**Dorchester County Library**

**Board of Trustees Meeting**

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

**Summerville, SC**

**November 21, 2022**

**7:00PM**

**AGENDA**

1. **Call to Order – 7:02pm**

* **Present:** Sabine, Inabinett, Rutland, Leviner, Scipio, Sweatmann, Antill, Manigualt
* **Absent:** Collins

1. **Public Comments / Announcements**

* Letter of Support for Dorchester Historical Center for their grant
* Timrod Library thank you letter for sponsoring author talk
* Daughters of American Revolution – want to put marker up at Oakbrook location

1. **Approval of July 18th 2022 Minutes – (Attached)**

* Motion to approve minutes – Leviner
* Seconded – Rutland
* None opposed

1. **Business Department Report – (Attached)**

* Financial report reviewed.
* Manigault reviewed current income received through 10/31 and expenditures through 10/31
  + Explained that we are always in the red during this time of year. Millage comes in January.
  + Scipio inquired if yearly monies need to be spent this calendar year.
  + Antill stated no. Usually spend 75% of income. Will use any leftover towards new libraries.
* Observed Holiday Schedule
* Reviewed error in 2022 holiday schedule (left off day after Christmas and some dates were misquoted as Saturday instead of Sunday, etc)
* Presented 2023 holiday schedule. Library follows holiday schedule of county.
* Motion to accept adjusted calendar and proposed 2023 calendar – Sabine
* Seconded – Inabinet
* None Opposed
* Cola for 2023
* Reviewed current proposed increase to raise hourly rate to be more competitive.
* This year will result in lowest paid hourly employee at $13.89 per hour
* Next year will result in lowest paid hourly employee at $14.99 per hour (for Library Assistant 1)
* Motion to accept proposed increase – Rutland
* Seconded by – Sabine
* None Opposed

1. **Director’s Report (Attached)**

* Reviewed the proposed Board of Trustee meeting dates for 2023.
* Third Monday of each month except for January meeting which will be Tuesday.
* Buildings & Grounds
* Reviewed of Summerville location – HVAC, plumbing issues, roof leakage.
* Limric has been very responsive when contacted for any concerns.
* St. George location had it’s roof fixed for lead (by CMS roffing)
* New Facilities
* In executive session, if required
* Personnel
* Summerville – PT position to be filled
* Summerville FT position to be filled
* Summerville (3) PT position to be filled
* St. George is fully staffed as of this meeting
* Collection / Library Performance
  + Year to Date Statistics & Highlights
    - Review of circulations for both locations.
* Circulations are up approximately 10,000 from October of last year
* New Patron Comparison
* Up 120 patrons from October of last year
* Digital / Electronic Circulations – Downloads & Music
* Can review a consistent increase in circulations from this time last year.
* Wireless Users Comparison
* Up approximately 500 from this time last year
* Meetings & Attendance
  + SCLends
  + SCAPLA
  + Architect & Building Meetings throughout the months

1. **Committee Reports**

* Nominating Committee Report of 2023 Slate of Officers – Photo for newspapers?
  + `Permission to Re-Re-nominate – Board Members
    - Leviner & Sabine - expired:12/2020
    - Collins, Inabinett, Rutland, and Sweatman Expiring: 12/2022.

1. **Old Business**
2. **New Business – *See under Business Department Report above***

a. Approval of 2022 Holiday Schedule Correction

b. Approval of 2023 Holiday Schedule

c. Approval of 2023 Board Meeting Schedule

1. **Executive Session**

* Motion to go into Executive Session – Sweatmann
* Seconded by Inabinett
* None Opposed
* Entered Executive Session @ 7:44pm
* Ended Executive Session @ 9:05pm
  + Motion to end executive session – Rutland
  + Seconded – Leviner
  + None Opposed
  + Ended Executive session – 9:05pm

**9. Meeting Adjourned: 9:07pm**

* Motion to adjourn – Sabine
* Seconded – Scipio
* None Opposed
* Meeting ended 9:07pm.