

July 20, 2020  
Dorchester County Library  
Board of Trustees Meeting  
George Seago Branch  
Summerville, SC

#### **Attendance**

- **Present:** Antill, Inabinett, McCarl, Collins, Sabine & Leviner
- **Absent:** Manigault (quarantine due to exposure), Pemberton (broken foot), Sweatman (DA Board Mtg conflict)
- **Guest:** Moehring

#### **Call to Order - 7:00pm**

- Dr. Michelle Leviner is taking notes tonight in lieu of Ms. Pemberton is out today.

#### **Public Comments/ Announcements / Correspondence**

- Mr. Antill read a note sent by Linda and Roger Tuckert - sp? (from Canton Ohio)
  - Received July 7th
  - Included a check / donation for the Library (\$50.00)
- Ms. Sabine asked if a thank you note needed to be sent. Mr. Antill replied the Library would do so.

#### **Approval of May 2020 Minutes (Attached)**

- Ms. Sabine motioned the minutes be accepted from the May 18, 2020 meeting
  - Dr. McCarl seconded motion
- All approved

#### **Business Department Report (Attached)**

- Mr. Antill provided the report since Ms. Manigault was out on quarantine.
- Financial Report:
  - Income received through 6/30/2020 - \$4,111,044.99
  - Expenditures through 6/30/2020 - \$2,766,498.06
- Concern: the increase in cost for insurance for building and auto was significantly higher than in previous years (approximately 25% higher).
- Ms. Sabine inquired why the Library budget came out to be \$1,000,000.00 under allocated amount.
  - Mr. Antill stated that it is common practice for that to occur (to over-budget).
  - Also with Covid-19 pandemic, the utility usage was decreased.
  - Library was shut down completely from March 19th - June 3rd.
- Ms. Sabine inquired on the miscellaneous expenses.
  - That money is allocated for the anticipated salary increases for employees.
  - Not allowed to spend that money at this time.
- Mr. Collins asked if there were any additional questions on the budget.
  - None
- Mr. Antill requested that 1.5 million be transferred out of the account into the money market account and leave the remaining 2 million.
  - Inabinett made the motion
    - Leviner seconded the motion
  - All approved.

#### **Director's Report**

- **Personnel**
  - St. George - 1 staff member on partial Covid leave. Will most likely resign because she was out due to child care issues and her leave is about to expire.
  - Had / have 5 out on leave under Covid guidelines.
  - New Office Assistant in Summerville.

- **Circulations**
  - Wanted to reach 600,000.
  - Unable to do with impact of Covid-19
  - 472,393 regular circulations (100,000 down from previous year)
  - New Patrons sign ups stayed pretty consistent with previous year.
    - Electronic Circulations also remained steady / similar to previous year.
    - Hoopla (electronic database) - increased approximately 4,100.
    - Wireless was kept on even when building was closed so that those in proximity could access wireless.
- **SLENDS**
  - Michael from Chesterfield took over as the head of SLENDS, taking over from Mr. Antill.
- **Questions**
  - Mr. Collins asked if we were seeing the same decline as other areas.
    - Mr. Antill replied yes. CHS County was supposed to open on July 7th, but had a positive case in Otranto and Hollywood.
      - Only doing curbside.
    - Beaufort was one of the first to re-open but they have recently gone back to curbside.

### **Committee Reports**

- **Policy Committee**
  - At last Board Mtg there was a request for the Library Director to review the **Emergency Leave policy**.
    - Antill has done so and has some suggestions for the Committee to review.
    - Pemberton is head of Committee, who is currently absent.
    - Ms. Sabine reviewed suggestions and did not see any concerns.
  - Current employee policy is similar to others in the state.
    - Many ask for employees to continue professional development (approximately 8 hours)
    - Available online.
  - **Part-Time Holiday Pay**
    - Ms. Sabine presented.
    - Letter sent to Board - from part-time employee who thought they were losing holiday pay due to adjustment in policy.
    - Mr. Antill provided several suggestions on policy.
      - Some inequality with paid leave earned with hours worked.
      - Non and non-exempt employees
  - Ms. Sabine made motion to accept changes to Emergency Leave and Part-Time Holiday Pay
    - Dr. McCarl seconded motion
    - All approved.
  - Mr. Collins asked if Sadler was going to be addressed formally (although it was already addressed by Mr. Antill)
    - Mr. Antill stated he would.

### **New Business**

- None

### **Executive Session**

- Ms. Inabinett motioned the Board go into Executive Session
  - Ms. Sabine seconded motion
- Dr. McCarl made motion to come out of Executive Session
- Inabinet seconded motion

- Ms. Sabine made motion that the Board instruct Mr. Collins, Chairman of the Board, notify County Administrator and County Council that the Board unanimously agreed to designate the Cummings property as the proposed site for Ridgeville library location and rescind the Vaughn offer due to increased accessibility, visibility on hwy 78 and the significantly decreased asking price (for the Cummings property).

- Ms. Inabinet seconded motion

**Meeting Adjourned - 8:20pm**

- Dr. McCarl made motion to adjourn the meeting
  - Mrs. Sabine seconded the motion.
- Meeting adjourned at 8:20pm