

AGENDA

Present: McCarl, Inabinett, Manigault, Leviner, Sweatman, Rutland, Collins, Sabine

Absent: None

1. Call to Order.

- 7:01pm - Bill Collins

2. Public Comments / Announcements

- Katherine Pemberton - former member of the Library Board - Public Comment - Has served for 9 years. Stated that she was replaced by her council member, but she was not notified or aware prior. Wishes the board well.
- Mr. Collins thanked Katherine for her service.
- Kevin Carroll - Public Comment - disappointed that it has taken so long for libraries to be completed.
- Mr. Collins - approved in 2019. We have identified 3 out of the 4 sites. Looked at multiple locations. Within the next few days, we hope to have a press release out to the public. Whenever buying property for a public entity you need to be cautious and make sure negotiations are done appropriately.
- Karen Stevens from Givhans area Public Comment - asked about discussing new library and asked if it was still in Ridgeville. She was concerned and had spoken to Mr. Vaughan who stated he did not know why the location had changed.
- Mr. Collins - it is on hwy 78 about a mile and a half from Ridgeville. Discussed that original property owned by the Vaughan involved negotiations, changes in costs and concerns with parking.

3. Approval of January 14th, 2021 Minutes - (Attached)

- No Comments or Questions on January meeting minutes
- Motion to approve minutes - Inabinett.
- Second - McCarl
- All approved

4. Presentation - Rudd Smith - Dorchester Heritage Center

- Tax map # 087-0000034
- Back 13 acres are in Berkeley County with a different tax ID number.
- Rachel Burton (DHC Architect)
- Reviewed layout of the Heritage Center facility
- Currently do not have construction drawings.
 - Using Bill Beauchene from Atrium Builders
- Total estimate looking at 8.1 million.
- Have hired a professional fundraiser.
- Has advised to include an operating budget (which they have included the first two years in the 8.2 million range). Looking to try and reduce those costs / numbers down to upper 7 million range.

- **Plat Description**
 - Property originally owned by Mary Cummings.
 - Property is close to Carter's Quick Stop by hwy 78 and hwy 27.
 - Original owner will keep 8 acres for herself.
 - Purchasing 81 acres from Ms. Cummings
 - 25 acres is wetlands.
 - Heritage Center is mostly interested in front 20 acres for usage.
- Scott Parker - land planner
 - Previous experience working with downtown Charleston and former Mayor Riley.
 - Front Pasture - will leave it as a pasture with no buildings in the front area.
 - Covered boardwalk between the two buildings to connect public library and private museum.
 - No curbs and gutters. Country type roads. Preserving trees. Creating common parking areas.
- Missing in their plan
 - Public meeting rooms
 - They have created a special event room.
 - Want to have an incoming producing area for the museum.
- **Public Questions**
 - Kevin Carroll- very impressed. Question for architect. Are those cupalos on the ridgeline? Affirmed. He likes those a lot.
 - Sabine - asked that it be pointed out approximately on the plat where they want to site their building. Answer: overlooking 1800s graveyard. Mr. Smith believes the library will have more road visibility then the museum the way this has been planned.

5. Presentation - Michelle Smyth - Proposed Library Locations

- Architect for Dorchester County Library Board - McMillan, Pazdan and Smith
- Kevin Carroll requested that light over the screen be dimmed - library complied.
- Providing update on three branch libraries that her firm has been hired to consult on.
- **Design Team Introduction**
 - **David Moore, Principal in Charge**
 - Resident Library Expert
 - Worked on 40+ libraries.
 - Published book on optimal library spaces.
 - **Paulette Myers, CHS Office Director**
 - Aiding in beginning process with design and architecture of building
 - **Michelle Smyth, Project Manager**
 - 20 years' experience
 - Product of DD2
 - **Chris Campeau, Landscape Architect (Seamon Whiteside)**
 - **Jennifer Palmer, Civil Engineer (Seamon Whiteside)**

