

January 14th 2021

Dorchester County Library Board of Trustees – Minutes

Call to Order - 4:00pm by Mr. Collins

- Present - Collins, McCarl, Sabine, Manigault, Antill, Leviner, Sweatman (arrived right before Director's Report)
- Absent - Pemberton

Public Comments / Announcements - None

Approval of November 16th, 2020 Minutes -

- Motion to accept minutes by McCarl
- Seconded by Leviner
- All approved

Business Report - Manigault

- Income received through 12/31/2020 = \$507,954.34
- Expenditures through 12/31/2020 = \$1,354,716.52
- Motion to accept minutes by
- Seconded by
- All approved

Director's Report

- **Buildings and Grounds**
 - **S'ville Facility**
 - Plumbing issues. Current toilets expensive to replace (over \$700 each)
 - Automatic Door needs to be replaced - approx cost \$10,000
 - **Both Facilities**
 - All necessary and suggested steps are being undertaken to combat Covid-19 outbreak.
 - 1 positive. 4-5 exposure (all tested negative)
 - Monitoring DHEC, CDC and Dorchester County for guidance
- **New Facilities**
 - County has worked out a deal with the Heritage Center in concept
 - To acquire 4-5 acres from the Heritage Center site
 - Their architect and the Library Board architect will consult and determine where in parcel board will acquire prior to financial purchase
 - Select staff attended a meeting with architects where staff was surveyed on concepts and needs were discussed with Architects
- **Personnel**
 - **Sville Facility**
 - 1 full time and 3 part time
 - **St. George Facility**
 - 2 full time
 - Currently have 4 open positions
 - Will have more open positions as they look to hire approximately 30 people for the expansion
 - Would hire staff for new site 60 days prior to a new site opening.
- **Collection / Library Performance**
 - **Year-to-Date Statistics and Highlights**
 - Currently look good
 - Would like to stay above 30,000 circulations

- **Annual Report (fiscal year - July to June)**
 - 209,319 patron visits
 - 4,697 new cards
 - 555,469 items borrowed
 - 19% eBooks & eAudiobooks
 - 19% Movies & Games
 - 59% Books
 - 3% Audiobooks
 - 103,870 Digital Items Borrowed
 - Overdrive, Hoopla, Freegal, RBDigital
 - In Person
 - 755 Programs
 - 14,932 Attendance
 - Virtual
 - 31 Programs
 - 12,595 Views
 - Library Value
 - From July 1, 2019 to June 30, 2020 patrons saved \$6.7 Million by borrowing items instead of purchasing them
- **Meetings and Attendance**
 - SCLENDS
 - SCAPLA
 - Architect
 - Rotary
 - All meetings are conducted through Zoom
 - This past Wednesday, Mr. Antill started process to join the St. George Rotary Club.

Committee Reports

- County Council will approve the nominations of Board members McCarl, Sabine and Leviner until 12/31/2024 (as reported by Tracey Langley and George Bailey)

Old Business

- Revising the Library's **Accounting Policy and Procedure Manual** including the Financial Risk Management Policy - In Progress
 - Reviewing Anderson's Manual for reference
- Developing the Library's **Disaster Plan** - In Progress
 - Reviewing Beaufort's Plan for reference

New Business

- None

Executive Session (If Needed)

- Construction Plans
 - Reviewed overall costs determined for each location (N. Chas, Ladson, Ridgeville and S'ville replacement location)
 - Heritage Center has a contract to purchase land on hwy 78.
 - Hopefully will be able to purchase Library tract within 6-8 weeks (late Spring)

Adjourn - 4:58pm

- Motion to adjourn - McCarl
- Seconded by Sabine
- All Approved.