

July 18<sup>th</sup>, 2022

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

**Absent:** Sweatman, Collins, Scipio

- 1. Call to Order – 7:04pm**
- 2. Public Comments / Announcements / Correspondence**
  - a. No public comments, announcements, or correspondence
- 3. Approval of May 2022 Minutes – (Attached)**
  - a. Motion to accept the minutes – Leviner
  - b. Seconded – Inabinett
  - c. None opposed
- 4. Business Department Report – (Attached)**
  - a. Monthly YTD Financial Report**
    - i. Income received through 6/30/2022 = \$4,397,399.49
    - ii. Expenditures through 6/30/2022 = \$3,076,173.38
    - iii. Additional monies of \$51,000 provided by county due to audit.
      1. Sabine questioned on which year that money would be allocated.
      2. Manigault replied it would go into current year (2021), not upcoming fiscal year.
    - iv. Fund Balance is currently close to 9 million
      1. Will be using to purchase furniture, books, etc for new branches
  - b. 2022-2023 Budget Finalization – (Distributed)**
    - i. FY 2022 Budget = \$4,174,673.00
    - ii. FY 2023 Budget = \$4,408,880
      1. County Revenue increased due to increased value of a mil
      2. State Aid Income increased due to State Budget increases to the per capita allotment of \$2.25 person & acceptance of the 2020 Census population increase.
      3. Also discussed increased expenditures for upcoming year and justification for increases in allotment.
  - c. Budget Transfer Form – (Attached)**
    - i. Requesting transfer of \$10,000 for insurance and auto to cover deficit.
      1. From miscellaneous fund
    - ii. Premiums are still increasing significantly, even without any claims filed.
      1. Motion to Accept transfer - Sabine
      2. Seconded – Rutland
      3. None opposed
- 5. Director's Report (Attached)**
  - a. Buildings & Grounds**
    - i. Still waiting on manufacture and delivery of 20ton HVAC unit from LimRic
      1. Predicted delivery – end of August
      2. Leasing two portable AC units and purchased two portable AC units (\$1500 apiece)
    - ii. Summerville roof leak detected and in process of being repaired.

1. Received estimate on repair (>\$1000)
  2. On schedule for repair to be completed
  - iii. No known issues with St. George facility.
- b. New Facilities**
- i. **Executive Session – not required**
    1. Oakbrook – Interior & Exterior Designs 99% complete
      - a. Groundbreaking scheduled for August 18<sup>th</sup> at 11am
    2. North Charleston – Interior & Exterior Designs 99% complete
    3. Summerville – Initial Bubble Diagram Complete
      - a. Town of S’ville considering charging public to use parking deck
        - i. Would be problematic
        - ii. \$9,254,550 total cost
    4. Ridgeville – no changes
      - a. Talk of sale of current S’ville location to offset shortage for purchase/costs of Ridgeville location
- c. Personnel**
- i. Marketing Communications Manager – Jenna Wheeler
    1. Resigned effective 7/29/2022
    2. Job posted 7/15/2022
  - ii. St. George – adding 1 full time – LA Supplementing Bookmobile Staff
    1. Bookmobile operated three days a week and the staff was utilized for other purposes at St. George branch when not operating bookmobile
    2. STEM and Bookmobile will be travelling more extensively / regularly with 5 locations
  - iii. Summerville – Filling positions as vacancies arise
    1. Currently 1 FT position and 3 PT positions open
- d. Collection / Library Performance**
- i. 2021-2022 Final Statistics and Highlights (Distributed)
    1. Continuing to move towards pre-covid numbers
    2. Once new branches are opened cannot compare circulations for at least 1-2 years
      - a. Data would not be consistent/valid
  - ii. Beginning process of developing a 3-year strategic plan framework with our mission, vision and goals broken into 1-year adjustable increments.
    1. Intentional process to chart a path from one point to another.
    2. With continued growth of libraries, need for specific detailed plan is important to consider
    3. Received one proposal from the Weathers Group. Mr. Antill has solicited other proposals/quotes from two additional groups.
    4. Last one completed in 2011
- e. Meetings & Attendance**
- i. SLENDS
  - ii. SCAPLA
  - iii. Rotary

- iv. Weekly architect meetings discussing all branches and their progress
- v. Meetings with Charles Weathers from the Weathers Group for Strategic Plan assistance

**6. Committee Reports**

- a. none

**7. Old Business**

- a. none

**8. New Business**

- a. Strategic plan discussed earlier in meeting

**9. Adjourn**

- a. Motion to adjourn - Leviner
- b. Seconded - Inabinett
- c. Adjourned at 7:57pm