- **Site Review Criteria & Conceptual Planning**
 - **Site Review - Tier One Criteria**
 - How big is site?
 - Boundaries?
 - Zoning?
 - Location in relation to community?
 - Wetlands?
 - How much buildable area on site?
 - Access to utilities?
 - How feasible is acquisition?
 - **Site Review - Tier Two Criteria**
 - Physically walk site with team
 - Take photos.
 - GIS Maps
 - Look at Topo drainage.
 - Look at presence of utilities - any need upgrading.
 - Look at conceptual design.
 - **Site Review - Tier Three Criteria**
 - Getting more technical reports performed
 - Site survey
 - Wetlands Delineation
 - Technical report
 - Site due diligence can take anywhere from 90-120 days.
 - **Site Review - Design Considerations**
 - Future needs of the library
 - Vehicular and pedestrian/visitor visibility and access
 - Accessibility through site and building
 - Outdoor programming space
 - Location of service areas (loading, book drop)
 - Connections or buffers to neighboring properties.
 - Site development cost
 - Natural and cultural site features
- **Ridgeville Branch Library**
 - Library needs approximately 4-5 acres - purchased from Dorchester Heritage Museum
 - Building location TBD, w/input from DHC planning team
 - Building - approximately 10,000 sq ft
 - Site circulation, parking and storm drainage may be coordinated w/museum plans.
 - Sewer and water are also considered.
 - **Option A**
 - Library and Museum share entry drive
 - Library located further back from road w/assumed museum location behind wetlands.

- Parking hidden from road by building.
 - Former horse pasture b/w road and building is preserved as usable open space.
 - Foot trails may connect library to other parts of the site.
 - **Option B**
 - Library and Museum have separate entry drives.
 - Library is located closer to the road. Museum location may be behind wetlands or closer to the street.
 - Parking is deeper in the site to decrease prominence.
 - Portion of former horse pasture is used to park.
 - Foot trails may connect library to other parts of the park.
- **Oakbrook Branch Library**
 - Proposed Site
 - Library needs approx. 5+ acres, to be purchased from CPW.
 - Building location TBD
 - Building planned to be approx. 20,000 sq ft
 - CPW will retain some portion of the property.
 - Site is currently heavily wooded.
 - Possibly connected to / part of same property of public park
 - **Option A**
 - Location is closer to the street.
 - Site entry aligns with Renken Road (off Bacon's Bridge Road)
 - Parking extends into site may be shared with recreational uses.
 - Access to the existing water tower is provided.
 - Public question - parking? Answer 150.
 - **Option B**
 - Library location is further back on the site.
 - Site entry road is longer to reach the building and aligns w/existing Renken Road.
 - Parking extends into site and may be shared with recreational uses.
 - Access to the existing water tower is provided.
- **Summerville Branch Library**
 - Site selection is currently in progress.
 - Building is planned to be approx. 15,000 sq ft.
 - Parking considerations a major concern
 - Land cost is a concern.
 - **500 N. Main Street**
 - 2-3 acres
 - Pros - location, accessibility
 - Cons - extensive renovation, why type of development serves the highest and best use of property.
 - **North Pine Street**
 - 2.02 acres
 - Pros - size of lot. Location

