**Dorchester County Library**

**Board of Trustees Meeting**

# Jennie J. McMahan Library St. George, SC

**Tuesday January 17th, 2023 4:00PM**

**AGENDA**

1. **Call to Order – 4:14pm**
* **Present:** Sabine, Inabinett, Leviner, Scipio, Sweatman, Antill, Manigault (Rutland arrived @ 4:29pm due to road construction)
* **Absent:** None
1. **Public Comments / Announcements / Correspondence - None**
2. **Approval of November 2022 Minutes – (Attached)**
* Inabinett motioned
* Sweatman seconded
* None opposed
1. **Business Department Report – (Attached)**
	1. Monthly YTD Financial Report
* Manigault reviewed the report with incoming and outgoing monies.
* Millage financing is starting to come in. Just received a 2 million check
* Reviewed some monies and expenditures from last fiscal year that carries over to this fiscal year.
	1. Presentation of 2021 Audit – Ms. Emily Sobczak, Greene Finney Cauley
* Audit was reviewed for the board presented by Ms. Emily Sobczak
* Did point out that Net Pension Liability percentage the employer is responsible for will increase over next several years and adjustments to budget should be adjusted, as needed.
* No findings, significant deficiencies, or material weaknesses were noted.
* Matter for Consideration: financial close out / recording of accrued payables and receivables
	+ Recommend that library make more notations as opposed to having the accounting firm do so.
	1. Presentation of Transition to Blended Component Unit from Discretely Presented Component Unit – Mr. Daniel Prentice, Deputy County Administrator, CFO
* Since the County has debt related to the library (from the Bond Referendum), the County / Library debt now falls under a Blended Component Unit since they are jointly responsible financially for Bond Referendum financials
* Previously the County operated financially separately from the County.
* Now the County will be part of the County’s financial department
	+ Includes payroll, purchase orders, timekeeping, liability insurance etc.
	+ Employees will use Cronos Timekeeping system used by County with timeclocks for hourly employees
	+ Will switch from Quickbooks and utilize county accounting system – Central Square
	+ Need to follow county procurement system for purchase orders as a state entity:
		- Under $5,000 no quotes
		- $5000 - $25,000 requires 3 quotes
			* If purchased from a state approved vendor, no quotes required.
* IT Services – make sure that county employees devices, computers fall under the county network / server
* Security system falls under same vendor. Will provide access to district after hours services.
* Phone system will go under 4 digit call for county offices
* Will go into effect July 2023
* Branch Manager for Summerville Branch asked where HR would fall
	+ Mr. Prentice stated library would still follow liaisons / process set under the library organization.
	+ Library would use county forms for reprimands, etc that they utilize and would consult with county HR on actions on whether or not to go forward.
* Mr. Antill discussed the minimum wage for employees and how that would work with county minimum wage hourly and differences
	+ Mr. Prentice stated that library would work with county to look at classifications on the library compared to classifications the county has for hourly wages and work to have library classifications fall under appropriate county classifications.
* Manigault asked about reconciliation. And how would that allow her to report to the board
	+ Mr. Prentice stated Manigault would still have access to funds and able to run reports
* Manigault asked about services that had to be paid.
	+ Mr. Prentice discussed process to requests checks cut for services
* Mr. Prentice also discussed courier services through district
* Summerville Branch Manager asked if hierarchy would still stay the same.
	+ Mr. Prentice replied that Library Board is still responsible for appointing the library director.
1. **Director’s Report (Attached)**
* Buildings & Grounds
	+ HVAC replaced, Roof leak repaired, flush valve replaced at S’ville location
	+ Fence replacement scheduled for St. George location
* New Facilities
	+ Oakbrook – interior & exterior designs are 99% complete
	+ N. Chas – interior & exterior designs are 99% complete
	+ S’ville – 2nd elevations & rendering presented but not distributed
	+ Mr. Antill reviewed Furniture, Fixture & Equipment budgetary needs for Oakbrook & N. Chas locations which exceed what was estimated originally for Oakbrook & Chs libraries.
* Personnel
	+ St. George – fully staffed
	+ S’ville – 2 part-time openings
* Collection / Library Performance
	+ Review of 2022-2023 YTD statistics & highlights
	+ Strategic Plan reviewed
		- 250 surveys from staff and public
		- Focus groups will meet in Feb (20th-28th)
			* Parents, adults, staff, management & 1 all day board retreat on May 5th from 9am – 3pm
* Planned completion June 2023
* N. Chas Opening – July 31st
* Meetings & Attendance
	+ SCLENDS
	+ SCAPLA
	+ Rotary
	+ Weekly architect meetings discussing all of the branches and their progress
	+ Meeting w/Claire Louder for Strategic Plan assistance
	+ Committee 250 Board Mtg
	+ Summerville Chamber
1. **Committee Reports**
2. **Old Business**
	1. Motion to table review of personnel policy by Sabine
	2. Seconded by Rutland
	3. None Opposed
3. **New Business**
* Surplus equipment for disposal or sale (distributed)
* Motioned by Sabine
* Seconded by Rutland
* None opposed
* Motion signed by Collins
1. **Executive Session –** If Needed
* Not needed
1. **Adjourn @ 6:13pm**
* Motion by Scipio
* Seconded Inabinett
* None opposed