**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