

Dorchester County Library Board of Trustees
Jennie J. McMahan Library, St. George, SC 29477
September 18, 2017, 7 PM

Present: Bill Collins, Warren McCarl, Robert Antill, Pinky Harriott, Beth Sabine, Keturah Inabinett and Andrew Gentry.

Absent: Eddie Crosby and Katherine Pemberton.

Guests: Rebecca Antill

The meeting was called to order by Chairman Bill Collins at 7:00 pm.

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

Minutes from the July 17, 2017 and September 5, 2017 were reviewed. Dr. McCarl moved that both minutes be accepted as written. Ms. Inabinett seconded and the motion passed.

Highlights from the Business Department Report were:

- **Income** as of 7/31/2017 was \$53,745.18 and **expenses** were \$135,466.44 as of July 31, 2017.
- Murdaugh and Associates have begun their **audit**.
- **Positions still needing to be filled** are Branch Manager (St. George) and Children's Librarian (St. George). Additionally, a shelver in Summerville recently resigned.
- The review of the **Organizational Chart** of staff structure and hierarchy was not available. Questions were asked about appropriateness of Board intervention on the topic of staff management and previous advice of our labor lawyer. Dr. McCarl moved that the Organizational Chart would review the information with Mr. Antill and present their findings for the Board's edification at the November meeting. The motion was seconded by Beth and passed. The chart that has been shared with the staff is the Organizational Chart that was presented to the Board in June.
- No updates on the Dorchester County Bond **Referendum** lawsuit were available.
- Presentations were made to DD2 Guidance Counselors. Another presentation is scheduled for October.
- Other community relations projects included Leadership 2017, a Rotary Club "Operation Shoebox", donated books for the children's wing at Summerville Medical Center.
- A meeting with the DD4 Superintendent is scheduled regarding the Kajeet Project.

Highlights from the Director Report included:

- No damage resulted from **Hurricane Irma**. Both branches closed for several storm days.
- Replacement of a compressor in lieu of the entire unit provided **air conditioning** to the Summerville Branch. Another unit will still probably need to be replaced.
- Realignment of current staff in both branches helped cover the still **unfilled positions**. Applicants are being interviewed.
- October 6 is **Staff Day at the Summerville Branch**.
- **Collections Team** is working to address some of the findings in the Statistical Review offered in July. They will offer input to Mr. Antill by email.
- Preliminary **90 Day Review** to be finalized after discussion with Ms. Harriott
- Attended SCLENDS, SCAPLA, meeting with Berkeley County Librarian

Action Items:

- A **Nominating Committee** was appointed by Mr. Collins and included Keturah Inabinett, Beth Sabine and Katherine Pemberton. They will present a slate of officers at the November meeting to fill the Chairman, Vice-Chairman, treasurer, Vice Treasurer and Secretary.
- Board members are asked to provide nomination names for the **DCL Foundation**. Mr. Collins invited the Board members meet at 219 Sumter Avenue at 5:30 for an informal discussion about these Foundation members and recruitment. Board members are invited to offer informal input and discussion.

Committee Reports:

- The **Personnel Policy Committee** will report at the November meeting.

At 8:01 pm Ms. Sabine moved that the Board go into **Executive Session** to discuss contractual matters. Ms. Inabinett seconded the motion and it passed. Guests were excused.

The Executive Session ended at 8:25.

Having no further business Ms. Sabine moved that the meeting **adjourn**. Ms. Inabinett seconded and the motion passed.