**Dorchester County**

**Library Board of Trustees Meeting**

**George H. Seago Jr. Branch Library**

**Summerville, SC November 15, 2021**

**7:00PM**

**AGENDA**

**Present:** Antill,McCarl, Manigault, Leviner, Rutland, Sabine

**Absent:** Sweatman, Inabinett, Collins

**Call to Order – 7:00PM**

* Mr. McCarl served as chair in lieu of Mr. Collins’ absence.

**Public Comments / Announcements**

* Mrs. Sabine discussed a community member who sent her correspondence with information on the Berkeley County pay scale for Library employees.

**Approval of September 20th, 2021 Minutes – (Attached)**

* No questions, concerns or comments put forth.
* Motion to accept September 20, 2021 minutes – Sabine
* Seconded by Rutland
* Non opposed

**Business Department Report – (Attached)**

* Ms. Manigault reviewed the current income and expenditures.
* Some areas that look to be in the “red” are normal for this time of year, until February when county/state funding are received.
* No questions, comments, concerns expressed.
* Observed Holiday Schedule for 2021-2022 and Board Meeting Calendar for 2022
  + Holiday schedule falls in line with the County’s schedule
* Mr. McCarl asked if any questions on items.
* Rutland inquired about the December meeting and the meeting time of 4:00pm.
* Antill responded that time was set for an earlier meet time as Board Holiday dinner follows that meeting.
* Motion for Holiday Schedule
  + Sabine motioned
  + Rutland seconded
  + None opposed
* Motion for Meeting Schedule for 2022
  + Leviner motioned
  + Sabine motioned
  + None opposed
* January 18th meeting date is a Tuesday instead of Monday (incorrect on proposal)

**Director’s Report (Attached)**

* **Buildings and Grounds**
  + S’ville site still having HVAC issues
    - Consulted another contractor for opinion on cause of issues
    - Taking all steps necessary to maintain equipment for remainder of time that the location remains open.
* County Council has rescinded the mask mandate
  + Mr. McCarl provided him opinion on rescinding of mask mandates and concerns of impact on people since he believes another wave of raised numbers will occur.
* **New Facilities**
  + In Executive Session – if necessary
* **Personnel**
  + Summerville – P/T – to be filled
  + Summerville – F/T – to be filled
  + St. George – P/T – to be filled
* **Collection/Library Performance**
  + Year-to-Date Statistics and Highlights – distributed
    - New patrons still continuing to rise compared to last year’s statistics.
    - Electronic circulations are approximately in the same range – just a little under statistics from previous year.
    - Contract amounts for Overdrive is $11,000 and $40,000 for Hoopla
      * Sabine commented that it appeared that Overdrive is down.
      * Antill confirmed a reduction of $2,000.
      * Antill also commented that part of the reduction is the return to face-to-face patrons
      * Sabine commented that Hoopla has increased
      * Antill explained that Hoopla is extremely popular and that platform will continue to increase for whatever amount is invested into it.
* **Meetings and Attendance**
  + SCLENDS
  + SCAPLA
    - Topic of conversation in both meetings included the Governor’s letter accusing public schools of disseminating inappropriate books and materials.
    - Board provided handout of articles to provide more information on this topic.
    - Goal is to be informative, never harmful.
    - The public library is here to serve everyone.
    - Also reviewed the updated South Carolina State Library Manual (2020 Revised Edition)
      * Includes Library Bill of Rights
* Mr. McCarl questioned is there a specific guideline that is utilized to determine what is considered obscene.
* Mr. Antill responded there was not. It would be up to the legal system/a judge to use their opinion and judgement to determine.
* The library makes every attempt to review their materials and have appropriate safeguards in place, but things can slip through the cracks.

**Committee Reports**

* Nominating Committee Report of 2022 Slate of Officers – Photo for newspapers?
  + This is Mr. McCarl’s last meeting. He is not seeking to be reappointed to the board.
  + We can wait until January to name officers, but it needs to be first line of agenda.
* Permission to Re-Re-nominate – Board Members – Sabine, Leviner to another 4 year term expiring 12/31/2024.
* Hearn and Crosby have still not renominated Sabine and Leviner (respectively) since first renomination in November of 2020
* Policy and Procedure Manual (Tabled for January)
* Did not meet yet.
* Tabled until January meeting.

**Old Business**

* Gradual pay increases over next 3 years to reach $15.00 for lowest position LA1
  + County has already authorized a 2% raise for county employees
  + Mr. Antill expressed that we are in deep competition for employees with competing businesses.
  + Concern with staffing, especially with the new branches opening.
  + Moving the salary to a competitive level - $15.00/hr is important (current lowest rate $11.69) – would like this discussed and discussed for a vote in the spring when the budget is in the planning stage for the next fiscal year.
  + Making the increase to match the county raise is an area that can be determined now.
    - Motion for 2% raise for all employees – Sabine
    - Seconded by Rutland
    - None opposed
* Sabine reported Mr. Collins inquiry on lowest rate for county employees – $13.30 (approximately – not past $13.50)
* Creation of Reading Specialist Position (Tabled for January)
  + Mr. Antill proposed that this topic be tabled until January meeting
  + Would like more time dedicated to planning for this position.
  + Most schools have Reading Specialist positions, but their focus is with students and not necessarily parents.

**New Business**

* **Approval of 2022 Holiday Schedule**
  + Addressed in Business Report Agenda Section
* **Approval of 2022 Board Meeting Schedule**
  + Addressed in Business Report Agenda Section
* **Fine Free**
  + In last meeting discussed finding evidence of impact of going fine free
    - In New York saw a significant increase in patronage when they moved to fine free.
    - Approximately 12 out of the 20 libraries in SCLends are currently incorporating some form of fine free or fully fine free.
    - Would apply to late items. Would still be accountable for lost / damaged items.
    - Sabine questioned if we moved to Fine Free and did not believe it worked for us, would it look bad if we wanted to rescind.
    - Leviner proposed that possibly piloting Fine Free for one year and then revisit.
    - Antill suggested a start date of January 1st.
  + Motion to pilot Fine Free for one year beginning January 1st, 2022 – Leviner
  + Seconded by Rutland
  + Non opposed

**Executive Session**

**Construction Plans – Distribution of N. Chas Kickoff Meeting Documents (Attached)**

* Motion to go into Executive Session by Sabine
* Seconded by Leviner
* Non opposed.
* Moved into Executive Session at 8:03pm
* Motion to exit Executive Session by Rutland
* Seconded by Sabine
* Non opposed
* Exited Executive Session at 8:45pm

**Adjourned at 8:45pm**