

May 18, 2020  
Dorchester County Library  
Board of Trustees Meeting  
George Seago Branch  
Summerville, SC

## Minutes

### 1. Call to Order:

Board chair Bill Collins called the meeting to order at 7:00pm.

Board members present: Bill Collins, Keturah Inabinett, Michelle Leviner, Dr. Warren McCarl, Katherine Pemberton, Beth Sabine, and Michelle Sweatman.

Staff members present: Robert Antill, Cassandra Manigault

Guests present: Donna Underwood, Melvin Williams, Becky Westfall and another person from FOSL; Kerry Moehring

### 2. Public Comment Period:

There was no public comment.

### 3. Approval of Minutes:

A motion to approve the March 2020 minutes was made by Dr. McCarl and seconded by Michelle Leviner. The vote to approve the minutes was unanimous.

### 4. Business Department Report (attached):

Ms. Manigault reported that the income received through April 30, 2020 was \$3,419,336.66. Expenditures for the same period were \$2,169,341.20. Ms. Manigault reported that the numbers look good and that there were no outstanding bills. She further noted that during emergency leave all finances were maintained.

The only issue of note was that the library paid overtime for hourly employees in the amount of \$12,198 over the past period of emergency closure. Board members asked for more details as to why this was the case. Ms. Manigault and Mr. Antill stated that our emergency pay policy provides for time and a half for any hours worked on site for this small group of employees. Ms. Sabine asked about the reasoning of this policy and it seems that it was put into place for a short duration hurricane-type situation, rather than an extended emergency such as the current Covid-19 situation. Mr. Collins recommended that the board and library staff reevaluate this emergency pay provision. He asked Ms. Sabine, Ms. Pemberton, and Ms. Inabinett to work on this through the policy committee. Ms. Manigault noted that the \$12,000 was able to be accommodated within our existing budget.

### 5. Director's Report (attached) :

#### a) Personnel

We have two instances where staff will go on Covid-19 related child care leave (12 weeks). The St. George branch is also down by two staff members and they are currently hiring those. Mr. Antill reports that the library's new schedule is to open at 10 AM and close at 7 PM to relieve some of the staffing shortfalls (regular hours are 9:30am to 8:00pm).

b) Collection/ Library Performance

Mr. Antill reviewed the statistics with the board. Obviously, no in-person visits occurred during the Covid-19 closure. New patrons were able to obtain digital library cards and the use of digital e-books and e-audio rose in this period significantly. As suggested from the last board meeting, the library has been leaving wireless on for the public to be able to access from the parking lot. Mr. Antill stated that the state library will be sending additional wireless Verizon jet packs and that the library will then distribute them to Dorchester County schools. Ms. Leviner agreed that there is a great need for these.

c) Facilities/ COVID-19 issues

Mr. Antill reported that there were no building issues for either branch.

The library is following the guidance by the county's emergency management team during this Covid-19 situation. The two library branches began curbside delivery today and Mr. Antill stated that the library buildings will open with limited service beginning on Tuesday the 26th. Limited service means that there will be no chairs for patrons as those patrons will be encouraged to make short visits to select materials, check out and leave. It also means that there will be a maximum number allowed; 50 people max in the Summerville branch and 30 people max in the St. George branch. Computers are to be spaced appropriately and printers will be non-touch. Mr. Antill does anticipate a number of jobseekers wanting to access the computers. Mr. Antill also stated that staff is equipped with masks, wipes and other protective equipment.

6) Committee Reports

There were no committee reports.

7) New Business

There was no new business

8) Executive Session

Ms. Sabine made a motion that the board go into executive session, seconded by Ms. Inabinett, and the motion was passed unanimously.

A motion to come out of executive session was made by Ms. Pemberton and seconded by Ms. Inabinett, and that motion passed unanimously.

There were no actions taken by the board from their executive session.

9) Adjournment

A motion to adjourn was made by Dr. McCarl and seconded by Mr. Collins. It passed unanimously. The meeting was adjourned at 8:30pm.