

November 16, 2020

**Dorchester County Library
Board of Trustees Meeting Minutes
George Seago Library, Summerville**

1) Call to Order:

Library Director Robert Antill chaired the meeting at the request of Bill Collins. He called the meeting to order at 7:00pm.

Board Members Present: Michele Leviner, Warren McCarl, Katherine Pemberton, and Michelle Sweatman. Absent: Bill Collins, Keturah Inabinett, and Beth Sabine.

Staff members present were Library Director, Robert Antill and Business Manager Cassandra Manigault.

2) Public Comment Period:

There was no public comment and no communications received.

3) Approval of Minutes from 9/21/2020

A motion was made by Dr. McCarl and seconded by Dr. Sweatman to approve the corrected minutes. The motion passed.

4) Business Department Report:

Ms. Manigault detailed the income/ expenditures through 10/31/2020 (attached).

Income received through October 2020 was \$175,492.16

Expenditures through October 2020 were \$937,841.47

Reviewed and discussed the YTD budget (attached). Ms. Manigault then introduced Emily Sobczak of Greene Finney who made a presentation on the Library's annual financial audit for the FY that ended June 30, 2020. Greene Finney reported a clean audit and that good policies and procedure were in place. Their only recommendation was to codify those accounting policies and procedures in an official manual.

5) Director's Report (attached):

Buildings and Grounds:

- a) The Summerville library had some plumbing issues, needed to install larger feed lines for public toilets.
- b) The library continues to follow all necessary and suggested steps re: public health and safety re: Covid-19, closely monitoring DHEC, CDC and the County for guidance.

New Facilities:

(nothing to report)

Personnel:

- a) St. George: Long time employee and head of IT, Kathy Walters, is retiring after 29 years. She will be succeeded by James Gahagan, formerly head of Colleton Co Library IT. Maya Welson, also in the IT Department has left.
- b) Summerville: One part time position and one full time position are to be filled. Brandi Diffy left her PT position which is being filled by Ivey Irwin

Collections/ Library Performance:

Mr. Antill reported that the Library's YTD stats are down (@35%) due to Covid-19 but remain on par with other library systems around the state. We can look forward to increases when new libraries come on-line. One bright spot is that the Library has significantly increased the number of Hoopla holdings and has seen an increase in the number of lends per month.

Meetings and Attendance:

- SCLENDS
- SCAPLA

6) Committee Reports:

The Nominating Committee recommended that we keep the same slate of officers for 2021. This includes:

Chair, Bill Collins
Vice-chair, Warren McCarl
Treasurer, Keturah Inabinett
Secretary, Katherine Pemberton

Dr. McCarl moved that this slate of officers be approved. The motion was seconded by Dr. Sweatman and was unanimously approved.

The board asked Mr. Antill to make sure that Dr. McCarl, Ms. Sabine and Dr. Leviner's nomination be brought and approved at Co. Council for another four-year term, expiring 12/31/2024.

7) New Business:

- a) Holidays -- Ms. Pemberton made a motion to approve the Library's 2021 Holiday Schedule (attached). The motion was seconded by Dr. McCarl and passed unanimously.

- b) Scheduled Meeting for 2021-- The Board generally meets 7:00pm on the 3rd Monday every other month and alternates between the two locations. The schedule for 2021 meetings is:

January 11 th	(St. George)
March 15 th	(Summerville)
May 17 th	(St. George)
July 18 th	(Summerville)
September 20 th	(St. George)
November 15 th	(Summerville)

A motion to approve the 2021 schedule was made by Dr. McCarl, seconded by Dr. Leviner, and unanimously approved.

- c) Revising the Accounting Policies and Procedure Manual
Work on this manual, to also include the Financial Risk Management Policy is ongoing.
- d) Disaster Plan
- e) Work on the Library's Disaster plan was started in 2007 in coordination with the County's Emergency Management office. The completed Plan should be ready for Board review at the January 2021 meeting.

8) Adjourn

Ms. Pemberton made a motion to adjourn the meeting at 8:10pm, seconded by Dr. Leviner and passed unanimously.