

September 28, 2020  
Dorchester County Library  
Jennie J. McMahan Library  
St. George, SC

**Call to Order:** 7:00pm by Bill Collins

**Attendance:**

- **Present:** Antill; Collins; McCall; Sweatman; Sabine; Inabinet; Manigault
  - **Absent:** Pemberton
- Dr. Leviner took notes for tonight's meeting in lieu of Mrs. Pemberton who is out

**Public comments / announcements or correspondence**

- None

**Approval of July 2020 Minutes (attached)**

- Dr. McCall motion
- Beth Sabine second
- All approved

**Business Department Report (attached) - Ms. Manigault**

- Income received through 8/31/2020 - \$12,184.70
- Expenditures through 8/31/2020 - \$414,094.19
- Fund Transfer
  - \$1.5 million to Money Market account - bringing total to \$4,310,579.06
- Currently the account is in the "red"
- Audit
  - Currently have until the 30th to collect all documentation needed for auditor

**Director's Report (attached)- Mr. Antill**

- **Building and Grounds**
  - Summerville Facility has some plumbing concerns
  - St. George location has some mold / moisture from the unit in the server room.
  - Covid Preventative Measures
    - Closely monitoring DHEC, CDC and Dorchester County for guidance

**Personnel**

- One St. George staff member on Covid leave
- Summerville Assistant Branch Manager - elected VP of Timrod library board. Continuing to build partnership with Timrod
- Summerville had a positive Covid staff member
  - Shut down library for a period of 10 days
  - No one required to test, but those that did, tested negative.
  - No one else tested positive

**Collection / Library Performance**

- Year to Date Highlights
  - Not where we want it to be due to current Covid pandemic affect.
  - Hoopla the only area of increase
  - Will most likely remain in the 65% range for the foreseeable future

**Meetings and Attendance**

- **SCLENDS**
- **SCAPLA**
- **Multiple Council Meetings**
- **Multiple Library Expansion Meetings**

**Committee Reports**

- **Policy Committee**

- **Part-Time Holiday Pay (Motion) - Suggestion to Change Effective Date from 1/1/2020 to 7/1/2020**
  - Last reviewed and voted on in the July meeting.
  - Grandfathered to Jan 1st. - ended up excluding 1 new hire.
  - Mr. Antill proposed that the policy be revised to take effect July 1st
  - Manigault and Collins proposed that instead of changing the policy that the board make an exception for the one employee
  - Sabine moved that Maggie Heil be allowed to be grandfathered in for the holiday pay
    - Inabinett seconded motion
    - All approved
- **Introduction of the "Policy and Procedures" Manual for Revision and Passage (No Action)**
  - Mr. Antill discussed that for the policy and procedure manuals, he is currently cleaning up any conflicting wording.

#### **New Business**

- None

#### **Executive Session**

- Mr. Collins stated that there was not a need to go officially into executive session as there are no visitors / non-board members present.
- **Property on Hwy 78**
  - County Council approved with a vote of 5-2 to purchase up to 5 acres of land from the Heritage Center.
  - Purchase price \$17,300 per acre.
  - Contract will be drawn by Mr. Frampton with County Council in conjunction with Heritage Center attorney.
  - Purchase will occur in January 2021
  - Two members of council were not in agreement with the Hwy 78 site or the Ridgeville site.
- **Architectural Firm Selection Process**
  - Prentler and Dantzler (from county), Collins and Antill (from Board) were part of the committee
  - Reviewed 16 firms - using separate scoring sheets, four members concurred on 2 -3 finalists in terms of qualifications for discussion.
  - McMillan, Pazdan and Smith was selected
    - David Moore is principal who works with firm
    - Selected due to their level of experience with building libraries
    - On September 23rd - they provided a fee schedule
      - Were able to have a conference call and have fee schedule reduced not to exceed \$350 a sq ft cap of hard costs.
      - In other words, instead of their proposed fee of 1.9 million; they revised to not exceed \$350 per sq ft.
  - Scope of Services
    - McMillan, Pazdan and Smith will be at the November meeting in Summerville
  - Michelle Smith is an architect within the firm who is also assisting in advising on some future sites for other library locations.
  - All their work is on an hourly basis that is not part of the referendum monies.
    - Covered under the county's 10 million incidental funds.
  - Sabine asked about the proposed sites and fees if they were accurate.
    - Antill replied that at this time it is, but it is up the library board.
    - Also keep in mind that in town the costs will be higher.
  - Firm did clarify that if money is saved at one location it can be moved over to another site to supplement there.

- Sabine asked about the FDHS location. There is \$10 million currently reserved for that location. Will most likely be the last location for building.
- Sabine asked what is the closet library that they have built.
  - Antill did not know off the top of his head, but they have built two in Beaufort.
- Collins asked Antill to provide more information on architectural firm
  - Out of Charleston area
  - Over 100 library projects
    - For principal building and renovations
- Sabine asked about discussion at a previous meeting about designs being on par with each other in design
- **Correspondence**
  - Collins read a letter from Mr. Rudd, the Chairman of the Heritage Center.
    - Wants collaboration with library board as continue to plan to develop the site.
    - States that YMCA is interested in the Ridgeville location and would need 10 acres of land.
    - Goal: would like to advance history, culture and science at the location.
  - Collins asked that board think about possible uses for the site to bring to the next meeting.
    - Email ideas to Antill
    - Will discuss at the next meeting
    - Large track of land - 81 acres
- Antill confirmed with board that intention to purchase is 5 acres and not less. Group agreed.
- McCarl asked if extra funds could be used for other areas (donations, etc)

#### **Adjourn**

- Sabine made motion to adjourn meeting at 8:09pm
  - Seconded by McCarl
  - All approved