**Dorchester County Library Board of Trustees Meeting**

**Jennie J. McMahan Branch Library St George, SC**

**January 18, 2022**

**4:00PM**

**AGENDA**

**Attendance:**

* **Present:** Antill, Manigault, Leviner, Rutland, Sabine, Inabinett, Collins
* **Absent:** Sweatman

**Call to Order – 4:00pm**

* Called by Mr. Collins

**Public Comments / Announcements**

* None

**Approval of November 2021 Minutes – (Attached)**

* Some typographical errors corrected
* Motion by Sabine to accept November meeting minutes as corrected
* Seconded by Inabinet
* All approved

**Business Department Report – (Attached)**

* Annual Audit presentation – Emily Sobczak from Greene Finney
  + Compliance
    - **Finding – 2021-001:** Recording of Accrued Payables and Receivables
    - Mr. Collins asked for further explanation of recording accrued payables which was clarified by Ms. Sobczak.
    - Ms. Sabine asked if this was related to year end expenses, which was confirmed.
* No other findings, significant deficiencies, or material weaknesses were noted.
* Review of results letter provided by Greene Finney, LLP in Board Packet was reviewed.
* Business Department Report – Cassandra Manigault
  + Financial Report
    - Income Received through 12/31/21 = $781,590.56
    - Expenditures through 12/31/21 = $1,445,622.36
    - Review and Discussion of YTD Budget (Attached)
* Mr. Antill asked if anyone had any questions on the financial report.
  + No questions

**Director’s Report (Attached)**

* **Buildings and Grounds**
  + **Summerville HVAC Replacement.**
    - Four bids.
    - One company notated 20 weeks to complete
    - Low bid – LimRic Plumbing, Heating & Air
    - Sabine inquired if four bidding companies were local to Summerville.
    - All are local to Charleston area, but not necessarily Summerville/Dorchester area.
      * LimRic and McCaw are outside of Dorchester County
      * Remaining two local companies Commercial and J.W. Long are local.
      * Commercial says 20 weeks out.
      * J.W. Long is highest bid.
    - Mr. Collins stated when possible, he would like that business is given to local county businesses.
    - Mrs. Sabine also stated that warranty guarantees is an important consideration, as well.
    - Mr. Collins inquired on whether we could negotiate with J.W. Long on price.
      * Unsure if we can do so.
* Mr. Antill gave his opinion that given a choice he would go with LimRic as they have past positive experiences with them.
* Motion to accept bid from LimRic Plumbing, Heating & Air by Mrs. Sabine
* Seconded by Mrs. Rutland
* None opposed
* **DHEC Revised Guidelines for Covid Protocols** 
  + Reviewed new guidelines proposed by CDC and accepted by DHEC for reduced quarantine for asymptomatic close contacts.
  + Mr. Antill discussed concerns with employees and loss of days / possible pay due to forced quarantine.
  + Mr. Collins suggested that Mr. Antill consult Mr. Frampton on legalities.
  + Mr. Antill concurred.
* **Personnel / Staffing**
  + Mr. Antill reviewed current staffing at Summerville and St. George branches
* **Pay Increase Discussion**
  + Currently struggling with employee retention
  + Currently 5 positions open with 30 more pending with new branches within next 30 months.
  + Struggling to hire quality candidates.
    - Most qualified candidates list $15.00 as minimum pay requirement
* Lowest level position is not considered entry level
  + Requires technology and customer service skills
* Current proposal of $1.10 per hour increase would be approximately $41,000 per half year and $82,000 annual.
* Board discussed different aspects of funding and effect on budget, which was minimal.
* With increase brings yearly salary year to date up to $1.1 million
* Mrs. Sabine made motion to approve pay increase of $1.10 per hour across the board for hourly employees to be initiated with next pay period.
* Mrs. Inabinett seconded.
* None opposed.
* Mrs. Sabine pointed out when accurately calculating budget need to also include the 2% pay increase with hourly increase.
* **Continuing Education Policy**
  + Currently we do not pre-pay for any classes for employees to complete to advance themselves professionally.
  + In conjunction with the SC State Library can provide tuition assistance to full-time employees who have worked at library for at least two years towards a Master of Library and Information Science degree
    - Provides tuition grants to libraries on a reimbursement basis.
    - Employee would be responsible for paying the upfront cost of all tuition and fees for the semester before submitting a reimbursement request to the State Library.
    - Reviewed biannually.
* Discussed language of first come; first serve to some type of guideline to qualify.
* Mr. Antill proposed looking at seniority.
* Motion to approve by Mrs. Rutland
* Seconded by Mrs. Sabine
* None opposed
* **Collection/Library Performance**
  + **Reviewed Year-to-Date Statistics and Highlights**
    - Discussed reduction of foot traffic in branches
    - Electronic circulations have increased
    - Circulations are only approximately 10% off previous years stats
    - Print items account for approximately 75% of circulations
  + **Reviewed initial impact of the Fine Free Policy**
    - Prior to Fine Free Policy
      * 18,005 patrons owed some amount of money
      * Average amount owed: $36.13 per patron
      * Total amount owed to library system: $650,453.03
* After Fine Free Policy initiated and Overdue Fine Deletion:
  + 6,515 patrons owe some amount of money
  + Average amount owing $81.13
  + Total amount owed $528,497.24
* Will continue to monitor statistics and provide updates at each meeting.
* Initial start is showing success.
  + **Presentation of details of $9,900 Save the Children Grant**
    - Grant to do a story walk at the St. George branch.
    - Looking to do additional story walks at other branches
  + **Presentation of details of $30,000 STEM Van Grant**
    - For a STEM Van.
    - Will look to hire someone with a STEM background to travel to schools (part time position funded through the grant)
    - Not limited to county lines.
    - Once grant money runs out, Board will re-visit position on whether it will be funded to continue or not.
    - Mrs. Rutland discussed social media links to access information on accessing, especially for schools / teachers.

**Committee Reports**

* Nominating Committee Report of 2022 Slate of Officers – Photo for newspapers?
  + Motion to hold over existing board members in their executive committee positions for the upcoming year and fill the vacated position by McCarl in the March meeting by Sabine
  + Seconded by Inabinet
  + None opposed
    - Chairman - Collins
    - Vice Chair - open
    - Secretary - Leviner
    - Treasurer - Inabinet
    - Nominating Committee Chair - open
    - Policy and Procedure Committee Chair - Inabinet
* Policy and Procedure Manual (Tabled for March)

**Old Business**

* Gradual pay increases over next 3 years to reach $15.00 for lowest position LA1 Suggested $1.10 per hour increase for staff – Approximately $82,000 per year **(Distributed)**

**New Business**

* New HVAC Unit for Summerville Quotes and voted approval for expenditure

**Executive Session – Not Required**

* Construction Plans
* Board did not need to go into Executive Session to discuss building proposals.
  + Reviewed land maps and proposals

**Adjourn – 5:26pm**

* Motion to adjourn by Sabine
* Seconded by Inabinet
* None opposed