

## Dorchester County Library Board of Trustees

### Meeting – Minutes

19 July 2021

#### AGENDA:

**Present:** McCarl, Leviner, Sweatman, Collins, Sabine, Antill, Manigault

**Absent:** Inabinett

- **Call to Order – 7:00pm**
- **Public Comments / Announcements**
  - Timrod
    - Thank you for donation that assisted for students to receive books monthly (1 year commitment)
  - Greene Finney
    - Annual letter from Greene Finney along with contract that was signed by Mr. Collins on Friday (letter of commitment for audit)
- **Approval of May 17, 2021 Minutes - (Attached)**
  - Rutland arrived
  - Minutes reviewed
  - McCarl motioned minutes approved
  - Sabine seconded
  - All approved
- **Business Department Report – (Attached)**
  - Final Budget Discussion
    - Final income as of June 30<sup>th</sup> reviewed (received)
    - Expenditures through the same time was also reviewed
    - Copy of profit and loss for the same time period attached
    - All numbers in line with no major discrepancies.
    - Bank account as of June 30<sup>th</sup> - \$4191350.29
    - Money Market 4,316,073.71
    - Proposed transferred 2 million from the Operating Budget to the Money Market.
      - Collins questioned on why 2 million
      - Manigault replied that having 2 million in operating
      - Sabine motioned money be moved
      - Rutland seconded
      - All approved
      - Sabine questioned on difference in account balance as of June 30<sup>th</sup> on whether it included monies that carried over from previous fiscal year, which Manigault confirmed.
- **Director's Report (Attached)**
  - **Buildings and Grounds**
    - Few cosmetic items fixed/painted in both branches
    - Air Handler replaced in St. George

- **New Facilities**
  - Three sites have been selected and 1 currently being considered
    - Ridgeville and Oakbrook site are in hands of County Council for negotiations.
  - Sizes and interior building programs being finalized with architects / engineers / County Purchasing Staff
    - Approximately 18-20 months out from opening in North Charleston.
- **Personnel**
  - Discussed part time positions that are open in St. George and S'ville.
  - Took one full time opening and moved it to two part time positions to allow for more flexibility for scheduling, increased hours available and do not need to provide benefits
- **Collection / Library Performance**
  - **End of Year Statistics and Highlights (Distributed)**
    - Moved up from approx. 30% down to 16% down
      - Apparently some people still believe that the library is closed.
    - In the end we should break out even.
    - Believe that once the new branches open we will see a significant increase in membership / circulations
- **Meetings and Attendance**
  - **Attended regular meetings**
  - **Visited the GATES School**
    - Run in the old Strayer site over by Tanger
    - 125 enrollees
    - Sole purpose – to provide instruction for students with dyslexia and other reading deficiencies
    - Looking to provide donations of books from the library and work with them on e-books
    - Tri-County School
- **Mr. Antill wanted to review 5 areas not on his list**
  - **Two years ago, lobbied to raise state monies allocated per person.**
    - Lobbied again for an increase and it was approved again, which will result in about 35,000 increase
  - **Summer Reading**
    - Reviewed current numbers – branches, bookmobile, YMCA partnership
    - Collins asked on numbers compared to last year.
    - Mr. Antill stated last year was the start of Covid and was not successful.
    - Sweatmann asked how it compared to a regular year.
    - Mr. Antill replied hard to compare to 2 years ago, because library signed up all the students in St. George / DD4.

- **Kajeet Grant Program – ARP Grant**
  - On phone with state coordinator.
  - She asked why Antill hadn't filled out grant for more internet access. He believes that it wasn't worth what they state wanted them to use it for (limitations). But there are extensions now for more latitude.
  - Wrote another grant application or 30,000 for a Mobile STEAM Learning Lab and load it with stem items that can travel to different elementary schools on a schedule to provide access to stem
  - Grant will last one year and board will see if they want to extend it and apply again, etc.
- **Memorandum of Understanding**
  - Antill reviewed it and read over the Memorandum several times and did not notice any areas of concerns.
  - Sandra Baden is the new president of the Friends of Summerville
  - Antill asked the board to review the Memorandum and asked if anyone had any concerns.
  - Antill will meet with Ms. Baden and sign the Memorandum in the near future.
- **Committee Reports**
  - None
- **Old Business**
  - None
- **New Business**
  - None
- **Executive Session**
  - Not Required
- **Proposed that Meeting be Adjourned**
  - Motion by Sabine
  - Seconded by McCarl
  - All approved
  - Meeting adjourned at 7:29pm