect assets,” designed to help participants plan for long-term care expenses while protecting assets. The Branch Manager and Mr. Shatz will schedule the event in April and announce via email, web site and other outreach materials.
- Margaritaville hosted a meet the author’s event with Steve Lazarus, who also offered to do a book signing at the Hardeeville Branch.

- **Pratt Library Report by Marcia Cleland, Branch Manager**

Library Usage

Patrons	1,624
Computer use	303
Directive Queries	271
Informational Queries	571

Programs

- Toddler story time
- What’s Up Saturday
- Halloween Party
- Christmas Puppet Show
- Healthy Eating
- Fire Dept.

Meeting Room Use

- Friends of the Pratt Library
- Palmetto Speech
- IDEMU
- Jasper Food Bank
- Jasper County Historical Society

- **Regional Director’s Report provided by Carolyn Fortson**

- Finances:
 - Jasper County quarterly allocations have been made and are up-to-date.
 - AHJ Audit Report is complete. The tri-county has carry-over funds.
 - Finance Committee of AHJ will meet and report to the Board surplus funds and necessary reserves of three months operating costs.
 - The new QuickBooks software has not yet been set up. The AHJ finance staff person needs assistance.
- Website – The AHJ Library website is undergoing a redesign and modernization, which should launch in the next quarter.

- Strategic Planning – Library leadership will attend a planning retreat in February to articulate proposed five-year goals and conduct other library business.
 - Monthly Utilization Reports are being developed and aligned so that the definitions of utilization categories are consistent across AHJ branches.
- Friends of the Pratt Library Report
 - A Vice-Chair was elected.
 - Friends will host “Take a Child to Library” Day.
 - Awarded two \$1,000 scholarships to graduating seniors.
 - Friends Bookstore is currently operating. Future operations contingent upon Pratt Library Renovations.
 - The Pratt Friends Group worked with library staff to develop a \$10,000 wish list of priority purchases for the renovated library. The Friends Group is actively fundraising to purchase items not covered in the Jasper County renovation budget. Examples include but are not limited to landscaping, bookcases, and furniture.
- Hardeeville Friends Group Report
 - Upcoming Meeting on January 29th.
 - Hardeeville volunteers continue to work on administrative issues to make the Friends group an official charity.
 - Informational flyers are available at the library.
 - More people have expressed interest in getting involved.
- Pratt Library Renovations
 - County representative and liaison to the Board of Trustees, Danny Lucas, could not attend a December planning meeting, but reported that temporary space should be ready for a February move.
 - Jasper County hired a new General Contractor, MB Kahn. New drawings for the Pratt Renovations have resumed.
 - Contractor also requested information necessary to secure a moving firm.
 - Additional timeline and information will be shared when available. However, the move to temporary space will likely be delayed.
- Book Mobile
 - Margaritaville site visit conducted; Schedule pending.
 - Sun City phone meeting scheduled with Trustee Sandi Vito and Regional Director Fortson.

Submitted by: Sandi Vito

Approved October 12, 2024