

Dorchester County Library Board of Trustees
George H. Seago Library, Summerville, SC 29485
July 17, 2017, 7 PM

Present: Katherine Pemberton, Bill Collins, Warren McCarl, Robert Antill, Pinky Harriott, Beth Sabine, Keturah Inabinett and Eddie Crosby.

Absent: Andrew Gentry.

Guests: Rebecca Antill, Michaela Wiesner, Carol Brummett, Leslie Koller and Jennifer Gleber.

The meeting was called to order by Chairman Bill Collins at 7:01 pm. Guests were welcomed.

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

Minutes from the June 19, 2017 were reviewed. Dr. McCarl moved that the minutes be accepted as written. Ms. Pemberton seconded and the motion passed.

Highlights from the Business Department Report were:

- Year to date income of \$3,682,769.77 and expenses of \$2,489,402.14 as of June 30, 2017.
- Final Lottery Expenditures were \$15,468.37. The remaining funds were authorized to carry forward.
- We will exceed the County Council's requirement for carrying forward the increase of .6 mils received last year (\$321,562).
- The Contingency Fund balance as of June 30, 2017 is \$2,018,651.00.
- All staff positions for the St. George Library have been filled with the exception of the Circulation Supervisor which Mr. Antill has decided to delay.
- An organizational chart of staff structure and hierarchy was presented.
- A bank account for the DCL Foundation is needed for the funds resulting from the African Art sale.
- No updates on the Dorchester County Bond Referendum lawsuit were available.

Highlights from the Director Report included:

- Power outages and inconsistencies have been a problem and staff members continue to try insure smooth operations until the mechanical issues are resolved.
- The Collections Team has been formed and will meet before the end of this month.

- A statistical analysis was done on library visits, circulation and usage. Overall use of the library is down and observations regarding this fluctuation included:
 1. Library visits overall were down by 11% from the 2016 figure.
 2. Public Program attendance was increased by 16.5%.
 3. While print circulation is down, computer and wireless patrons have increased.
 4. Marketing of our current resources should be increased.
 5. Cross training of staff is needed to help patrons receive the most use of resources and services.
 6. Some freshening of the Summerville Branch facility will help until new facilities become available.
 7. Parking and space at the Summerville Branch continues to be a limitation.

- The newly hired Branch Manager of the Summerville Library, Jennifer Gleber was introduced.

Committee Reports:

- After review of the **Personnel Policy** the Committee asked for clarity on some issues:
 - Does the Library Policy need to align with the County Policy?
 - Can the Personnel Committee contact Linda Edwards for guidance on some concerns?

After discussion the Committee was instructed to continue with the policy review, contact our labor lawyer as needed and present a final report at the November meeting.

- Mr. Collins appointed Mr. Crosby to meet with Mr. Antill and Ms. Harriott regarding the **organizational chart**.

At 8:00pm Mrs. Pemberton moved that the Board go into **Executive Session** to discuss personnel and contractual matters. Ms. Inabinett seconded the motion and it passed. Guests were excused.

The Executive Session ended at 8:35.

Having no further business Dr. McCarl moved that the meeting **adjourn**. Mr. Crosby seconded and the motion passed.