- Cons - cost, drainage, mitigation
 - **123 E. Luke Avenue**
 - Approx. 1.0 acre
 - Pros - location
 - Cons - parking solutions
 - **Programming**
 - Correspondence w/library executive director to analyze and understand collections and circulation data.
 - Meeting's w/library admin and staff to determine needs and discuss spatial adjacencies and operations.
 - Preferences for hardware inside building
 - Spaces
 - Collections
 - Main entry, lobby, circulation desk
 - Meeting rooms, large group, and small conference rooms
 - FRID/self-checkout/ drive up window.
 - Teen and young adult space
 - Collaborative/small group study spaces
 - Makerspaces / creative studios
 - Outdoor programming
 - Staffing and work areas
 - Building support
 - **Next Steps**
 - **Ridgeville Branch**
 - Confirm building location w/DHC.
 - Confirm county approval of conceptual site plan and building location/placement.
 - Confirm amount of land required for county purchase.
 - Line for utilities brought to site.
 - **Oakbrook Branch**
 - Still in planning phase
 - **Summerville location**
 - Still determining site phase
 - **Design Schedule**
 - Site due diligence and conceptual planning - current
 - Schematic design phase - 6 weeks
 - Design development phase - 6 weeks
 - Construction documents phase - 10 weeks
 - Bidding / contract phase - 6 weeks
6. **Business Department Report - (Attached)**
- Income received through 2/28/2021 - \$3,518,017.54.
 - Expenditures through 02/28/2021 = \$ 1,855,337.55
 - **Proposed Budget for upcoming fiscal year**

- Handout given to board.
- 2020-2021 Fiscal Year Budget: \$4,059,386.00
- 2021-2022 Fiscal Year Budget: \$4,174,673.00
- Increase of \$115,287.00.
- Sabine asked about to need for increased need for digital resources.
- Motion to move \$25,000 over from adult books to e-audio and e-book.
 - \$15,000 to e-audio
 - \$10,000 to e-book
- Motion to move / reallocate funds - Sabine.
- Second - Sweatman
- All approved

7. Director's Report (Attached)

- **Buildings and Grounds**
 - Automatic Door at entrance fixed at Summerville Branch, needs adjusted.
 - All necessary and suggested steps are being undertaken and considered to combat the Covid-19 outbreak. Closely monitoring DHEC, the CDC, and Dorchester County for guidance.
 - County Council has removed mask mandates in some areas.
 - Libraries will not remove mask mandate. Unsure when he or his employees would feel comfortable doing so.
 - At the St. George location - recently held outdoor movie event
 - Hired company who came and put up a large screen.
 - Also arranged for food trucks to be on site
 - Great success
- **New Facilities**
 - As discussed in the presentation, multiple sites have been considered for 3 of the 4 locations.
 - Select staff attended a follow-up meeting where a staff survey of concepts and needs were discussed with architects / engineers / County Purchasing staff
- **Personnel**
 - 1 Full-time and 2 Part-time positions open - St. George
 - 2 Full-time and 2 Part-time positions open - Summerville
 - Library will be hosting a career fair this Spring.
 - Open event where potential hires can bring their resume, walk in and interview for available positions.
- **Collection / Library Performance**
 - Year-to-Date Statistics and Highlights reviewed
 - New Patrons - on track - up to 2100 new cards issued.
 - Insert in Board Packet with pamphlet with previous year statistics for circulations.

- **Meetings and Attendance**

- SCLENDS - Weekly
- SCAPLA - Weekly
- Architect - Weekly
- Rotary - Weekly

8. **Committee Reports**

- None

9. **Old Business**

- **Library's Accounting Policy**

- Previously board member Pemberton was on review committee. Given to new member Rutland to assume.

- **Revising Financial Risk Management Policy**

- Still in Progress - no current updates

10. **New Business**

- Collins proposes that we release a public statement on progress on status of public libraries to give the public information to show that we are moving towards building with due diligence.

- Antill will work on a press release that he will send to Board to review.

- **Next Library Board Meeting – May**

- Antill will present at county council on night of scheduled library board meeting.
- Discussed moving library board meeting date to either prior or after County Council meeting.
- Date to be forthcoming closer to next meeting.

- **Welcome to new member – Meredith Rutland.**

- Dorchester County native
- FDHS graduate
- DD2 teacher 6 ½ years
- Current career – technical writer
- Lives in Sommers Corner.
- Excited to be part of board.

11. **Executive Session (If Necessary)**

- Not necessary

12. **Adjourn**

- Motion to adjourn - Sabine.
- Second - Rutland
- All Approved
- Meeting adjourned - 8:24pm