

Dorchester County Library  
Board of Trustees - Meeting  
September 20, 2021

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

**Absent:** Sweatman

1. **Call to Order:** 7:00am
2. **Public Comments/Announcements**
  - a. No public comments
  - b. Correspondence
    - i. Thank you note for co-sponsorship of Dolly Parton book partnership from Timrod Library (our share \$3700)
    - ii. SC Dept of Administration has pulled our number for #s of eRate. Pulled our numbers for audit and want to confirm that we spent during the 2017-2018 fiscal year we spent \$382.84 on some type of networking.
      1. Sabine questioned why they would do this.
      2. Antill replied that is their duties and they usually go back about 3 years when investigating
3. **Approval of July 19th, 2021 Minutes (Attached)**
  - a. One error corrected on notes. Budget error /typo that was corrected.
  - b. 7:03pm: Sweatman arrived.
  - c. Collins: questioned on facilities if we stated there were three sites discussed and one considered. It was confirmed by Mr. Antill.
  - d. Rutland: Correction (spelling) bullet point "adjourned" missing an R
  - e. Motion to accept minutes: Sabine
  - f. Seconded by: McCarl
  - g. All approved.
4. **Business Department Report (Attached)**
  - a. Manigault reviewed income received since August 31st on the report as well as expenditures.
  - b. Collins asked if anyone had any questions on year to date budget (attached): none posed
5. **Director's Report (Attached)**
  - a. Buildings and Grounds
    - i. S'ville site: condensation of duct work, dripping on light causing smolder
    - ii. Resulted in closure for day and half for repair.
    - iii. St. George site: blower motor replaced
    - iv. Surplus Property - Sale or Recycle
      1. Will put list together and send out on email
      2. Nothing of high value

b. New Facilities

i. Oakbrook

1. In final stages of Due Diligence
2. Drilled core samples
3. Putting finishes touches on phase 1 environmental

ii. S'ville Downtown

1. Site selected and negotiations have begun - appraisal ordered
2. YMCA parking lot directly behind the building
3. About .8 acre
4. Architect and County are looking into site heavily.
5. Mr. Collins inquired if the facility and appropriate parking for 100 vehicles can fit on that parcel of land
6. Across of the street of railroad tracks and Pine street. Mr. Antill asked if library could face Pine.
7. Sabine inquired if the library if it could have a shared "storefront" with YMCA on cedar for more visibility and exposure to public.
8. Collins wanted to know cost of .8 acre. Antill replied it is currently being appraised.

iii. Ridgeville

1. Negotiations continue with Museum
2. Museum and the county are still in negotiations
  - a. Share utilities, if a bridge is required over the wetlands, what can be built on the property, etc.

c. Personnel

i. Personnel Policy and Procedure Manual changes to match Personnel Manual need adopted

1. Procedures manual revised to match the Personnel manual.

ii. Pay Scale to match

1. Review of current pay scale
2. Antill discussed his perceived competition for employees - Walmart, Chick Fil A, etc. in the area, whose minimum pay all exceeds the Library pay.
3. Competition with only \$11.69 (as opposed to \$15) starting pay is difficult, especially with the need to high 30+ employees over the next several years.
4. Mr. Antill proposes that over the next three years there is an increased in hourly rate \$1.10 a year in order to match other employers in the area for the entry level positions.
5. Collins asks if you increase the hourly rate for entry level, wouldn't an increase be required for other hourly positions. Antill confirmed.

6. With the current employees, looking at approximately \$40,000 a year needed. Antill also reminded board the increase of 2% increase of funding
  7. Collins wanted to know if the county starting hourly pay is \$15. Feels that is important to know to make a decision.
  8. Decision / motion would not be made until November meeting.
  9. Collins inquired if anyone had any questions / comments: none
- iii. Literacy Specialist
1. Antill proposes hiring of a Literacy Specialist to assist in closing gaps of reading deficiencies
  2. Collins inquired if other counties have Literacy Specialists how do they utilize them in conjunction with schools. Antill will investigate
  3. Sweatman asked what type of criteria would we be looking for.
  4. Sabine supports investigating further into this possibility and feels like we would need to collaborate with the public school system
- d. Collection / Library Performance
- i. Statistics and Highlights (distributed)
    1. Currently on track.
    2. 35,000-40,000 circs a month
    3. New library card sign-ups are up
    4. September is library card sign up month
    5. Antill predicts there will be a significant increase in memberships with the new branches are built.
  - ii. Consideration of going "Fine Free" on all circulating materials
    1. Does not need to be determined / motioned on during this meeting
    2. Current trend with other libraries.
    3. Takes down a barrier preventing people from taking advantages of the resources of the library
    4. Usually collect about \$40,000 - \$60,000 a year in late fines
    5. No data of increase in theft, damage, etc. from those who removed late fines. Only sees an increase in usage.
    6. Charleston County just went fine free at the end of the May.
    7. Collins and Sweatman would like some data on libraries who have instituted this.
- e. Meetings and Attendance
- i. SCLENDS - Bi-Weekly
  - ii. SCAPLA - Bi-Weekly
  - iii. Architect - Weekly
  - iv. Rotary - Weekly

6. Committee Reports
  - a. None
7. Old Business
  - a. None
8. New Business
  - a. Possibility of developing a new position - Literacy Specialist - SLA II
    - i. Discussed under the director's report
9. Executive Session
  - a. Motion to adjourn - McCarl
  - b. Seconded: Manigault
  - c. Meeting adjourned at 7:41pm.