

January 20, 2020
Dorchester County Library
Board of Trustees Meeting
St. George Library

I. Call to Order:

Board Chair Bill Collins called the meeting to order at 3:00 p.m. Attending the meeting were Bill Collins, Keturah Inabinett, Michelle Leviner, Warren McCarl, Beth Sabine, and Katherine Pemberton. Absent: Jane Horton.

Staff members present were Library Director, Robert Antill and Business Manager, Cassandra Manigault. Guests: Kathy Walters, Cheryl James.

II. Public Comment / Announcements/ Correspondance

There were no public comments. Director Robert Antill related that the library received a letter from the IRS Regarding form 1095C. The IRS says we filled the form out incorrectly, however, our insurance company out of Greenville has reviewed it and says the IRS is in error. We have re-submitted the form to the IRS.

III. Minutes:

A motion was made by Dr. McCarl and seconded by Ms. Inabinett to approve the minutes from the November 11, 2019 meeting. The motion passed.

IV. Business Report:

- Ms. Manigault took the board through the Business Department report. Income received through 12/31/19 was \$628,835.33, expenditures for the same period were \$1,386,344.44.
- The group reviewed and discussed the YTD budget and received an update on the audit by Greene Finney. One of the recommendations that came out of the audit was the need for an additional hire in the finance office. Full recommendations from the auditors will be made at the next meeting.
- Another issue is the unemployment insurance situation the library has been dealing with. We finally had a determination that the library was having to overpay and that we will be reimbursed for the error.
- Another issue that was clarified was the 4% pay increase by Dorchester County. (see memo of September 11, 2019 for details).

V. Director's Report:

- Buildings and Grounds:
Summerville, no issues. St George library has a roof leak that is not covered under the warranty, currently getting bids for work.
- Personnel:

Summerville: one staff member left, replacement hired. St. George: two staffers leaving, interviews ongoing.

- Collection/ Library Performance:
All of our statistics look good, although some of our digital borrowing is off a bit. (see spreadsheet).
- Meetings/ Attendance:
Mr. Antill attended numerous meetings around the county and the state.

VI. Committee Reports: None

VII. New Business:

- Audit findings and recommendations were gone over in more detail (bulleted list from June 30, 2019).
- A mid-year budget transfer request was made regarding repairs to the Bookmobile. Leaks in the radiator etc amount to @\$6,000. Staff believes this can be covered within the existing budget.
- A necessary revision to the 2020 Holiday schedule changes the date of the Spring Staff Day from April 24th to April 17th.

VIII. Executive Session:

Ms. Sabine moved that the Board enter executive session. The motion was seconded by Dr. McCarl and passed unanimously.

A motion to come out of executive session was made by Dr. McCarl and seconded by Ms. Inabinett and passed unanimously.

The meeting was **adjourned at** 4:55 (motion by Ms Sabine, seconded by Ms Leviner, passed unanimously).

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