

**Dorchester County Library Board of Trustees
George H. Seago Library, Summerville, SC
November 20, 2017, 7 PM**

Present: Warren McCarl, Robert Antill, Pinky Harriott, Beth Sabine, Katherine Pemberton and Andrew Gentry.

Absent: Bill Collins, Keturah Inabinett and Eddie Crosby.

Guests Present were: Leslie Koller, Rebecca Anthill and Jen Gleber.

The meeting was called to order by Dr. McCarl at 7:00 pm.

The floor was opened for public comment. No comments were offered.

Minutes from the September 18, 2017 were reviewed. Mr. Gentry moved that minutes be accepted as written. Ms. Pemberton seconded and the motion passed.

Highlights from the Business Department Report were:

- As of October 31, 2017 income was \$285956.23 with expenses to date of \$703908.56
- Hired St. George Branch Manager
- No report received from the Organizational Chart Committee
- No update on the bond referendum available
- Various community events attended
- No update on the DCL Foundation
- Three (3) quotes were received concerning the replacement of HVAC Unit #3 in Summerville for Board Review

Highlights from the Director Report included:

- Security fencing to be installed around rear of Summerville Branch
- Traveling art collection of Cecile Williams scheduled at both branches in the next three months.
- Staff positions have been adjusted to cover vacancies and balance schedule. Sherryl James began as St, George Branch Manager November 5.
- Newly formed Collections Development Committee has started analysis, Web Team studying possible improvements. They are planning to present at January Board meeting.
- Executive Director review has been rescheduled to his six month benchmark.
- Attended and participated in various community and professional meetings (see full report for details)

Action Items:

1. Calendar – Ms. Sabine moved that the 2018 Holiday Schedule be accepted as presented. Dr. McCarl seconded and the motion passed.
2. Board Meetings - Ms. Sabine moved that the 2018 Board Meeting schedule be approved. Ms. Pemberton seconded and the motion passed.
3. Current Grievance Committee members are Kathy Walters, Susan Kascak, Darlene McAlheny and Sylvia Vandertulip. One more member should be added. Upon consultation with County Attorney John Frampton, the Board was reminded that Grievance Committee should receive all initial concerns. The Board should only be brought in to the discussion after the Grievance Committee has determined they are unable to resolve the complaint.
4. The Policy Review Committee reported that the Policy Manual is in need of complete revision. The Committee was not instructed to make complete re-writes of the Manual. It was decided that the County Manual could be used as a template to organize and bring the DCL Policy Manual more up to date. Mr. Anthill will begin this job and review will be assigned to the Policy Committee.
5. Ms. Pemberton moved that the bid by Passion HVAC be accepted for the repair of the Summerville Branch unit. Ms. Sabine seconded and the motion passed.
6. Ms. Pemberton presented the 2018 Board of Trustees slate of officers as follows:

Chairman – Bill Collins

Vice Chairman – Warren McCarl

Treasurer – Keturah Inabinet

Assistant Treasurer – Andrew Gentry

Secretary – Beth Sabine

Hearing no other nominations from the floor, Ms. Pemberton moved that the officers be elected as nominated. Ms. Sabine seconded the motion and it passed.

At 8:03 pm Dr. McCarl moved that the meeting go into Executive Session to discuss a personnel issue. Mr. Gentry seconded the motion and it passed.

At 8:06 the Executive Session ended and the Board meeting was adjourned